

## WEEK 6 - MS Class - “Asking Questions” in Business Situations (Part 2) October 2015

*In business, it is very important to use “ask questions” in an effective manner when you are in a business meeting, teleconference, or face-to-face business discussion. In today’s lesson, we will study **15** key business questions that you can use to ask about your business situations in a dynamic, creative, and business manner .*

### **Key “Questions” Phrases:**

- 1. I don’t quite understand what you are saying regarding..... Can you rephrase what you just said for me, please?**

*Ex. I don’t quite understand what you are saying regarding the delayed product launch. Can you rephrase what you just said for me, please?*

- 2. Do you have any questions for us regarding....?**

*Ex. Do you have any questions for us regarding our product development?*

- 3. Did you encounter any problems or issues with ....?**

*Ex. Did you encounter any problems or issues with the new policy?*

- 4. What solutions do you recommend with regard to.....?**

*Ex. What solutions do you recommend with regard to our sales in Japan?*

- 5. Do you think we need to.....regarding.....?**

*Ex. Do you think we need to increase our marketing in Japan regarding our new product?*

- 6. Can you give us any advice regarding.....?**

*Ex. Can you give us any advice regarding our meeting next week with our vendor?*

- 7. If possible, we would like to hear your views on.....**

*Ex. If possible, we would like to hear your views on the current situation.*

- 8. What do you recommend we do with regard to....?**

*Ex. What do you recommend we do with regard to improving our quality control?*

- 9. Do you think we need to.....?**

*Ex. Do you think we need to change the design?*

- 10. Can you fill us in on the situation with.....?**

*Ex. Can you fill us in on the situation with next month’s product release date?*

**11. Will you be able to finish.....by.....?**

*Ex. Will you be able to finish make the new plan by the beginning of next week?*

**12. How far along are you regarding....?**

*Ex. How far along are you with the new project?*

**13. Are you almost done with...?**

*Ex. Are you almost done with the updated specifications?*

**14. How is .....going?**

*Ex. How is the China project going?*

**15. When do you think you will have an answer regarding.....?**

*Ex. When do you think you will have an answer regarding the launch date in FY15?*

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**Homework:**

1. Looking at your own situation, make one sentence of each of today's key phrases.  
Total: **15** questions
2. Remember to use "real situations" that will help you to make your homework more effective and practical.
3. **PRINTOUT** your homework and bring it to class next week.
4. Be prepared to "report" your data (orally) in a meeting simulation next week.
5. Good luck!