

Business English



Level	Questions	Language focus
A1.1	1 Could you please tell me your name? Can you spell your first and last names? Can you tell me your telephone number please? What year is it?	alphabet numbers dates
	2 What is the name of your company?	to be possessive pronouns
	3 When did you start to learn English?	past simple
	4 What time do you start work in the morning?	time expressions
A1.2	5 Where do you work, and what do you do there?	present simple job descriptions
	6 What are you working on at the moment?	present continuous present form
	7 Are you going to any meetings this month?	present continuous future form
	8 Have you ever visited any other cities for your job?	present perfect
	9 What are you going to do at work tomorrow?	going to future
A2.1	10 Can you tell me something about your job, and the company you work for?	being able to introduce themselves and others
	11 How many people usually work in your office? How many are working there now?	difference between the present simple and present continuous
	12 Have you ever visited your company's headquarters, if not would you like to?	present perfect with ever/never
	13 When did you last have a meeting with your boss?	past simple irregular verbs
	14 How much English do you need for your job? How many of your colleagues speak English?	quantifiers
A2.2	15 How long have you worked in your present job?	present perfect with for/since
	16 Do you have to work at weekends, or do overtime during the week?	modal verbs
	17 Do you think you will stay in your current job for the next ten years, why/why not?	predictions
	18 What tasks were you doing before this evaluation?	past continuous
	19 Can you describe a typical working day?	describing routines

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Level	Questions	Language focus
B1.1	20 How would you introduce yourself to a visitor to your department?	introductions
	21 Have you ever been in a situation where you have had to speak English at work, and how did you feel?	present perfect past simple
	22 If you could do any job in the world, what would it be?	conditionals
	23 If you could spend a year working in another country, which country would you choose and why?	conditionals future tenses describing preferences
B1.2	24 What do think is important when arranging a meeting?	describing processes passive
	25 What aspects of your job do you enjoy the most?	expressing opinions likes and dislikes
	26 How would you introduce a visitor to your colleagues?	polite requests small talk
	27 What would you suggest a visitor could do in your hometown?	suggestions using modal verbs
B2.1	28 What first impression do you think people have of your company?	present simple and continuous
	29 Think of the technology you are currently using at work, what are the benefits now, and how could it be improved in the future?	past/present/future ability
	30 What would you say if you wanted to diplomatically interrupt your boss during a meeting?	polite requests
	31 What would you say to a customer if you were late for an appointment?	apologizing and responding
B2.2	32 Why did you choose your current career, do you think you will still be in this job in 5 years' time?	explaining and reasoning
	33 When do you think is the best age to retire and why?	giving opinions
	34 What would you say to a colleague who arrives an hour late for an appointment without informing you?	third and mixed conditionals
	35 What will be happening in your department over the next six months?	future continuous probability

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C1.1	36 What is the most important industry in your country? Which industry do you think will be the most important in 10 years' time?	tense usage
	37 How has globalization affected business in your country?	express attitudes in the past
	38 What do you think is more important: qualifications or experience?	getting your point across
	39 What kind of experience have you had working with people from different cultures?	describing cross-cultural experiences
C1.2	40 Can you describe any training courses you have done at work, what did you learn?	passive past tenses
	41 When was your company founded, and where? Who were the founders?	passive word order
	42 Can you learn good leadership qualities, or are you born with them?	expressing personal views
	43 How important is it for a company to have values?	discussing a complex topic

General English



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A1.1	1 Can you tell me your name please? Can you spell your first and second names please?	alphabet
	2 Can you tell me your telephone number?	numbers
	3 What nationality are you?	nationalities
	4 Where do you live?	present simple
	5 What is your job?	verb: to be job descriptions
A1.2	6 Where do you usually go on holiday?	present simple
	7 Where does your best friend live?	third person singular
	8 What did you do last weekend?	past simple
	9 When do you usually get up in the morning?	time expressions frequency adverbs
	10 Can you tell me something about your family?	produce simple sentences about familiar topics
A2.1	11 Have you ever visited an English speaking country? What did you enjoy?	present perfect with ever/never past simple
	12 What are you going to do this weekend?	future going to
	13 Where do you live, in a house or apartment? What is it like?	present simple descriptions
	14 How many hours a day do you spend on your computer? Are you using your computer now?	difference between present simple/present continuous
	15 What is the weather like now? Do you think it might rain tomorrow?	basic modal verbs
A2.2	16 What sports do you like, and why do you like them?	present simple linking words
	17 Can you tell me about something you can do well? Can you cook? Can you sing?	modal ability
	18 If you could live in another country for a year, which country would you choose, and why?	conditionals
	19 Which languages do you think are the easiest to learn, and which are the most difficult?	superlatives
	20 Tell me about something you did with your friends recently, why did you enjoy it?	past tenses

General English



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B1.1	21 How do you prefer to travel? By plane, train or car? Why do prefer to travel this way?	comparatives
	22 Do you own a smartphone? Where do you think we shouldn't use smartphones, and where are we not allowed to use them?	modals
	23 What was the last interesting program you watched, and why were you interested?	adjectives with -ed or -ing
	24 If you could come back in another life, who (or what) would you like to be?	second conditional
B1.2	25 Think about a close friend of yours. Where did you meet? How long have you known him/her?	past tenses
	26 How much time do you spend on a weekday, working/cooking/relaxing?	quantifiers
	27 How often do you go away for the weekend, where do you like to go?	phrasal verbs
	28 Have you ever had a nightmare journey? Can you describe it?	past tenses adjectives
B2.1	29 A friend has invited you to his birthday party, you are busy that evening, how would you decline politely?	polite refusals
	30 What innovation would improve your quality of life at work? And outside work?	future ability
	31 Why do you think so many people use social networking sites? Do you use any of these sites?	giving an opinion
	32 Do you think you will stay in your current job long-term? Why or why not?	compound adjectives expressing opinions
B2.2	33 What is the most important news story in your country at the moment?	continuous forms reported speech
	34 Do you think it's important to keep up with current events? Where you do check the latest news?	explaining and reasoning
	35 If you had to pick three objects to represent the last twenty years, what would they be and why?	conditional past tenses
	36 What advice would you give to someone who is planning to move to your country?	advice and suggestions

General English



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C1.1	37 Do you generally find it difficult to understand native or non-native English speakers? Why?	expressing personal views
	38 Is there anything you used to do that you wish you still had time for?	used to past/present tenses
	39 Can you describe a job you would love to do, and what makes you think you might be good at it?	explaining and ability
	40 Are there any subjects you don't see eye to eye with other members of your family?	idioms defining arguments
C1.2	41 It seems that there is a direct relation between our position in the family and how we work? Would you agree with that statement?	distancing
	42 Only when you travel abroad do you realize how expensive everything is. Would you agree, and why/why not?	adding emphasis/inversion
	43 Do you have any electronic gadgets which you think really save your time?	time expressions
	44 Do you think it should be an offence for pedestrians to cross the road while wearing earphones? Why/why not?	necessity/obligation