



### Business English Present Simple and Continuous Taboo topics game Lower level version

Take turns asking your partner any questions from below:

- "What are you working on at the moment?"
- "What do you do?"
- "What are you doing?"
- "How often do you steal office supplies from work?"
- "Do you use your office phone for personal calls? Why/ why not?"
- "Is your company planning to open new offices?"
- "Are you thinking about changing jobs?"
- "What do you think about your line manager/ CEO/ President?"
- "What project are you working on?"
- "What do you usually gossip about?"
- "Is your company improving? Why/ why not?"
- "Is your company growing?"
- "How much overtime do you do?"
- "How many emails are waiting for you in your inbox?"
- "How many documents are lying on your desk?"
- "Are you looking forward to this weekend?"
- "Do you look forward to weekends?"
- "Are you studying anything at the moment?"
- "What are your colleagues doing right now?"
- "How often are you late for work?"
- "What time are you planning to leave today?"
- "Is anyone waiting for you to finish something?"
- "What does your company do?"
- "What is the biggest project that your company is working on?"
- "How much money do you save every month?"
- "Are your savings going up? Why/ Why not?"
- "How much do you usually spend on transport?"
- "How much rent do you pay?"
- "What are you carrying in your pockets?"
- "How often do you buy new business clothes?"
- "Do you do your own ironing?"
- "Do you often complain about your job?"

#### Useful language

- "I'd rather not answer that (if you don't mind)"
- "I'd rather not say"
- "I'm afraid that's a bit personal"
- "(That's) none of your business!"

Were any of the questions not good ones to use in business? Rank the questions above:

- 5 points = Extremely difficult/ a taboo question
- 4 points = Very difficult
- 3 points = Quite or a little bit difficult
- 2 points = Quite easy
- 1 points = Very easy/ an ordinary question

Change groups. Your new partner will ask you a question from their list. Choose how many points you want the question to be. If you can answer the question, you will get that many points. If you don't want to answer the question or can't think of an answer, you can use the phrases in the box.



Take turns asking each other different Present Continuous questions, and then discuss how suitable they are for business situations. Which tense is more common in Business English?

Without looking above, fill in the right tenses below. Sometimes more than one tense is possible.

- "What \_\_\_\_\_ (you work on) at the moment?"  
"What \_\_\_\_\_ (do you do)?"  
"How often \_\_\_\_\_ (you steal) office supplies from work?"  
"\_\_\_\_\_ (you use) your office phone for personal calls? Why/ why not?"  
"\_\_\_\_\_ (your company plan) to open new offices?"  
"\_\_\_\_\_ (you think about) changing jobs?"  
"What \_\_\_\_\_ (you think about) your line manager/ CEO/ President?"  
"What project \_\_\_\_\_ (you work on)?"  
"What \_\_\_\_\_ (you usually gossip) about?"  
"\_\_\_\_\_ (your company improve)? Why/ why not?"  
"\_\_\_\_\_ (your company grow)?"  
"How much overtime \_\_\_\_\_ (you do)?"  
"How many emails \_\_\_\_\_ (wait for you) in your inbox?"  
"How many documents \_\_\_\_\_ (lie on) your desk?"  
"\_\_\_\_\_ (you look forward to) this weekend?"  
"\_\_\_\_\_ (you look forward to) weekends?"  
"\_\_\_\_\_ (you study) anything at the moment?"  
"What \_\_\_\_\_ (your colleagues do) right now?"  
"How often \_\_\_\_\_ (you be late) for work?"  
"What time \_\_\_\_\_ (you plan to) leave today?"  
"\_\_\_\_\_ (anyone wait for) you to finish something?"  
"What \_\_\_\_\_ (your company do)?"  
"What is the biggest project that \_\_\_\_\_ (your company work) on?"  
"How much money \_\_\_\_\_ (you save) every month?"  
"\_\_\_\_\_ (your savings increasing)? Why/ Why not?"  
"How much \_\_\_\_\_ (you usually spend) on transport?"  
"How much rent \_\_\_\_\_ (you pay)?"  
"What \_\_\_\_\_ (you carry) in your pockets?"  
"How often \_\_\_\_\_ (you buy) new business clothes?"  
"\_\_\_\_\_ (you do) your own ironing?"  
"\_\_\_\_\_ (often complain) about your job?"

Check your answers on the previous page. Other tenses might be possible, so check with your teacher.

What are the differences between the tenses?

Which tense usually goes with these time expressions and why?

- Never/ Hardly ever/ Sometimes/ Often/ Usually/ Almost always/ Always
- How often
- At the moment/ Right now/ Every...

What tense is used to talk about these things?

- Changes
- Routines
- Temporary things
- Things which are generally true