

Indirect Questions

Point 1: An indirect question is a more polite or formal way of asking for information.

1. Can you tell me where the office is?
 1. Where is the office?
2. Can you tell me how to get there?
 1. How do I get there?
3. Do you know who sits at this desk?
 1. Who sits at this desk?
4. Do you know what the meeting is about?
 1. What is the meeting about?
5. I wonder what the meeting is about.
 1. What is the meeting about?

Point 2: The word order in indirect questions and word forms are different from direct questions.

1. **Where is** the bus station?
 1. Can you tell me **where** the bus station **is**?
2. **When does** the movie **start**?
 1. Can you tell me **when** the movie **starts**?
3. **Where did** Bob **go**?
 1. Can you tell me **where** Bob **went**?
4. **What is** she **doing**?
 1. Do you know **what** she **is doing**?

Point 3: Some auxiliary verbs (do/does/did) are not used in indirect questions.

1. Where **does** he work?
 1. Do you know where he **works**?
2. What **did** he say at the meeting?
 1. Do you know what he **said** at the meeting?
3. Who **do** I need to send this to?
 1. Can you tell me who I **need** to send this to?
4. Why **does** she get so upset so easily?
 1. I wonder why she **gets** so upset so easily.

Point 4: Yes/no questions change in indirect questions. Include the word "if" or "whether" before the statement.

1. Can I come to the party?
 1. Do you know **if** I can come to the party?
2. Did she book the hotel?
 1. Do you know **if** she booked the hotel?

3. Is he alright with the decision?
 1. Do you know **if** he is alright with the decision?
4. Has he ever worked on a project like this one?
 1. Do you know **if** he has ever worked on a project like this one?

Indirect Questions

Read and listen to four conversations using the grammar.

Conversation 1 | [PDF Worksheet](#)

Man: *Do you know where Kate is?*

Woman: She said she had an appointment. She left about an hour ago.

Man: Oh, I see. I need the keys to the safe. *Do you know when she'll be back?*

Woman: Yes, she said she'll be back after lunch.

Man: Oh! I can't wait that long. *Do you know where she keeps the keys?*

Woman: In her desk, but it's locked. However, I think Bob has a set of keys.

Man: OK, great. I'll go ask him.

Conversation 2 | [PDF Worksheet](#)

Woman: Excuse me, *do you know where the library is?*

Man: Yes, it's on the other side of campus. It's about a ten-minute walk from here.

Woman: *Do you know when it closes?*

Man: I think it's open 24 hours, but you'd better check.

Woman: *Do you know if there's a bus that goes there?*

Man: Yes, you can catch the campus shuttle by the cafe. It goes straight to the library.

Woman: *Do you know how often it comes?*

Man: I'm not sure, but I think it comes fairly often.

Woman: Great. Thanks for your help.

Man: No problem at all.

Conversation 3 | [PDF Worksheet](#)

Man: *Do you know when the meeting is?*

Woman: It's at 3:30.

Man: *Do you know what it's about?*

Woman: I'm not sure. The memo didn't say much. Just that it's urgent.

Man: Where is it? I can't remember.

Woman: It's in Meeting Room 10.

Man: *Do you know how long it will take?*

Woman: The memo said an hour.

Man: An hour? *Do you really think it will take that long?*

Woman: I doubt it, but you never know.

Conversation 4 | [PDF Worksheet](#)

Man: Susan, *do you know what this machine is?*

Woman: Yes, it's a laminator.

Man: *Do you know what it does?*

Woman: Yes, it laminates paper. "Laminate" means to cover with plastic.

Man: I see. *Do you know how to use it?*

Woman: Not really, I've never used it.

Man: *Do you know who might?*

Woman: I think Jill does. I've seen her use it before.

Man: Cool. I'll ask her if I ever want to use it.

Quiz

Answer these questions about the interview.

1) What does one man want to know?

- a) Who did something
- b) How to do something**

2) Where are they going?

- a) To party
- b) To a factory**

3) What food will they serve at the party?

- a) Grilled fish
- b) Vegetables**

4) Who started this?

- a) They did
- b) Someone they know**

Corporate Vocabulary – Company Policies and Procedures

Code of Conduct

The principles and behaviors that employees must follow.

“That behavior does not comply with our code of conduct.”

“Such conduct is inconsistent with our code of conduct.”

Policy

Set of principles, guidelines, and rules adopted by a company to ensure consistent approaches that lead to reaching the company goals and objectives.

“Per company policies, all client calls must be answered within 24 hours.”

“In accordance with company policy, all client inquiries by phone are to be responded to within a 24-hour period.”

Non-Discrimination Policy

Company policies that address discriminatory behaviors.

“Our hiring practices comply with the company non-discriminatory policies.”

“We conduct our hiring processes in accordance with the company's non-discriminatory policies.”

Conflict of Interest Policy

Company policies that address situations when employee personal interest and company interests may interfere.

“John’s assignment to that project may break our conflict of interest policy.”

“John's involvement in that project could potentially violate our conflict of interest policy.”