

REAL questions for **REAL** conversations
that **SPARK** learning

free sample



1001

Grammar Discussion Questions

Business English

by Chris Cotter

Thank you for downloading the free sample of **1001 Grammar Discussion Questions**.

The questions in this resource were designed for open-ended, free practice with specific grammar structures. Although earlier stages of a lesson require drills and a focus on accuracy, later stages need opportunities for a focus on fluency.

1001 Grammar Discussion Questions consist of closed and open questions that allow students to speak more smoothly and quickly with the target structure. However, with the discussion questions, students also have the opportunity to reinforce additional language from previous lessons and make new connections with the grammar. Students also have the opportunity to improve various speaking strategies, all of which result in an overall better use of English.

Here are a few questions for you to consider:

- Would you like flexible materials for extended discussions?
- Would you like to spend less time searching for grammar activities and resources?
- Would you like to engage your students with real, meaningful conversation?

1001 Grammar Discussion Questions can provide these solutions!

Enjoy the free sample, and have a great class!

Chris Cotter
Heads Up English



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Preface

Teach. Assess. Research. Teach. This is the cycle which I follow to provide better and better lessons, and so help my students to more quickly reach their goals. And from this simple cycle, new materials get developed as well.

1001 Grammar Discussion Questions is the result of a need to give students as much meaningful practice as possible, thereby improving accuracy, fluency, and automaticity. More meaningful practice means better retention of the target language too.

Many textbooks focus on controlled and semi-controlled exercises; fill-in-the-blank exercises, scripted dialogues, comprehension questions, and the like fill page and page after page. Some textbooks provide companion resources with a few games and worksheets for each unit; however, these fail to consider the background, age, or interests of students, as well as class size. As a result, the activities may not hit the mark. What's more, the supplemental worksheets may not be readily available, especially if you want to incorporate some additional practice as an aside and you haven't made photocopies in advance.

After more than a year in development to create, test, edit, and test again, I'm excited to offer *1001 Grammar Discussion Questions*. I hope they provide as much value in your lessons as they have in mine.

Have great classes!

Chris Cotter

How to Use This Resource

1001 Grammar Discussion Questions has been designed as a companion resource to *101 Pre-Lesson Grammar Worksheets*. The *101 Pre-Lesson Grammar Worksheets* allow for self-study before a lesson, which then allows for more opportunities with meaningful productive practice with this resource.

There are two key concepts to keep in mind with this resource. First, and perhaps most obvious, the resource allows for the practice of key grammar structures. And second, it allows students to develop communication skills and strategies necessary for real-world use of English.

To start, *1001 Grammar Discussion Questions* provides productive practice on key grammar points, and any of these grammar questions may be used in conjunction with textbooks; as an aside to review and reinforce previously studied language as it appears in a lesson; and as written homework.

The content contained herein extends the usual controlled and semi-controlled activities available in a textbook, something which proves essential for students to improve accuracy, fluency, and automaticity with new language. The discussion activities also allow students to focus on areas of interest and thereby personalize their language, all of which improves retention.

In total, there are 1001 questions, some of which prove easier and more accessible than others. The easiest questions allow students to focus on the newly acquired language, rather than also struggle with vocabulary or new concepts which might have been given little thought in the student's L1. However, interspersed with these easier questions are also more difficult questions to engage interest and provide challenge. Regardless of how easy or difficult, though, all questions provide a springboard on which to add information, ask follow-up questions, and incorporate other grammar structures.

The second aim of this resource, improving communication skills and strategies, often gets less attention in many textbooks and lessons. However, these skills prove equal in importance to grammar and vocabulary. This resource implicitly encourages students to do the following, although a teacher can also explicitly teach and practice the below points too:

repair communication breakdowns: When one student doesn't understand his / her partner, the communication breaks down and doesn't progress until it is repaired. Students must ask for clarification and / or re-explain their answers to then allow the communication to continue.

learn circumlocution skills: If students don't know a specific vocabulary word during their discussions, there are several choices. Students can check a dictionary, ask the teacher, or even consult another student; however, with these choices, the conversation stops until the precise word is discovered, and this may not be practical in

How to Use This Resource

the real world. An alternative is to find other language, be it a synonym or a short explanation, which then maintains the flow of the conversation. This is circumlocution.

improve stalling devices: As students think of ideas, organize their thoughts, and find the right language, they also need to incorporate stalling devices rather than sit in complete silence. "Ums" and "ahs" are two examples, and students can also use phrases like "That's a good question." or "I've never thought about that. Let me see."

develop active listening skills: Active listening indicates that the listener understands and is interested in the other person's speaking. Students should make comments ("That sounds interesting!"), confirm information ("So, do you mean...?") and ask questions ("What did you do after that?").

The 1001 questions have been bundled into a single book, but each set of questions is also available as a separate handout. Each worksheet contains five closed questions to start, after which there are eight open questions. Students can also see an example with the language, as well as make any notes for vocabulary, grammar, etc.

As a final word, it's recommended that students first be given one or two minutes to preview the content, check any unknown words, and understand the questions. The teacher may also identify challenging vocabulary or questions in advance, and then check comprehension. The students should form pairs or groups to ask and answer through the worksheet, with the teacher providing correction as needed.

Grammar Discussion

Target Language: *adverbs of definite frequency with the simple present tense*

Instructions: Answer the questions below. Be sure to use the target language and also add as much information as possible. If necessary, take notes to prepare.

Step One: Let's Look at an Example!

Here's an example to help you. Read the question and answer to understand the target language.

Q: **How often** do you write reports? Are the reports long or short? Please explain.

A: I write reports **once a month**. The reports are usually long and detailed. However, I sometimes have a big project, so then I write reports **once a week**. I also have more face-to-face meetings...

Step Two: Closed Questions

Read and understand the questions. Check your dictionary and make any notes, if necessary.

- Do you travel for business a lot? If yes, how often do you travel? Please explain.
- Do you give presentations a lot? If yes, how often do you give a presentation?
- Do you attend training sessions?
- Do you study English for work a lot?
- Do you work overtime? If yes, how often do you work overtime in a month? Please explain.

Step Three: Open Questions

Read and understand the questions. Check your dictionary and make any notes for longer, more detailed answers with the target language.

- How often do you send emails in English?
- How often do you speak in English at work? What do you usually talk about in English?
- How often do you come to work early? Why do you come to work early?
- How often does your boss give you praise?
- How often do you write reports? Are the reports long or short? Please explain.
- How often does your company hire new people?
- How often do you hang out with coworkers? What do you do together?
- How often do you have meetings? Are the meetings long or short? Please explain.

Make notes here.

Grammar Discussion

Target Language: *simple past tense*

Instructions: Answer the questions below. Be sure to use the target language and also add as much information as possible. If necessary, take notes to prepare.

Step One: Let's Look at an Example!

Here's an example to help you. Read the question and answer to understand the target language.

Q: What responsibilities did you have (but you don't have now)? Please explain.

A: I **managed** a team of four people on our last project. It was very difficult because there wasn't much time. At the time, my team and I **worked** late almost every day. I **worked** on the weekends too...

Step Two: Closed Questions

Read and understand the questions. Check your dictionary and make any notes, if necessary.

- Did you learn anything new this week?
- Did you stay at work late this week? If yes, why did you work late?
- Did you work at home last weekend? If yes, why did you work at home?
- Did you call in sick last month?
- Did you talk with your boss recently? If yes, what did you talk about?

Step Three: Open Questions

Read and understand the questions. Check your dictionary and make any notes for longer, more detailed answers with the target language.

- What did you start at work recently?
- What did you finish at work recently?
- Where did you work before? What can you say about these companies?
- When did you travel for business? Where did you go? Please explain.
- What did you study in your last English lesson?
- What responsibilities did you have (but you don't have now)? Please explain.
- What did you like to do in your previous job? Why?
- What did you hate to do in your previous job? Why?

Make notes here.

Grammar Discussion

Target Language: *present progressive tense*

Instructions: Answer the questions below. Be sure to use the target language and also add as much information as possible. If necessary, take notes to prepare.

Step One: Let's Look at an Example!

Here's an example to help you. Read the question and answer to understand the target language.

Q: How **is** work **going** at the moment? In other words, **is** work **going** well, smoothly, poorly, etc?

A: Work **is going** very well at the moment. I am busy, and my team **is finishing** a new marketing strategy aimed at online customers. We will present the ideas next week...

Step Two: Closed Questions

Read and understand the questions. Check your dictionary and make any notes, if necessary.

- Are you working on any projects these days? If yes, please explain.
- Are you feeling worried about anything these days? If yes, please explain.
- Are you working on any presentations at the moment?
- Is your company implementing any new policies at the moment?
- Is your company looking for new staff? If yes, why?

Step Three: Open Questions

Read and understand the questions. Check your dictionary and make any notes for longer, more detailed answers with the target language.

- Why are you studying English? Please explain.
- What business books are you reading at the moment?
- What is your boss working on at the moment?
- How is work going at the moment? In other words, is work going well, smoothly, poorly, etc?
- What problems are you dealing with at the moment?
- What problems is your company and / or department dealing with at the moment?
- What are you getting ready for these days (for example: a project, a presentation, etc.)?
- Why are you working at your company now? Please explain.

Make notes here.

Grammar Discussion

Target Language: *could for advice and suggestions*

Instructions: Answer the questions below. Be sure to use the target language and also add as much information as possible. If necessary, take notes to prepare.

Step One: Let's Look at an Example!

Here's an example to help you. Read the question and answer to understand the target language.

Q: What policies or practices **could** your company **implement** for improved efficiency?

A: There are many small ideas that my company **could implement** to improve efficiency. However, for the greatest impact, I think my company **could improve** meetings...

Step Two: Closed Questions

Read and understand the questions. Check your dictionary and make any notes, if necessary.

- Could you work harder? If yes, how could you work harder? Please explain.
- Do you think that your company could appreciate your work more?
- Could you give advice about how to find a job?
- Could you give advice about how to do business in your country?
- Could most people save more money? If yes, how could they save more money? Please explain.

Step Three: Open Questions

Read and understand the questions. Check your dictionary and make any notes for longer, more detailed answers with the target language.

- How could someone get a promotion? Please provide as much detail as possible.
- How could someone be rich and successful in life?
- How could someone gain new skills for business? Please explain.
- What policies or practices could your company cut for improved morale?
- What policies or practices could your company implement for improved efficiency?
- How could someone retire early? Do you follow any of this advice? Why / not?
- What could someone do to reduce stress? Do you follow any of this advice? Why / not?
- What could someone do to make a positive first impression? Why is this important?

Make notes here.

Grammar Discussion

Target Language: *for and since with the present perfect tense*

Instructions: Answer the questions below. Be sure to use the target language and also add as much information as possible. If necessary, take notes to prepare.

Step One: Let's Look at an Example!

Here's an example to help you. Read the question and answer to understand the target language.

Q: What have you wanted to try at work **for a long time**? Why haven't you tried it yet?

A: I **have wanted** to start an internal Facebook group **for a long time**. Employees can exchange ideas, information, and industry news. I **have read** that this is a good way to create a knowledge sharing culture...

Step Two: Closed Questions

Read and understand the questions. Check your dictionary and make any notes, if necessary.

- Do you want to start your own business? If yes, how long have you wanted to start a company?
- Do you want to change your career? If yes, how long have you wanted to try something different?
- Do you have a great idea to make money? If yes, how long have you have this great idea?
- Do you have a lot of stress at work? If yes, how long have you had a lot of stress?
- Do you speak another language? If yes, how long have you spoken it? Please explain.

Step Three: Open Questions

Read and understand the questions. Check your dictionary and make any notes for longer, more detailed answers with the target language.

- How long have you studied English?
- How long have you worked at your current company?
- How long have you worked in your current industry?
- What have you wanted to try at work for a long time? Why haven't you tried it yet?
- Unrelated to your job and career, what have you always wanted to do since you began working?
- For a long time, what business leaders have you wanted to meet? Why?
- For a long time, what companies have you wanted to work for?
- What kind of training have you needed to be more successful? How long have you needed this training?

Make notes here.

Grammar Discussion

Target Language: *used to*

Instructions: Answer the questions below. Be sure to use the target language and also add as much information as possible. If necessary, take notes to prepare.

Step One: Let's Look at an Example!

Here's an example to help you. Read the question and answer to understand the target language.

Q: What **didn't** you **use to do** at work but do now?

A: I **didn't use to be** a team leader, so I **didn't use to direct** four people. I also **didn't use to be** in charge of any projects. I **used to have** a lot less stress...

Step Two: Closed Questions

Read and understand the questions. Check your dictionary and make any notes, if necessary.

- Did you use to have any bad work habits? If yes, please explain.
- Did you use to have any good work habits? If yes, why did you lose these good habits?
- Did you use to want to work from home?
- Did you use to study another language for work?
- Earlier in your career, did you use to receive a lot of training?

Step Three: Open Questions

Read and understand the questions. Check your dictionary and make any notes for longer, more detailed answers with the target language.

- Where did you use to work? How would you describe the company?
- In past companies, who used to be your boss? How would you describe him / her?
- In past companies, what used to be your position title? Did it accurately reflect your responsibilities?
- What did you use to do at work but don't do now?
- What didn't you use to do at work but do now?
- How did previous managers use to motivate you?
- Which used to be more important for business, leadership or management? Why?
- Who used to work in your team? Why don't they work with you now?

Make notes here.

Grammar Discussion

Target Language: *because and so (conjunctions)*

Instructions: Answer the questions below. Be sure to use the target language and also add as much information as possible. If necessary, take notes to prepare.

Step One: Let's Look at an Example!

Here's an example to help you. Read the question and answer to understand the target language.

Q: Which is more important, leadership or management? Please explain your opinion.

A: I think both are important **because** a manager must direct and motivate staff. However, hitting targets and deadlines are crucial in business, **so** maybe management is a little more important...

Step Two: Closed Questions

Read and understand the questions. Check your dictionary and make any notes, if necessary.

- Have you worked at many companies? Why / not?
- Have you worked in another industry at some point in your career? If yes, why did you change industries?
- Do you want to be more successful? Why / not?
- Is your job easy or difficult? Why do you think so?
- Do you have a good work-life balance? Why do / don't you think so? Please explain.

Step Three: Open Questions

Read and understand the questions. Check your dictionary and make any notes for longer, more detailed answers with the target language.

- Why are you studying English?
- In your professional life, what do you want to try? How about in your personal life? Why?
- In your professional life, what don't you want to try? How about in your personal life? Why?
- What gives you a lot of stress at work? Why?
- What is the most difficult part of your job? Why do you think so?
- Which is more important, leadership or management? Please explain your opinion.
- Which is more important, formal education or on-the-job experience? Please explain your opinion.
- Who has been the most important person in your professional life? Why?

Make notes here.

Grammar Discussion

Target Language: *passive causative*

Instructions: Answer the questions below. Be sure to use the target language and also add as much information as possible. If necessary, take notes to prepare.

Step One: Let's Look at an Example!

Here's an example to help you. Read the question and answer to understand the target language.

Q: How often do you **have** your performance **reviewed** by your boss? Please explain.

A: I **have** my performance **reviewed** every six months. We talk about my past performance, if I have met my goals, and any problems or concerns. I also **have** a few goals **set** by my boss...

Step Two: Closed Questions

Read and understand the questions. Check your dictionary and make any notes, if necessary.

- Have you ever had a job offered by a headhunter?
- Have you ever had a suit made to order? If yes, what sort of experience was it?
- Do you have your hair cut every month?
- Many people hire a life coach for their career. Have you had guidance offered by a life coach?
- Have you ever had your work or data stolen? If yes, where and when did it happen?

Step Three: Open Questions

Read and understand the questions. Check your dictionary and make any notes for longer, more detailed answers with the target language.

- What do you usually have done? Please provide information on a few ideas.
- What sort of services or tasks will you have done sometime this month?
- How often do you have your work checked by your boss? Please explain.
- How often do you have your performance reviewed by your boss? Please explain.
- How often do you get your computer repaired? When was the last time?
- How regularly do you have emails promptly answered? Is there anyone who rarely answers you on time?
- When was the last time that you had a meeting rescheduled?
- When was the last time that you had your work or ideas criticized?

Make notes here.

Grammar Discussion

Target Language: second conditionals

Instructions: Answer the questions below. Be sure to use the target language and also add as much information as possible. If necessary, take notes to prepare.

Step One: Let's Look at an Example!

Here's an example to help you. Read the question and answer to understand the target language.

Q: If you had the opportunity to change your career, what industry or field would you go into? Why?

A: If I had the opportunity to change my career, I would become a university professor. I studied History at university. **If I changed my career**, I would have to go back to school for a Master's degree...

Step Two: Closed Questions

Read and understand the questions. Check your dictionary and make any notes, if necessary.

- If you had the opportunity to start your own company, would you want to? Please explain.
- If you worked at home, would you be more or less productive?
- If you hated your job or workplace, would you quit? Why / not?
- If you absolutely loved your job or workplace, would you work for less money? Why / not?
- If your company downsized 50% of its workforce, would you likely be downsized too?

Step Three: Open Questions

Read and understand the questions. Check your dictionary and make any notes for longer, more detailed answers with the target language.

- If you were the CEO, what two ideas would you immediately implement? Please explain.
- If you had the opportunity to change your career, what industry or field would you go into? Why?
- If your company expanded into new markets overseas, how would this affect the business?
- If your company couldn't rely on the revenue from its main product, how would this affect the business?
- If you recommended one person for a promotion, who would it be? Why would you recommend him / her?
- If you were assigned overseas for one or two years, where would you want to work?
- How would your life change if you became incredibly wealthy?
- How would your life change if you became incredibly poor?

Make notes here.

Grammar Discussion

Target Language: *future perfect tense*

Instructions: Answer the questions below. Be sure to use the target language and also add as much information as possible. If necessary, take notes to prepare.

Step One: Let's Look at an Example!

Here's an example to help you. Read the question and answer to understand the target language.

Q: Before the year ends, what new responsibilities **will** you **have taken on**?

A: I **will** hopefully **have taken on** some new clients before the year ends, which means managing several new accounts. I also hope that I **will have implemented** a new training program for junior staff...

Step Two: Closed Questions

Read and understand the questions. Check your dictionary and make any notes, if necessary.

- In ten years, will you have achieved all of your career ambitions? How about in twenty-five years?
- In ten years, will you likely have taken a new position elsewhere? How about in twenty-five years?
- Will the global economy have improved or worsened in ten years' time? Why do / don't you think so?
- By the time this class ends, will you have mastered this grammar point? Why / not?
- Before the year ends, will you likely have used any of your vacation time? Why / not?

Step Three: Open Questions

Read and understand the questions. Check your dictionary and make any notes for longer, more detailed answers with the target language.

- Imagine ten years have passed. What will have changed in your career? Why do you think so?
- Imagine ten years have passed. What will have changed in your company?
- Before the year ends, what projects will you have completed?
- Before the year ends, what new responsibilities will you have taken on?
- Before the year ends, what kind of bonuses or perks will you have received?
- By the time you retire, what will you have achieved? What do you hope will be your greatest achievement?
- What invention will have had the greatest impact on the world of work over the next fifty years?
- How will the balance between work and personal time have changed by the time you retire?

Make notes here.

Grammar Discussion

Target Language: *cleft sentences*

Instructions: Answer the questions below. Be sure to use the target language and also add as much information as possible. If necessary, take notes to prepare.

Step One: Let's Look at an Example!

Here's an example to help you. Read the question and answer to understand the target language.

Q: What do you want to achieve in your career?

A: **What I want to achieve** is financial independence. I don't need to run my own company, as I like the work that I do. **This is the goal that** I think about the most...

Step Two: Closed Questions

Read and understand the questions. Check your dictionary and make any notes, if necessary.

- Do you want to get a coffee after the lesson?
- Will you work this weekend?
- Will you take on any new assignments or responsibilities in the near future?
- Will you start your own company someday?
- Were you really terrible at something when you were younger? Please explain.

Step Three: Open Questions

Read and understand the questions. Check your dictionary and make any notes for longer, more detailed answers with the target language.

- What do you need to do at work tomorrow?
- What do you need to do at work next week?
- What do you want out of your career? Please provide as much information as possible.
- What irritates you the most at work? Why does it irritate you so much? Please explain.
- What motivates you the most at work? Why does it motivate you so much? Please explain.
- What new thing will you probably try in the future?
- What do you want to achieve in your career?
- Where do you want to retire? Why do you want to retire there? Please explain.

Make notes here.