

#### What type of boss do you work for? Tick one.

**Type 1: My boss always needs it now!**

'Haven't you finished it yet? Hurry up!'

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**Type 2: My boss needs it today.**

'Sorry, but can I ask you if you've finished it yet?'

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**Type 3: My boss needs it sometime this week (or next).**

'You haven't finished it? No problem.'

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## Presentation

### Negative questions

You can ask questions using the negative form of the verb:

*Haven't you finished it yet?*

When you use negative questions in spoken English, you normally use contracted forms. Full forms are less common:

*Haven't they called you back?* (more common)

*Have they not called you back?* (less common)

You often use negative questions to:

- show surprise or annoyance: *Haven't you finished it yet? You've been working on that report for hours.*
- suggest something: *Why don't you work late tonight?*
- request something (often impolite or expecting a negative response): *Can't I finish it later?*
- check information or something you think is probably true: *Isn't the deadline for this report next Friday?*
- exclaim something: *Don't you work long hours!*

When you use negative question forms for exclamations, you use an exclamation mark (!) not a question mark (?).

### Indirect ways of asking questions

You can use certain expressions to make questions less direct. They often make the questions more polite or more tentative:

*Have you finished it yet?* → *Can I ask you if you've finished it yet?* (more polite and less direct)

Common expressions to ask a question indirectly:

*Can/Could I ask you if ...? Can/Could you/anyone tell me ...? Do you know/remember/think ...? Do you have any idea ...? I don't know/'d like to know ... I wonder/ was wondering ...*

After the expression, the word order is the same as an affirmative sentence (subject before the verb):

*I was wondering if you've finished it yet.* (not *I was wondering if have you finished it yet.*)

With yes/no questions, use *if/whether*:

*Can I ask you if/whether you've finished it yet?*

With object questions, do not use an auxiliary verb (*do, does, did*) in the present simple or past simple:

*Do you have any idea what time she wants the report?* (not *Do you have any idea what time does she want the report?*)

### Statements as questions

You can make an affirmative sentence into a question by using rising intonation at the end. This type of question often shows surprise or checks information:

*You haven't finished it? What have you been doing?*  
(= This has taken longer than I expected.)

A: *The office is open on Saturday?* (= I'm fairly certain, but I want to check.)

B: *That's right, but only until midday.*

See page 237: Summary of statements, questions, short answers and short responses

**1 Put these words in the correct order to make questions or statements.**

- 1 done he a hasn't good job  
Hasn't he done a good job \_\_\_\_\_ ?
- 2 come you I with can't  
\_\_\_\_\_ ?
- 3 they take a break soon won't  
\_\_\_\_\_ ?
- 4 they how expensive know don't this is  
\_\_\_\_\_ ?
- 5 Phillip me can you tell where is  
\_\_\_\_\_ ?
- 6 you think will like Marilyn do our idea  
\_\_\_\_\_ ?
- 7 know mistakes how I made so many I don't  
\_\_\_\_\_ .
- 8 idea you have are coming do any how many people  
\_\_\_\_\_ ?

**2 Match a statement as a question (1–6) to the questions (A–F).**

- |  |   |
|--|---|
| 1 You've left your job? _____                | A What is it now?                         |
| 2 They've changed the password? _____        | B So who's in charge?                     |
| 3 It's this afternoon? _____                 | C What will you do instead?               |
| 4 Your car's broken down again? _____        | D Do you think they all received one?     |
| 5 No one's replied to our invitations? _____ | E Wasn't it in the garage only last week? |
| 6 The boss is on holiday? _____              | F Why did I need to get up so early then? |

**3 Read the first sentence or question. Rewrite each to ask the question indirectly, or form a negative question, or make a statement as a question.**

- 1 Have you talked to your boss about the problem? It would be a good idea to.  
Why \_\_\_\_\_ about the problem?
- 2 Is it OK if I take the rest of the day off?  
Can't \_\_\_\_\_ of the day off?
- 3 I thought today's lesson was cancelled.  
Isn't \_\_\_\_\_ cancelled?
- 4 How much are potatoes this week?  
I'd like to know \_\_\_\_\_ this week?
- 5 Aren't they coming? Why not?  
They \_\_\_\_\_ ? Why not?
- 6 I need you to help me move these books.  
Could you \_\_\_\_\_ these books, please?
- 7 How long has Gabriel been playing that computer game?  
Do you have any idea \_\_\_\_\_ that computer game?
- 8 Do you spell his surname C-H-U-I?  
You \_\_\_\_\_ ?