

B1 BUSINESS GRAMMAR ≈ 27 MIN

Indirect Questions — *ask politely*

You know the rule — now practise wrapping the same question politely: the opener asks, the rest runs like a statement.

After the opener, use **statement word order**, no do/does/did; yes/no questions need **if** or **whether**, and the final punctuation follows the opener.

NAME

DATE

YOUR BUILD

1 · SORTING

2 · FILL-IN

3 · CORRECT

4 · WRITE

BRICK 1 · SORT: DIRECT OR INDIRECT · APPROX. 4 MIN

●○○

Read each sentence. Verb before subject (inversion) → left column. Statement order after the opener → right column.

When does the hardware order arrive?

Could you confirm when the hardware order arrives?

Why did the shipment get delayed?

I'd like to know why the shipment was delayed.

How much does the licence fee cost?

Do you know how much the licence fee costs?

Where is the meeting room booked?

Can you tell me where the meeting room is booked?

Has the supplier confirmed the order?

I was wondering whether the supplier has confirmed the order.

DIRECT QUESTION (INVERSION)	INDIRECT QUESTION (STATEMENT ORDER)

BRICK 2 · FILL IN THE JOINING WORD · APPROX. 6 MIN

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Fill in the right word: a question word (when, how) or if/whether for an embedded yes/no question. Sometimes only whether works.

- 01 Could you tell me _____ the deposit has been received?
- 02 Do you know _____ the courier collects the parcels?
- 03 I'd like to know _____ the shipment left the warehouse.
- 04 Could you confirm _____ the new terms are final?
- 05 Can you tell me _____ many days customs clearance takes?
- 06 I was wondering _____ to renew the subscription before year-end.
- 07 Do you know _____ the finance team reviewed the budget?
- 08 Could you tell me _____ the delivery is scheduled?

YOUR BUILD

1 · SORTING

2 · FILL-IN

3 · CORRECT

4 · WRITE

BRICK 3 · FIND AND CORRECT THE MISTAKE · APPROX. 7 MIN



Each sentence hides exactly one mistake in the indirect question. Underline it and write the whole sentence correctly.

01 Could you tell me when is the delivery due?

.....

02 Do you know when does the invoice fall due?

.....

03 Could you tell me, when the service agreement ends?

.....

04 I would like to know when the shipment arrives?

.....

05 We are not sure if to renew the contract this year.

.....

06 Let's talk about if the revised forecast is achievable.

.....

BRICK 4 · WRITE YOUR OWN SENTENCES · APPROX. 8 MIN



Write one business-context sentence for each prompt using an indirect question. Watch statement word order and the final punctuation.

01 Ask a supplier about a delivery date using "Could you tell me ...".

.....

02 Ask a colleague about an unpaid invoice using "I was wondering whether ...".

.....

03 Ask about a contract detail in first contact with a client using "Do you know ...".

.....

04 Ask about a meeting date using "I would like to know ...". Remember the full stop, not a question mark.

.....

MINI-CHECK – CAN I DO THIS YET?

- ☐ After the opener, I use statement word order: subject before verb.
- ☐ I do not use do, does or did inside the embedded question.
- ☐ I use if or whether for yes/no questions; only whether before a to-infinitive and after a preposition.
- ☐ Final punctuation follows the opener: a question mark after a question, a full stop after a statement.

Not every box ticked? Redo the lesson and try this sheet again tomorrow.



Answer key

Check only when you have finished. Every answer comes with the **why** — the rule matters more than the result.

BRICK 1 · SORTING

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|---|---|
| <p>01 Direct — When does the hardware order arrive?
<i>The auxiliary "does" comes before the subject.</i></p> <p>02 Indirect — Could you confirm when the hardware order arrives?
<i>Statement order follows the opener.</i></p> <p>03 Direct — Why did the shipment get delayed?
<i>The auxiliary "did" comes before the subject.</i></p> <p>04 Indirect — I'd like to know why the shipment was delayed.
<i>The subject comes before the verb after the opener.</i></p> <p>05 Direct — How much does the licence fee cost?
<i>The direct question uses do-support.</i></p> | <p>06 Indirect — Do you know how much the licence fee costs?
<i>The embedded question has no "does".</i></p> <p>07 Direct — Where is the meeting room booked?
<i>The verb "is" comes before the subject.</i></p> <p>08 Indirect — Can you tell me where the meeting room is booked?
<i>Statement order follows the opener.</i></p> <p>09 Direct — Has the supplier confirmed the order?
<i>The auxiliary "has" comes before the subject.</i></p> <p>10 Indirect — I was wondering whether the supplier has confirmed the order.
<i>After "whether", the subject comes before the verb.</i></p> |
|---|---|

BRICK 2 · FILL-IN

- | | |
|---|---|
| <p>01 whether
<i>The embedded yes/no question needs if or whether.</i></p> <p>02 when
<i>The missing information is the collection time.</i></p> <p>03 when
<i>The missing information is the shipping time.</i></p> <p>04 whether
<i>The embedded yes/no question needs if or whether.</i></p> | <p>05 how
<i>The question phrase is "how many days".</i></p> <p>06 whether
<i>Only whether works before a to-infinitive.</i></p> <p>07 whether
<i>The embedded yes/no question needs if or whether.</i></p> <p>08 when
<i>The missing information is the scheduled delivery time.</i></p> |
|---|---|

BRICK 3 · CORRECT

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| <p>01 Could you tell me when the delivery is due?
<i>Statement word order follows the opener.</i></p> <p>02 Do you know when the invoice falls due?
<i>The embedded question does not use "does".</i></p> <p>03 Could you tell me when the service agreement ends?
<i>There is no comma before the embedded clause.</i></p> | <p>04 I would like to know when the shipment arrives.
<i>A statement opener takes a full stop.</i></p> <p>05 We are not sure whether to renew the contract this year.
<i>Only whether works before a to-infinitive.</i></p> <p>06 Let's talk about whether the revised forecast is achievable.
<i>Only whether works after a preposition.</i></p> |
|--|---|

BRICK 4 · WRITE

Your sentences may differ — just check punctuation and word order.

- | | |
|--|---|
| <p>01 Could you tell me when the replacement units will reach our depot?
<i>The question opener takes statement order and a question mark.</i></p> <p>02 I was wondering whether invoice 784 remains outstanding.
<i>The yes/no question needs whether; the statement ends with a full stop.</i></p> | <p>03 Do you know which termination period applies to this agreement?
<i>Statement word order follows the question word.</i></p> <p>04 I would like to know when the planning call is scheduled.
<i>The statement opener takes a full stop.</i></p> |
|--|---|

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