Business English conversation questions for professionals

24 question cards in three level bands. Print, cut and let learners draw a card, or share the page on screen.

A1–A2 · Beginner and elementary

What does your company do? BUSINESS ENGLISH · A1–A2 ENGLISHCUE.APP	Who are your customers? BUSINESS ENGLISH · A1–A2 ENGLISHCUE.APP
How many people work in your team? BUSINESS ENGLISH · A1–A2 ENGLISHCUE.APP	Do you use English at work? When? BUSINESS ENGLISH · A1–A2 ENGLISHCUE.APP
Do you write emails in English? BUSINESS ENGLISH · A1–A2 ENGLISHCUE.APP	How often do you have meetings? BUSINESS ENGLISH · A1–A2 ENGLISHCUE.APP
Who do you work with most? BUSINESS ENGLISH · A1–A2 ENGLISHCUE.APP	What do you do first when you start work? BUSINESS ENGLISH · A1–A2 ENGLISHCUE.APP

B1–B2 · Intermediate

Describe a typical meeting in your company. What works and what doesn't?

BUSINESS ENGLISH · B1–B2 ENGLISHCUE.APP

Tell me about a project you are proud of.

BUSINESS ENGLISH · B1–B2 ENGLISHCUE.APP

How do you prefer to receive feedback?

BUSINESS ENGLISH · B1–B2 ENGLISHCUE.APP

Have you ever had to deal with a difficult client or colleague?

BUSINESS ENGLISH · B1–B2 ENGLISHCUE.APP

What is the most useful thing you have learned from a manager?

BUSINESS ENGLISH · B1–B2 ENGLISHCUE.APP

How do you prepare for a presentation?

BUSINESS ENGLISH · B1–B2 ENGLISHCUE.APP

What makes a good team?

BUSINESS ENGLISH · B1–B2 ENGLISHCUE.APP

How do you say no to a request at work?

BUSINESS ENGLISH · B1–B2 ENGLISHCUE.APP

C1–C2 · Advanced

What separates a good leader from a good manager?

BUSINESS ENGLISH · C1–C2 ENGLISHCUE.APP

How do you build trust with a client you have never met in person?

BUSINESS ENGLISH · C1–C2 ENGLISHCUE.APP

When is it right to disagree openly with your boss?

BUSINESS ENGLISH · C1–C2 ENGLISHCUE.APP

How should a company communicate bad news to its staff?

BUSINESS ENGLISH · C1–C2 ENGLISHCUE.APP

Is company culture something you can design, or does it just happen?

BUSINESS ENGLISH · C1–C2 ENGLISHCUE.APP

What is the biggest risk your industry faces in the next five years?

BUSINESS ENGLISH · C1–C2 ENGLISHCUE.APP

How do cultural differences show up in negotiations you have seen?

BUSINESS ENGLISH · C1–C2 ENGLISHCUE.APP

Which decision would you make differently if you ran your company?

BUSINESS ENGLISH · C1–C2 ENGLISHCUE.APP

Useful language

- Could you walk me through...?
- Let's move on to... / To sum up...
- a deadline · a stakeholder · a target · a quote
- I see what you mean, but...
- I'll get back to you on that.
- From my point of view... / The way I see it...