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| Communication Skills: Asking for Facts and Details | |
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| You have been invited to a friend’s house for dinner. You want to know if you should bring a bottle of wine, flowers or some food. You also want to know if the dinner is formal or casual. The only way to get this information is to ask for the facts and details.  When we ask for facts and details we use yes/no questions and short answer questions. We can also use tag questions to clarify details.   * Do you want me to bring some wine? * What food can I bring? * The dinner is casual, isn’t it?   Don’t be afraid to ask for the facts and details that you think you need but don’t have. It is better to ask than to not have all the information you need. | |

*A. What questions might you ask in these situations to get more facts and details?*

1. You are at a restaurant with friends. You are allergic to dairy products. You don’t want to order any food containing dairy products.

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2. You are driving in an area of the city you are not familiar with. You are late for a business meeting and you are lost.

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3. You are buying a shirt at a store and not certain if you really like the shirt. This is a perfect time to find out about the store’s return policy.

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4. You are in a government office and you have to fill out a lot of forms. You are completely confused by the forms. There is a government official behind the desk.

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5. Your boss has asked you to write a report on a company you have been researching.

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6. You are writing an article for the local paper on the local men’s hockey team who just won the regional championship.

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