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Direct and Indirect Questions in Workplace Messages

Medium | B1 | Intermediate | Adverb | Auxiliary verb | Clause | Determiner | Indirect speech | Infinitive | Inversion | Modal verb | Negation | Noun | Past tense | Phrase | Questions | Verb | Passive voice | Word order

1. The lead developer is typing fast to troubleshoot a bug in the team chat. Select ALL the questions that use correct grammar and word order.

Select all that apply.

- **A)** Why is the server also crashing?
- **B)** Why didn't the email send?
- **C)** Does anyone know what the error means?
- **D)** Why it is failing again?
- **E)** Why the email didn't send?

2. Help the confused intern fix their Slack message! Choose the grammatically correct option to complete the question.

"Hey team! I'm trying to find the Q3 presentation. Can you tell me _____?"

Select one.

- **A)** where is it saved
- **B)** where it is saved
- **C)** where did it save
- **D)** where is saved it

3. Help the project manager fix the grammar in this email to her boss. Select the best phrase for each blank.

Hi Sarah,

I'm trying to finalize the presentation for tomorrow. Do you know _____ from the final slide deck?

_____ we can push the meeting back by an hour to finish it up?

Also, _____ that weird error message from the client portal, or was it just me?

Thanks for your help _____!

Choose the correct option for each gap.

Blank 1

- **A)** what are we missing
- **B)** what we are missing
- **C)** what missing are we

Blank 2

- **A)** Is there anyway
- **B)** Is there any way
- **C)** Is anyway there

Blank 3

- **A)** did also you get
- **B)** you did also get
- **C)** did you also get

Blank 4

- **A)** any way
- **B)** anyway
- **C)** anyways

4. Help the project manager review her Slack drafts! Select ALL the grammatically correct messages she can send to her team.

Select all that apply.

- **A)** Do you know why the report is still failing?
- **B)** Can you tell me why it didn't send?
- **C)** I wonder what are we missing.
- **D)** Do you know why is it still failing?

5. Help Alex the intern fix his frantic Slack messages before he hits "send" to the IT department! Drag the correct words to complete the sentences.

Hi IT team! I have a quick question: why _____ failing to connect to the server?

Also, why _____ send when I clicked export this morning?

To fix this quickly, _____ help me _____ my password?

Choose the correct option for each gap.

Blank 1

- **A)** is my laptop
- **B)** my laptop is
- **C)** does my laptop

Blank 2

- **A)** didn't the report
- **B)** the report didn't
- **C)** didn't report the

Blank 3

- **A)** could someone
- **B)** someone could
- **C)** is someone

Blank 4

- **A)** reset
- **B)** resetting
- **C)** to resetting

6. You are investigating a mysterious tech glitch! Choose the grammatically correct question to add to the IT support ticket.

"The main database crashed yesterday. _____"

Select one.

- **A)** Why the backup didn't also work?
- **B)** Why didn't the backup also work?
- **C)** Why didn't also the backup work?
- **D)** Why the backup also didn't work?

7. A new employee needs to submit an IT ticket but wants to sound polite and professional. Select ALL the grammatically correct ways he can ask for help.

Select all that apply.

- **A)** Could someone help me access the database?
- **B)** Is there any way we can reset my password?
- **C)** Could someone help me to accessing the database?
- **D)** Is there anyway we can reset my password?

8. Help the new intern proofread their frantic team chat message to the IT department! Select the correct option for each gap.

Hey team! I need some assistance with the weekly analytics report.

_____ this morning?

Could someone please _____ this issue before the big client meeting?

I just restarted the main server, but _____ for everyone else?

Choose the correct option for each gap.

Blank 1

- **A)** Why the report didn't send
- **B)** Why didn't the report send
- **C)** Why didn't send the report

Blank 2

- **A)** help me fixing
- **B)** help me to fixing
- **C)** help me fix

Blank 3

- **A)** it is still failing
- **B)** is still it failing
- **C)** is it still failing

9. Help the project manager soften her tone by dragging the correct words to complete these polite workplace messages.

Hi team, do you know what _____ from the final presentation?

I'm not sure if the client _____ waiting for the email draft.

Since we are behind schedule, is there _____ we can expedite the review process?

Can you tell me if you _____ access to the financial records to finish this?

Choose the correct option for each gap.

Blank 1

- **A)** we are missing
- **B)** are we missing
- **C)** do we miss

Blank 2

- **A)** is still
- **B)** still is
- **C)** is it still

Blank 3

- **A)** any way
- **B)** anyway
- **C)** any ways

Blank 4

- **A)** also need
- **B)** need also
- **C)** do also need

10. You are asking your boss for a little more time on a project. Select the best phrase to complete this polite email.

"Hi Sarah, the design team needs a bit more time. _____ get an extension until Friday?"

Select one.

- **A)** Is there anyway we can
- **B)** Is there any way we can
- **C)** Is there any way can we
- **D)** Is there anyway can we