

Conversational practice with numbers for business

1. **How many emails do you receive on a daily basis?**
 - I receive around 20 emails every day.
 - I get about 40 emails each day.
 - *Follow-up:* How many emails do you reply to?

2. **How much time do you spend on lunch breaks during work?**
 - I spend about 30 minutes on my lunch break.
 - My lunch break usually lasts an hour.
 - *Follow-up:* What did you eat for lunch today?

3. **How many times do you take a coffee break at work?**
 - I take a coffee break twice a day.
 - I usually only take one coffee break in the morning.
 - *Follow-up:* What's your favorite type of coffee?

4. **How many lunches per week do you eat with colleagues?**
 - I eat lunch with colleagues about 2 times a week.
 - I have lunch with colleagues almost every day.
 - *Follow-up:* Where do you usually go for these lunches?

5. **How many colleagues do you speak to each day?**
 - I speak to around 5 colleagues daily.
 - I talk to about 10 colleagues every day.
 - *Follow-up:* Who did you have the most interesting conversation with today?

6. **When do you usually start your workday?**
 - I usually start my workday at 8 a.m.
 - I often begin my work around 9 a.m.
 - *Follow-up:* How do you start your mornings?

7. **How many tasks do you usually complete in a day?**
 - I usually complete about 7 tasks each day.
 - I manage to finish around 10 tasks daily.
 - *Follow-up:* Which task do you enjoy most?

8. **How often do you work from home?**
 - I work from home a couple of times a week.
 - I rarely work from home, maybe once a month.
 - *Follow-up:* What do you like most about working from home?

9. How much time do you spend commuting to work?

- My commute takes about 20 minutes.
- I spend roughly an hour commuting.
- *Follow-up:* What do you usually do during your commute?

10. How many online meetings do you attend every week?

- I attend around 3 online meetings every week.
- I have about 5 online meetings weekly.
- *Follow-up:* How long was your longest meeting this week?

Yes/No Questions:

1. Do you have more than 10 tasks on your to-do list today?

- Yes, I have more than 10 tasks today.
- No, I have less than 10 tasks today.
- *Follow-up:* Which task is your top priority?

2. Do you spend over an hour on phone calls daily?

- Yes, I spend over an hour on phone calls.
- No, my phone calls usually total less than an hour.
- *Follow-up:* What was the topic of your longest call today?

3. Do you work at your desk 5 days a week?

- Yes, I work at my desk 5 days a week.
- No, I don't work at my desk every weekday.
- *Follow-up:* On days you don't, where do you usually work?

4. Do you meet more than 3 people outside your workplace every week?

- Yes, I meet with more than 3 people weekly.
- No, I meet with 3 or fewer people in person each week.
- *Follow-up:* Who was the last person you talked to today?

5. Do you take more than two short breaks during your workday?

- Yes, I take more than two short breaks.
- No, I take two or fewer breaks during my day.
- *Follow-up:* What do you usually do during your breaks?