Grammar

SUBCUTANEOUS AUTOMATIC SYRINGE PERFUSION

Indirect Questions: Being Polite

Using indirect question forms is a polite way of asking polite questions. The information requested is the same as in direct questions, but indirect questions are considered more formal.

	Phrases used to express indirect questions/statements	Conectors
1.	**Do you know……….. ?**	**if………**
2.	**Do you remember…?**	**where …..**
3.	**Can you tell me…………?**	**when…..**
4.	**Do you happen to know ...?/ Do you have you any idea .....?**	**why…..**
5.	**Would you like to tell me…?**	**how……**
6.	**Is there any chance…?/ Would it be possible… ?**	**which…..**
7.	**I wonder / was wondering…….**	**what……**
8.	**I'm not sure ....**	
9.	**I can't remember…….**	
10	**I don't know….. / I have no idea ...**	
11.	**I'd like to know ....**	

If you are asking a 'yes - no' question, use 'if' to connect the introductory phrase with the actual question placed in positive sentence form.
Do you know if the nurse will come to the ward?
Can you tell me if you have had this procedure before?
Otherwise, use a question word 'where, when, why, or how' to connect the two phrases.
Could you tell me how old you are? I was wondering what medicine you take.

Questions with "to be" (is/are/was/were etc): for polite questions there is NO INVERSION!
- Direct questions: What time is it?
- Polite question: Can you tell me what time it is?

Other verbs (go/speak/open/fly/get in etc): the auxiliary verb "do / does / did" is NOT NECESSARY!
- Direct question: What time does the doctor come to hospital?
- Polite question: Could you tell me what time the doctor comes to hospital?

II. Answering indirect questions
Do you know when the doctor leaves? Yes, he leaves at 8.
The answer to indirect question includes the information required and it is not limited to yes/no.

Resources: http://esl.about.com/qz/Asking-Indirect-Questions-Quiz