



# 1

# You

## Starting point

- 1 What's your name?
- 2 What's your job?

## Working with words | Introducing yourself | Jobs

- 1 ▶ 1.1 Listen and read.



Hello, I'm Luis Moreira.

Hello, my name's Fabienne Mercier.



Hello, I'm Tageshi.

Hi, I'm Paula.

- 2 ▶ 1.1 Listen again and repeat.
- 3 Work in pairs. Introduce yourself.  
*Examples: Hello, my name's (Sarah Kocian).  
Hi, I'm (Yann).*
- 4 Stand up. Introduce yourself to other students.

## 5 ► 1.2 Listen and read.



1 IT technician



2 finance director



3 office assistant



4 sales representative



5 engineer



6 human resources manager

## 6 ► 1.3 Listen and repeat.

• • •  
technician

• • •  
director

• • •  
assistant

• • • • •  
representative

• • •  
manager

• • •  
engineer

## 7 ► 1.4 Listen and complete with a job from 5.

Fabienne I'm a <sup>1</sup> \_\_\_\_\_. What's your job, Luis?

Luis Oh, I'm a <sup>2</sup> \_\_\_\_\_.

Paula What's your job, Tageshi?

Tageshi I'm an <sup>3</sup> \_\_\_\_\_. And you?

Paula I'm an <sup>4</sup> \_\_\_\_\_.

## 8 Work in pairs. Practise the conversations in 7.

» For more exercises, go to **Practice file 1** on page 56.

## 9 Work in pairs. Practise the conversations in 7 with your name and job.

## Tip | a / an

a **m**anager

a **d**irector

an **a**ssistant

an **e**ngineer



## Language at work | I'm / you're / Are you ...?

## 1 ▶ 1.5 Listen and read.



Jacob Hi, I'm Jacob.  
 Kenji I'm Kenji. Hello.  
 Jacob And you're Alice.  
 Maria No, I'm not Alice. I'm Maria.  
 Jacob Sorry. You're Alice.  
 Alice Yes. Hello.

2 Complete the *Language point* with 'm or 're.

## LANGUAGE POINT

Positive	Negative
I'm Jacob.	I _____ not Alice.
You _____ Alice.	You're not Maria.

» For more information, go to **Grammar reference** on page 57.

## 3 Work in groups of four. Practise the conversation in 1.

## 4 ▶ 1.6 Listen and complete with the words.

Are 'm not 'm am

Jacob <sup>1</sup> \_\_\_\_\_ you an office assistant?

Maria Yes, I <sup>2</sup> \_\_\_\_\_. Are you a human resources manager?

Jacob No, I <sup>3</sup> \_\_\_\_\_. I <sup>4</sup> \_\_\_\_\_ a finance director.

Question	Short answers
Are you a director?	Yes, I am. No, I'm not.

## 5 Work in pairs. Choose a job. Ask and answer questions.

office assistant IT technician human resources manager finance director

**Examples:** A Are you an office assistant? B Yes, I am.

A Are you a finance director? B No, I'm not. I'm an IT technician.

» For more exercises, go to **Practice file 1** on page 57.

**Tip** | 'm / am, 're / are

Use 'm or 're for speaking:

I am = I'm

You are = You're

Use am for short answers:

Are you a manager?

Yes, I am.

## 1.7

- A Hello. Are you Tomas?  
 B No, I'm not.  
 A Are you an IT technician?  
 B No, I'm not.  
 A What's your name?  
 B My name's Enzo.  
 A Are you a sales representative?  
 B No, I'm not.  
 A Are you a sales manager?  
 B Yes, I am.  
 A So, you're Enzo Silva.  
 B Yes.

## 6 ▶ 1.7 Listen and find the name badge.



## 7 Work in pairs. Student A, choose a name badge in 6. Answer Student B's questions. Student B, ask Student A questions. Find the name badge.

- Example:* A Are you Tomas? B No, I'm not.  
 A Are you an IT technician? B Yes, I am.  
 A You're Daisuke. B Yes, I am.

## Practically speaking | Spelling

## 1 ▶ 1.8 Listen and repeat.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

## 2 Work in pairs. Say the letters on the keyboard.



## 3 ▶ 1.9 Listen and complete with the surname and first name.

First name	Surname
Jane	Burton
Steven	1 _____
2 _____	Borysiak

## 4 Work in pairs. Spell the names in 3.

- Example:* A Jane Burton.  
 B Can you spell that?  
 A J-A-N-E B-U-R-T-O-N.

» For more exercises, go to **Practice file 1** on page 57.

## 5 Work in pairs. Ask and answer the questions. Write the names.

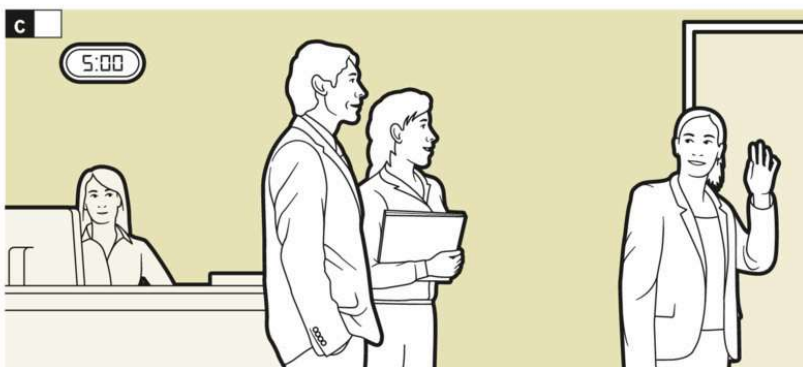
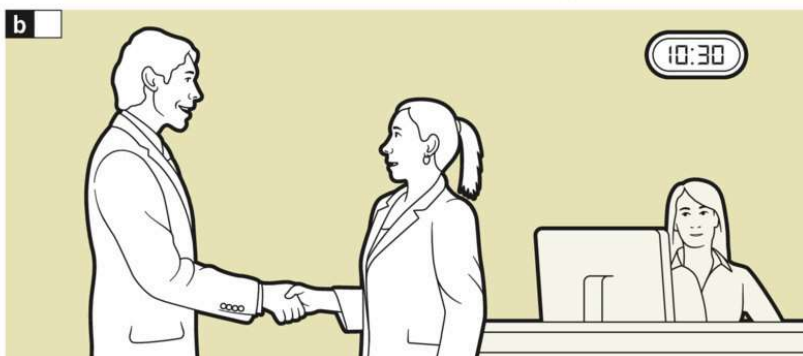
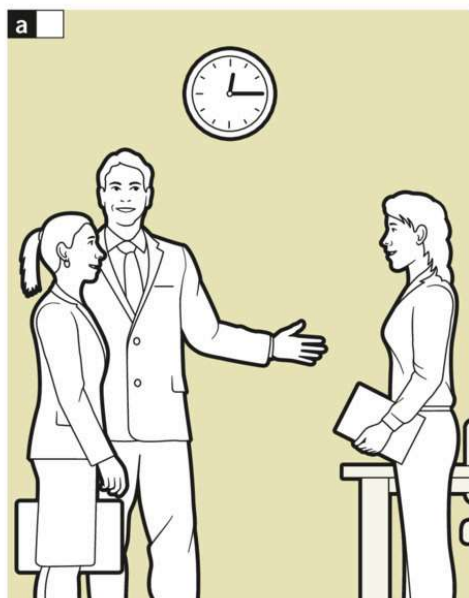
- What's your first name? Can you spell that?  
 What's your surname? Can you spell that?

## 1.9

- Assistant David?  
 Manager Yes?  
 Assistant Is Steven's surname Azikiwe or Azakawe?  
 Manager Azikiwe.  
 Assistant Can you spell that?  
 Manager It's A-Z-I-K-I-W-E.  
 Assistant A-Z-I-K-I-W-E. Azikiwe. Thanks.  
 Oh. And one more. Mrs Borysiak. What's the first name?  
 Manager Er ... Gabryjela.  
 Assistant Oh! Can you spell that?  
 Manager G-A-B-R-Y-J-E-L-A.  
 Assistant G-A-B-R-Y-J-E-L-A. Thanks.

## Business communication | Meeting people

1 ▶ 1.10 Listen to three conversations. Match them to the pictures.



## 1.10

- 1 **Franco** Good morning. Are you Kasia?  
**Kasia** Yes, I am.  
**Franco** I'm Franco. Nice to meet you.  
**Kasia** Nice to meet you too.
- 2 **Sally** Hello, Franco.  
**Franco** Hi, Sally. Kasia, this is Sally, my assistant.  
**Kasia** Good afternoon, Sally. Nice to meet you.  
**Sally** Nice to meet you too, Kasia.
- 3 **Franco** See you soon, Kasia.  
**Kasia** Yes, see you soon. And it was nice meeting you, Sally. Goodbye.  
**Sally/Franco** Bye.

2 Match 1–5 to a–e.

- |                                      |  |
|--------------------------------------|--|
| 1 Good morning. Are you Kasia? ____  | a Good afternoon, Sally.<br>Nice to meet you.            |
| 2 I'm Franco. Nice to meet you. ____ | b Yes, I am.   |
| 3 This is Sally. ____                | c Yes, see you soon. And it was nice meeting you, Sally. |
| 4 See you soon. ____                 | d Bye.   |
| 5 Goodbye. ____                      | e Nice to meet you too.                                  |

## Key expressions

## Saying hello

Hello / Hi.  
 Good morning / afternoon / evening.

## Meeting people

What's your name?  
 Are you (Mara)?  
 I'm (Jacob).  
 My name's (Naomi Sato).  
 Nice to meet you.  
 Nice to meet you too.

## Introducing other people

This is (Alek).  
 This is my assistant.

## Saying goodbye

Bye.  
 Goodbye.  
 See you soon.  
 It was nice meeting you.

3 ▶ 1.11 Listen, check, and repeat.

4 Correct the mistakes.

- Good afternoon. Am you Jacob?
- Nice to meeting you, Sally.
- Seeing you soon.
- This are Kasia.
- I Franco. Nice to meet you.
- A Are you Mara?  
B Yes, I'm.

» For more exercises, go to Practice file 1 on page 56.

5 Work in groups of three. Look at the pictures in 1. Practise the conversations.

Use your own names if you want.

Student A You are Franco.

Student B You are Kasia.

Student C You are Sally.

6 Stand up. Say hello and meet people. Introduce other people. Say goodbye.



## TALKING POINT

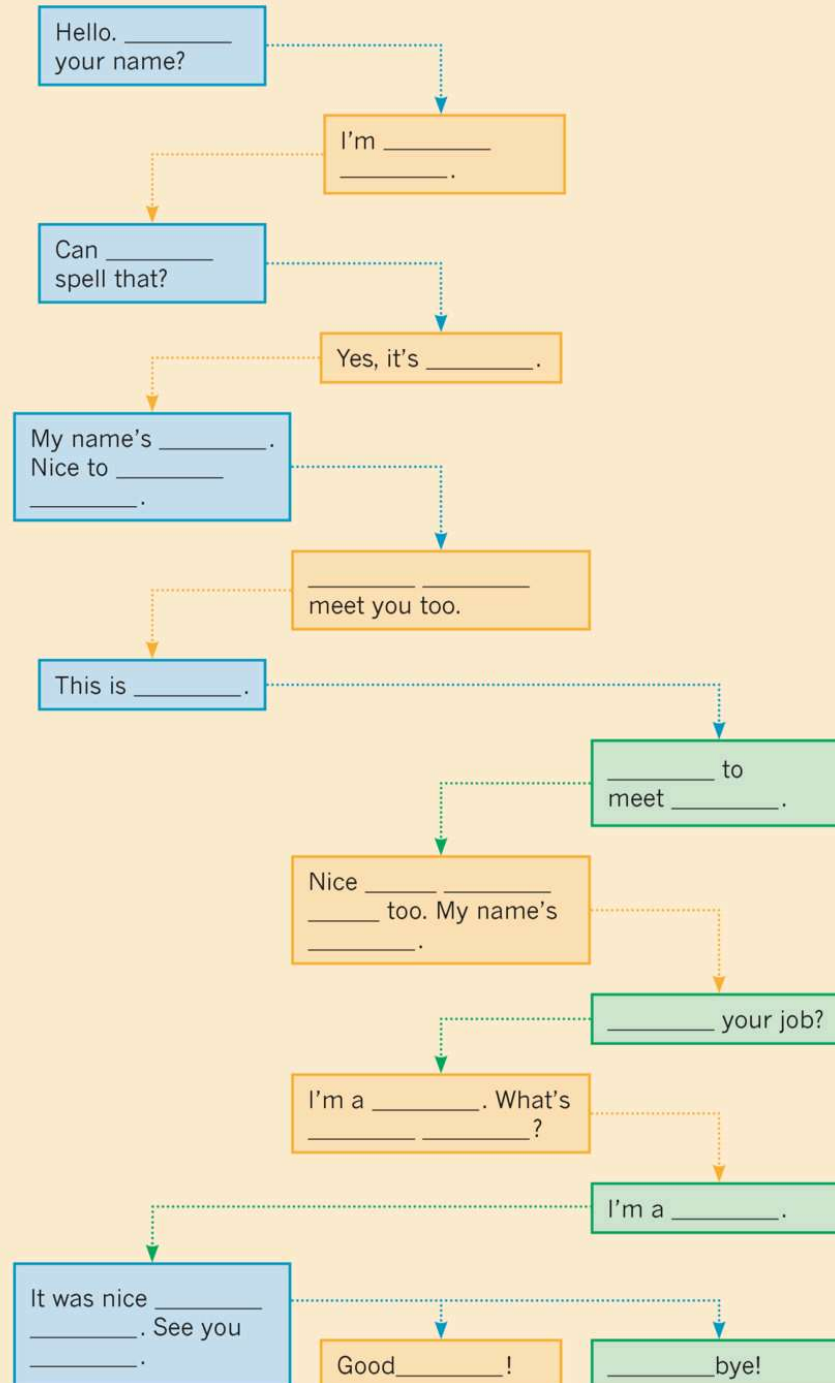
## Meeting people at a conference

- 1 Work in groups of three. You are at a conference. Student A is a conference manager. Complete the expressions and practise the conversation.

STUDENT A

STUDENT B

STUDENT C



- 2 Change roles and repeat the conversation.

