

# 1 | Practice file

## Working with words

### 1 Complete with the words.

Hello I'm my name Hi

A <sup>1</sup> Hello, <sup>2</sup> \_\_\_\_\_'s

Monika Kelly.

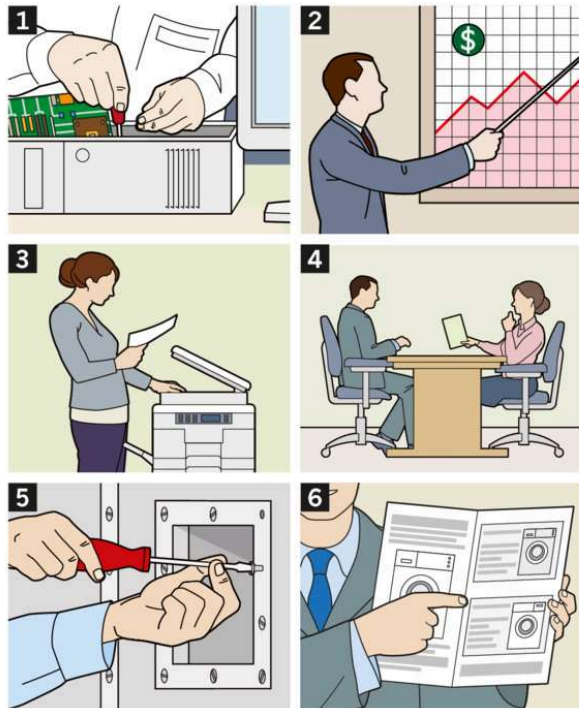
B <sup>3</sup> \_\_\_\_\_, <sup>4</sup> \_\_\_\_\_ Laurie.

### 2 Match the questions to the answers.

1 What's your name? \_\_\_\_ a I'm a manager.

2 What's your job? \_\_\_\_ b I'm Katja.

### 3 Look at the pictures. Complete the jobs.



- 1 IT t \_\_\_\_\_ n
- 2 f \_\_\_\_\_ e director
- 3 office a \_\_\_\_\_ t
- 4 human resources m \_\_\_\_\_ r
- 5 e \_\_\_\_\_ r
- 6 sales r \_\_\_\_\_ e

### 4 Complete with *a* or *an*.

- 1 a manager
- 2 an assistant
- 3 \_\_\_\_\_ IT technician
- 4 \_\_\_\_\_ technician
- 5 \_\_\_\_\_ director
- 6 \_\_\_\_\_ office manager
- 7 \_\_\_\_\_ engineer
- 8 \_\_\_\_\_ sales representative

### 5 Read the name badges. Complete the conversations with *a* / *an* + job.

**Arnaud Cagnol**  
Engineer

**Lance Jones**  
IT Technician

A What's your job, Arnaud?

B I'm <sup>1</sup> \_\_\_\_\_. And you?

A I'm <sup>2</sup> \_\_\_\_\_.

**Ahmed Al Omran**  
Finance Director

**Josh Armstrong**  
Sales Representative

A My name's Josh Armstrong. I'm

<sup>3</sup> \_\_\_\_\_. What's your job?

B I'm <sup>4</sup> \_\_\_\_\_.

## Business communication

### 1 Put the conversations in the right order.

1 a \_\_\_\_ Nice to meet you, Zoran. I'm Xavier.

b 1 Good morning. Are you Zoran?

c \_\_\_\_ Yes, I am.

2 a \_\_\_\_ I'm Abi and this is Kashyar.

b \_\_\_\_ Nice to meet you too.

c \_\_\_\_ Nice to meet you, Kashyar.

3 a \_\_\_\_ Nice to meet you too, Zoran. Goodbye.

b \_\_\_\_ Yes, see you soon, Xavier. And it was nice meeting you, Kashyar.

c \_\_\_\_ See you soon, Zoran.

### 2 Underline the correct word(s) in *italics*.

A <sup>1</sup>*Hello* / *Good* afternoon. What's your name?

B <sup>2</sup>*My name* / *I'm* Alek.

A What's your <sup>3</sup>*first name* / *surname*?

B It's Sagarra.

A <sup>4</sup>*What's* / *Are* you Petra?

C Yes, I am.

A I'm Laura and <sup>5</sup>*this is* / *this is my* Alek Sagarra.

C Nice to meet you, Alek.

B Nice to meet you <sup>6</sup>*too* / *soon*.

A <sup>7</sup>*Goodbye* / *See you* soon, Alek.

B Goodbye, Laura. And it was nice <sup>8</sup>*meet* / *meeting* you too, Petra.

C Yes, bye.

## Practically speaking

Write in the letters with the same sound.

E U K T N X Y

A H J <sup>1</sup>\_\_\_\_  
 B C D <sup>2</sup>\_\_\_\_ G P <sup>3</sup>\_\_\_\_ V  
 F L M <sup>4</sup>\_\_\_\_ S <sup>5</sup>\_\_\_\_ Z  
 I <sup>6</sup>\_\_\_\_  
 O  
 Q <sup>7</sup>\_\_\_\_ W  
 R

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

### GRAMMAR REFERENCE

#### To be

##### Form

##### Positive:

I	'm	Alex.
I	am	Monika.
You	're	a technician.
You	are	a director.

##### Negative:

I	'm not	an assistant.
I	am not	a manager.
You	're not	an engineer.
You	are not	a technician.

##### Questions:

Am	I	a manager?
Are	you	Laura?

##### Short answers:

Yes,	I	am.
	you	are.
No,	I	'm not.
	you	aren't.

✓ Yes, I am.

✗ ~~Yes, I'm.~~

✓ Yes, you are.

✗ ~~Yes, you're.~~

A Are you a director?

B Yes, I **am**. I'm a finance director.

A Are you a manager?

B No, I'm **not**. I'm an assistant.

A You're a manager.

B No, I'm **not**. I'm a director.

A You're **not** a technician.

B Yes, I **am**.

### 1 Underline the correct verb in *italics*.

- 1 Hello, I 'm / 're Isadora.
- 2 And you *am* / *are* Alek.
- 3 No, I 'm / 're not. I'm Alex.
- 4 You *am* / *are* not an engineer. You're a technician.

### 2 Complete with 'm, 're, 'm not, or 're not.

- 1 You \_\_\_\_\_ a manager.
- 2 No, I \_\_\_\_\_ a manager.
- 3 I \_\_\_\_\_ a director.
- 4 You \_\_\_\_\_ a director. You're a manager.

### 3 Underline the correct verb in *italics*.

- A Are you an assistant?
- B Yes, I <sup>1</sup>*m* / *am*. I'm an office assistant.
- A <sup>2</sup>*Am* / *Are* you an assistant?
- C No, I <sup>3</sup>*m not* / *not*. I'm a manager.

### 4 Complete with the correct verbs.

- A <sup>1</sup>\_\_\_\_\_ you Tomas?
- B Yes, I <sup>2</sup>\_\_\_\_\_. Are you Enid?
- A No, I <sup>3</sup>\_\_\_\_\_. I'm Laura.

### 5 Tick (✓) the correct sentence, a or b.

- 1 a Hi. I'm Kashyar.  
b Hi. I're Kashyar.
- 2 a Am you Maria?  
b Are you Maria?
- 3 a Your Rachel.  
b You're Rachel.
- 4 a You're not an engineer.  
b You am not an engineer.
- 5 Are you a manager?  
a Yes, I'm.  
b Yes, I am.
- 6 Are you Xavier?  
a No, I'm not. I'm Alex.  
b No, I not. I Alex.