



# 1

## Jobs

### Starting point

- 1 What is your name?
- 2 What is the name of your company?
- 3 What is your job?

### Working with words | Countries, nationalities, jobs

- 1 Look at these people. Say where they are from using words from the list.

*Example: Dahlia is from India.*

India   the UK   Japan   Poland   Brazil   the USA   Italy   South Africa



Dahlia



Raquel



Randy



Lukasz



Tiziana



Charlotte



Yuko



Jacob

## 1.1

Dahlia is Indian.  
Raquel is Brazilian.  
Randy is American.  
Lukasz is Polish.  
Tiziana is Italian.  
Charlotte is British.  
Yuko is Japanese.  
Jacob is South African.

## 1.3

- I'm from India. I'm a receptionist for an American company.
- Hello. I'm from Brazil. I'm a human resources manager. I work for an Italian company.
- Hi. I'm a sales rep. I'm from the USA, but my company is Japanese.
- Hello. I'm Polish and I'm a team leader for an Indian company.
- Hi. I'm a personal assistant from Italy. I work for a Polish company.
- Hello. I'm the Chief Executive Officer for a British company and I'm from the UK.
- Hello. I'm Japanese. I'm a technician for a Brazilian company.
- I'm a financial director from South Africa. I work for a South African company.

- 2 ► 1.1 Say the nationality of the people using words from the list. Then listen and check.

**Example:** Dahlia is Indian.

Indian British Japanese Polish Brazilian  
American Italian South African

- 3 ► 1.2 Listen and underline the stress on these words.

Japan Japanese British Italy Italian  
India American Brazilian Polish Africa

- 4 ► 1.3 Look at the people in 1 again. Listen and write their job titles in the table. Use the words from the list.

Sales Rep Financial Director Chief Executive Officer Personal Assistant  
Technician Human Resources Manager **Receptionist** Team Leader

	Name	Job title	Nationality of company
1	Dahlia	Receptionist	
2	Raquel		
3	Randy		
4	Lukasz		
5	Tiziana		
6	Charlotte		
7	Yuko		
8	Jacob		

- 5 ► 1.3 Listen again and write the nationality of the speakers' companies in the table in 4.

- 6 Which jobs in 4 are in your company? Which other jobs are in your company?

- 7 Work with a partner. Think of other directors, assistants and managers.

marketing director      sales assistant      technical manager

\_\_\_\_\_

» For more exercises, go to **Practice file 1** on page 86.

- 8 Complete this information about yourself.

My country: \_\_\_\_\_

My nationality: \_\_\_\_\_

My job: \_\_\_\_\_

Nationality of my company: \_\_\_\_\_

- 9 Work with a partner. Tell him/her about the information in 8.

I'm from ...

I'm ...

I'm a/an ...

My company is ...

- 10 Now tell the class about your partner.

He's/She's from ...

He's/She's ...

He's/She's a/an ...

His/Her company is ...

## Tip | a/an

Use a/an before a job or company:

I'm **a** receptionist with **an** American company.

Use an before a vowel sound:  
**an** American, **an** Italian.





## Language at work | Present simple | Possessives

### 1 Read about the company Marcegaglia and complete the profile.

Company name: Marcegaglia Head office: \_\_\_\_\_  
 Products: \_\_\_\_\_ CEO: \_\_\_\_\_

### MARCEGAGLIA

Marcegaglia **is** an Italian company and one of its main products **is** steel pipes. The company's head office **is** in Italy, near Milan, but its customers **aren't** only Italian. They **are** in countries all over the world. Marcegaglia **is** a family company. Antonio Marcegaglia and his sister Emma **are** the Chief Executive Officers. For Emma, the family company **isn't** her only job. She is also the leader of the oil and gas company Eni.

### 2 Complete the table in *Language point 1* below. Use the words in **bold** from the text in 1.

#### LANGUAGE POINT 1

	Positive	Negative	Questions	Short answers
I	<u>am</u> ...	<u>am not</u> ...	Am I ...?	Yes, I am.
		( <u>'m not</u> ...)		No, I'm not.
You/We/ They	_____ ...	_____ ...	Are you/we/ they ...?	Yes, you/we/ they are.
		(_____ ...)		No, you/we/ they aren't.
He/She/It	_____ ...	_____ ...	Is he/she/it ...?	Yes, he/she/ it is.
		(_____ ...)		No, he/she/it isn't.

» For more information, go to **Grammar reference** on page 87.

### 3 ► 1.4 Read the interview about Marcegaglia. Underline the correct verbs in *italics*. Then listen and check.

A So, <sup>1</sup>*is / are* Marcegaglia a family company?

B Yes, it <sup>2</sup>*is / am*. Steno Marcegaglia started the company in 1959, and his children Antonio and Emma <sup>3</sup>*is / are* the CEOs.

A <sup>4</sup>*Is / Are* they from a big family?

B No, they <sup>5</sup>*s / 're* from a small family, but Marcegaglia <sup>6</sup>*isn't / 'm not* a small company. It <sup>7</sup>*s / 're* a multi-billion euro company with 7,000 employees.

A And <sup>8</sup>*is / are* all the employees in Italy?

B They <sup>9</sup>*is / are* in Italy and in many other countries, too, such as Brazil and China.

### 4 Complete sentences 1–5 with the correct form of the verb *be*. Make the sentence true about you.

**Example:** *I'm not Spanish. (I'm French.)*

- I' \_\_\_\_\_ Spanish.
- My company \_\_\_\_\_ Polish.
- Our customers \_\_\_\_\_ in Asia.
- My work colleagues \_\_\_\_\_ my friends.
- English \_\_\_\_\_ important in my company/job.

#### Tip | 'm or am?

We use 'm, 's or 're for speaking or for informal writing (e.g. emails to colleagues):

**I'm** = I am

**She's** = She is

**They're** = They are

We use *am, is* or *are* for short answers:

Are you at work all the time?

Yes, I **am**. NOT ~~Yes, I'm~~.

**Tip | it's or its?**

It is = It's:

My company is Toyota. **It's** a car company.

Its = possessive:

My company is Toyota. **Its** CEO is Akio Toyoda.

- 5 Read the possessive sentences in *Language point 2*. Use the words in **bold** to complete the table.

**LANGUAGE POINT 2**Is **your** company American?**My** company is Italian.**Our** company is a steel company.**Its** customers are all over the world.Emma is CEO. **Her** brother Antonio is also CEO.**Their** father started the company. **His** name was Steno.

I → <u>my</u>	you → _____	he → _____	she → _____
_____	it → _____	we → _____	they → _____

- 6 Work with a partner. Look again at the sentences in 4. Ask and answer questions about the sentences with Is/Are ...?

*Example: A Are you Spanish? B Yes, I am. / No, I'm not.*

- 7 Look at the profile of Sofia Aguilera. Complete the interview with her below. Use words from 5.

**Name:** Sofia Aguilera**Country:** Mexico**Company name:** Webmex Solutions**Job:** Managing Director**Customers:** Small businesses

**Interviewer** Is <sup>1</sup> your business a family company?

**Sofia** Yes, it is. <sup>2</sup> \_\_\_\_\_ husband is the Technical Manager. <sup>3</sup> \_\_\_\_\_ name is Oriol. And <sup>4</sup> \_\_\_\_\_ daughter is the Sales Manager. <sup>5</sup> \_\_\_\_\_ name is Martina.

**Interviewer** Is it an IT company?

**Sofia** Yes, it is. <sup>6</sup> \_\_\_\_\_ customers are small businesses. We work with <sup>7</sup> \_\_\_\_\_ websites.

» For more exercises, go to **Practice file 1** on page 87.

- 8 Work with a partner. Look at some profiles on a website. **Student A**, turn to page 110. **Student B**, turn to page 115.
- 9 Ask questions to find out about your partner's job. Use the information to write a company profile, similar to Marcegaglia in 1.

**Practically speaking | How to spell**

- 1 ► 1.5 Listen and repeat the groups of letters. Why are they in these groups?

1 AHJK

4 IY

6 QUW

2 BCDEGPTV(Z)

5 O

7 R

3 FLMNSX(Z)

- 2 ► 1.6 Listen to two conversations. Write the names.

1 \_\_\_\_\_

2 \_\_\_\_\_

- 3 What is the question in each conversation? \_\_\_\_\_

- 4 Work with a partner. Say and spell:

• your name

• your company's name

• your job title





## Business communication | Saying hello and goodbye

1 ▶ 1.7 Two visitors are in Reception. Listen and complete this visitor board.



1.7

**Alek** Hello. My name is Alek Gorski. That's G-O-R-S-K-I. We have an appointment with Mrs Da Rocha.

**Eva** How do you do, Mr Gorski? I'm Eva, Maria Da Rocha's assistant.

**Alek** Pleased to meet you, Eva. This is my assistant, Elzbieta Wozniak.

**Eva** Nice to meet you, Elzbieta. Sorry – how do you spell that?

**Elzbieta** Elzbieta? That's E-L-Z-B-I-E-T-A.

**Eva** E-L-Z-B-I-E-T-A. Thanks. Just a moment. Maria, your visitors are here ...

**Maria** ... Alek. It's good to see you again.

**Alek** And you. How are you?

**Maria** I'm fine. And you?

**Alek** Not so bad. Maria, do you know Elzbieta? She's my new assistant.

**Maria** No. How do you do, Elzbieta?

**Elzbieta** Pleased to meet you.

**FRIDAY 12TH SEPTEMBER**

**WELCOME TODAY TO:**

**MR ALEK** <sup>1</sup> \_\_\_\_\_

**MS** <sup>2</sup> \_\_\_\_\_ **WOZNIAK**

**VISITING:**

**MRS** <sup>3</sup> \_\_\_\_\_ **DA ROCHA**

2 ▶ 1.7 Match expressions 1–6 to responses a–f. Then listen and check.

- |  |                             |
|--|-----------------------------|
| 1 Hello. My name is Alek Gorski. ____          | a Pleased to meet you.      |
| 2 I'm Eva, Maria Da Rocha's assistant. ____    | b No. How do you do?        |
| 3 This is my assistant, Elzbieta Wozniak. ____ | c How do you do, Mr Gorski? |
| 4 It's good to see you again. ____             | d I'm fine.                 |
| 5 How are you? ____                            | e Nice to meet you.         |
| 6 Do you know Elzbieta? ____                   | f And you.                  |

3 Put expressions 1–6 and their responses in 2 into these categories.

- Saying hello and introducing yourself: 1c, \_\_\_\_
- Introducing someone: \_\_\_\_, \_\_\_\_
- Saying hello to someone you know: \_\_\_\_, \_\_\_\_

4 Work in groups of three. Practise this conversation.

**A** Say hello to B (a colleague).

**B** Say hello to A (a colleague) and introduce C.

**C** Say hello to A (this is your first meeting).

5 Now change roles and practise the conversation again.

6 Complete this conversation with the expressions from the list.

*Have a good journey    See you soon    Nice meeting you*

**Maria** <sup>1</sup> \_\_\_\_\_, Alek.

**Alek** Yes, goodbye, Maria.

**Maria** <sup>2</sup> \_\_\_\_\_, Elzbieta.

**Elzbieta** Nice meeting you, too.

**Maria** Bye. <sup>3</sup> \_\_\_\_\_.

**Alek** Thanks. Bye.

7 ▶ 1.8 Listen and check. Then practise the conversation in 6 in your groups of three.

» For more exercises, go to **Practice file 1** on page 86.

8 Repeat the conversation in 4 and then say goodbye to Student A, B or C.

## Key expressions

## Saying hello and introducing yourself

Hello. My name is ... / I'm ...

Pleased to meet you.

How do you do?

Nice to meet you (too).

## Introducing someone

This is ...

Do you know ...?

## Saying hello to someone you know

It's good to see you again.

How are you?

## Saying goodbye

Nice meeting you.

See you soon.

Have a good journey.

Goodbye/Bye.

## TALKING POINT

## The introductions game

Play the introductions game with a partner.

Begin on START. Toss a coin.

Heads = move 1 square.

Tails = move 2 squares.

On a white square, follow the instruction.

On a blue square, respond.

The winner arrives on FINISH first.

16 <b>FINISH</b>	15 Tell your partner about your colleagues – names, jobs, nationalities.	14 Goodbye.	13 Introduce your partner to a customer.
12 Ask your partner: name? job? nationality?	10 Are you from Japan?	11 Introduce the person on card A to your partner.	9 Tell your partner about your boss – name, job, nationality.
8 Are you French?	7 Spell your company's name.	6 Hello, my name's Annie Da Silva.	5 Introduce yourself with the information on card B.
1 <b>START</b>	2 Introduce yourself – give your name, job and nationality.	3 Ask how your partner is.	4 How do you spell your name?

**A**



NAME **MR STANISLAV BEYER**  
JOB **MARKETING ASSISTANT** | **WARSAW, POLAND**

**B**

NAME  
**Ms Lesley Johnson**  
JOB  
**Technical Engineer**  
**Middlesex, UK**

