

1 | Practice file

Working with words

1 Match products 1–8 to their nationalities a–h.

- | | | |
|---------------------------|-----|-----------------|
| 1 Coca Cola | ___ | a American |
| 2 De Beer diamonds | ___ | b Indian |
| 3 British Airways airline | ___ | c Japanese |
| 4 Sanyo electronics | ___ | d British |
| 5 LOT airline | ___ | e Polish |
| 6 Andhra Rice | ___ | f Brazilian |
| 7 Fiat cars | ___ | g South African |
| 8 Cachaça rum | ___ | h Italian |

2 Complete the job titles 1–6.

- P ___ r ___ o ___ a ___ A ___ s ___ s ___ a ___ t
- S ___ l ___ s R ___ p
- F ___ n ___ n ___ i ___ l D ___ r ___ c ___ o ___
- H ___ m ___ n R ___ s ___ u ___ c ___ s
M ___ n ___ g ___ r
- T ___ a ___ L ___ a ___ e ___
- T ___ c ___ n ___ c ___ a ___
- R ___ c ___ p ___ i ___ n ___ s ___

3 Read the business cards and complete each business person's profile.



I'm ¹ _____ (name).
 I'm from ² _____ (country)
 and I'm a ³ _____ (job).
 My company is ⁴ _____
 (nationality).



Her name is ⁵ _____.
 She's ⁶ _____ (nationality).
 She's a ⁷ _____ (job).
 Her company is in ⁸ _____
 (country).



I'm ⁹ _____ (name).
 I'm from ¹⁰ _____ (country)
 and I'm a ¹¹ _____ (job).
 My company is ¹² _____ (nationality).

Business communication

1 Put these conversations in the correct order.

- ___ I'm fine. This is my colleague, Martin Altenberg.
 - ___ Hello. Pleased to meet you, Gundula. How are you?
 - ___ How do you do, Martin?
 - ___ Hello. My name's Gundula Bauer.
- ___ No. How do you do? I'm Stefani.
 - ___ Do you know Ariadne?
 - ___ And you.
 - ___ Pleased to meet you, Stefani.
- ___ Thanks. Nice meeting you and your colleague.
 - ___ Bye.
 - ___ Yes, have a good journey.
 - ___ It's time to leave. See you soon.
 - ___ Goodbye.

2 Underline the correct words in *italics* to complete the three conversations.

- A ¹*This is Pietre.* / *How are you?* He's my assistant.
 B ²*How do you do?* / *Nice to meet you, too.* Pleased to meet you.
 A ³*I'm fine.* / *And you.*
- C ⁴*Do you know Franziska?* / *How do you do?*
 D Yes! ⁵*I'm fine.* / *It's good to see you again.*
 C Yes, you too. ⁶*Nice meeting you.* / *How are you?*
 D I'm fine. And you?
- E Good morning. I have an appointment with Ms Cernoskova. ⁷*This is* / *My name's* Ludmilla Osimk.
 F ⁸*How do you do?* / *It's good to see you again.* I'm Timo, Ms Cernoskova's assistant.
 E Oh, ⁹*nice to meet you.* / *have a good journey.*

3 Complete the conversation with the expressions from the list.

Nice meeting you see you soon How do you do?
Do you know Bye Nice to meet you my name's
Have a good journey

- A Hello, ¹ _____ Geraldine.
 B Hi. ² _____. I'm Vincenz.
 A ³ _____ Alessandro, my colleague?
 B No. How do you do?
 C ⁴ _____ Nice to meet you.
 ...
 C Our flight leaves soon. ⁵ _____, Vincenz.
 B Yes, nice meeting you, too.
⁶ _____.
 A Bye, and ⁷ _____.
 B ⁸ _____.

Language at work

GRAMMAR REFERENCE

To be

Form

Positive:

I am/'m a receptionist.

You/We/They are/'re Polish.

He/She/It is/'s from Brazil.

Negative:

I am not/'m not a team leader.

You/We/They are not/aren't Italian.

He/She/It is not/isn't from South Africa.

Questions:

Am I a personal assistant?

Are you/we/they Brazilian?

Is he/she/it from Italy?

Short answers:

Yes, I am.

Yes, you/we/they are.

Yes, he/she/it is.

No, I'm not.

No, you/we/they aren't.

No, he/she/it isn't.

A Are you a financial director?

B No, I'm not. I'm a receptionist.

A Is he a technician?

B Yes, he is.

A Are they team leaders?

B No, they aren't. They're personal assistants.

A Is it an American product?

B Yes, it is.

Possessives

Form

I → my

you → your

he → his

she → her

it → its

we → our

they → their

Use

To say who has or owns something.

*I have a personal assistant. Greta is **my** personal assistant.*

*Jonas has a company car. **His** car is a BMW.*

*We have a good team. **Our** team is very small.*

1 Complete the sentences, questions and answers.

1 _____ he Italian?

No, he _____. He's Japanese.

2 _____ they Italian?

No, they _____. They _____ Polish.

3 _____ Mirelle Brazilian?

Yes, she _____.

4 The company _____ South African, it's British.

5 We _____ in Warsaw, in Poland.

6 _____ they technicians?

Yes, they _____.

7 _____ you a personal assistant?

Yes, I _____.

8 _____ Awad the CEO?

No, he _____. He _____ the Financial Director.

2 Underline the correct words in *italics* to complete the sentences.

1 This is my department – Customer Service. Lawrie is *my* / *his* boss.

2 She has an assistant and *her* / *my* name is Pauline.

3 *Your* / *You* desk is next to Pauline's.

4 Next to you is Harald and those are *her* / *his* biscuits on his desk from a client.

5 The coffee machine is for *our* / *their* office only – not the whole department.

6 They have *their* / *my* coffee machine in the HR kitchen.

3 Complete the email with the words from the list.

am your my our are (x2) is (x3) her

Subject: my new company

Hi Abdul,

Here's the information about us:

The name of the company is IT-express.

It ¹ _____ a computer company. I

² _____ the CEO, and my four colleagues

³ _____ the technicians. Pascale is

⁴ _____ personal assistant.

⁵ _____ office is in Tunis, but the customers ⁶ _____ in Spain.

Yolanda ⁷ _____ the new Sales Rep. She

⁸ _____ Spanish, but ⁹ _____ French and English are very good.

Send me ¹⁰ _____ phone number so we can meet.

Regards,

Kashyar