



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, ¹*is / are* Marcegaglia a family company?

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

A ⁴*Is / Are* they from a big family?

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

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

B They ⁹*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.)*

1 I' _____ Spanish.

2 My company _____ Polish.

3 Our customers _____ in Asia.

4 My work colleagues _____ my friends.

5 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~~.

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.

- 1 P ___ r ___ o ___ a ___ A ___ s ___ s ___ a ___ t
 2 S ___ l ___ s R ___ p
 3 F ___ n ___ n ___ i ___ l D ___ r ___ c ___ o ___
 4 H ___ m ___ n R ___ s ___ u ___ c ___ s
 M ___ n ___ g ___ r
 5 T ___ a ___ L ___ a ___ e ___
 6 T ___ c ___ n ___ c ___ a ___
 7 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.

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