

A1 BUSINESS - HOMEWORK

1) Write *a* or *an*.

- a) _____ attendant
- b) _____ reporter
- c) _____ driver
- d) _____ receptionist
- e) _____ accountant
- f) _____ analyst
- g) _____ entrepreneur
- h) _____ salesperson
- i) _____ office manager
- j) _____ assistant

2) Complete the sentences with the verb *be* (*am / are*) in the affirmative or negative.

- a) I _____ a manager. (affirmative)
- b) You _____ an accountant. (affirmative)
- c) I _____ a graphic designer. (negative)
- d) You _____ a journalist. (negative)
- e) I _____ an engineer. (affirmative)
- f) You _____ a sales representative. (affirmative)
- g) I _____ an office worker. (negative)
- h) You _____ a marketing professional. (affirmative)
- i) I _____ a doctor. (negative)
- j) You _____ an IT specialist. (negative)

3) Rewrite the sentences. Add the verb *be* (*am / are*). Use the short forms.

- a) I / not / a / secretary.
I'm not a secretary.
- b) I / a / team leader.

- c) You / an / operations manager.

- d) You / not / a / supervisor.

- e) I / an / administrative assistant.

- f) I / not / a / pilot.

- g) You / a / marketing assistant.

- h) You / not / a / lawyer.

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4) Complete the dialogue with the correct words (I / you / am / are / 'm not / aren't / a / an / office assistant / graphic designer).

A: Hello! Are you _____ new employee?

B: Yes, I _____.

A: You _____ IT specialist, right?

B: No, I _____. I'm a _____.

A: Oh, great! You _____ a receptionist. _____ are a marketing professional.

B: Yes, that's right. _____ am a marketing professional.

A: Are you a sales representative?

B: No, I'm not. I'm an _____.

5) Listen and choose A or B.

1. a) IT specialist b) graphic designer
2. a) doctor b) lawyer
3. a) teacher b) marketing professional
4. a) pilot b) chef

6) Look at people and jobs. Write affirmative and negative sentences.

a)



✗ ENGINEER

✓ DOCTOR

I'm not an engineer.
I'm a doctor.

b)



✗ NURSE

✓ SALES REPRESENTATIVE

c)



✗ GRAPHIC DESIGNER

✓ IT SPECIALIST
