

Review

Grammar Present Simple: I / you / we / they; questions

Form

There is no change to the ending of the verb with *I / you / we / they*.

Examples I live in England.
We enjoy our jobs.

To make the negative, we use *don't*.

Examples I don't work at the weekend.
They don't go to meetings.

To make a question, we put *do* before the subject.

Question	Short answer
Do you work in the evening?	Yes, I do.
Do you go on business trips?	No, I don't.

We also use *be* to make and answer questions.

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

To make *Wh-* questions with *be*, we use *Wh- + be + subject*.

Example A Where is Dubai? B It's in the UAE.

To make *Wh-* questions with *do*, we use *Wh- + do + subject + verb*.

Example A Where do you live? B I live in Rome.

Use

We use the Present Simple when we talk about facts, habits, and regular events in the present.

Example I work for an airline.

We use *do* to make questions with a *yes/no* answer.

Example A Do they work here? B Yes, they do. / No, they don't.

We use *Wh-* question words for 'open' questions. We sometimes call these 'information' or 'content' questions.

Example A What do you do? B I'm a project manager.

PRACTICE 1 1.10 Listen to an interview with Carla. Are the sentences true or false?

	True	False
1 I live and work in Madrid in Spain.	☐	☐
2 I'm an IT engineer.	☐	☐
3 I don't start work very early.	☐	☐
4 I usually have a short meeting with my boss after I check my emails.	☐	☐
5 I work at the weekend.	☐	☐
6 I like rock music.	☐	☐

2 Put the words in order to make questions.

- 1 start when you do work? _____
- 2 drive you work to do? _____
- 3 live where do you? _____
- 4 work you at weekend the do? _____
- 5 company do which you for work? _____
- 6 what you do do the morning in? _____

3 Write answers to the questions in 2.

4 Read the answers and complete the questions with these words.

do do what when when where where which

- | | |
|------------------------------------|---------------------------------|
| 1 A _____ company do you work for? | B I work for TKM International. |
| 2 A _____ is the meeting? | B In my office. |
| 3 A _____ do you do? | B I'm a marketing manager. |
| 4 A _____ you work in Paris? | B Yes, I do. |
| 5 A _____ is the conference? | B It's in March. |
| 6 A _____ you travel for work? | B No, I don't. |
| 7 A _____ do you start work? | B At 9 a.m. |
| 8 A _____ do you work? | B In Osaka. |

Vocabulary Talking about activities; countries and languages

1 Read about Sam Wilson's work routine. Complete the sentences with these words.

give have make train write

I am the manager of a hotel in Toronto, Canada. I start work at about 6 a.m. I _____¹ a short meeting with the staff in reception, then I _____² emails for about thirty minutes. After that I _____³ a few phone calls. About once a month, I _____⁴ the new reception staff. We do workshops and they _____⁵ short presentations to each other about their work.

2 Read about Simone Dubois. Correct the sentences below.

My job is quite stressful. I am a doctor in a big hospital in France. I work in the Accident and Emergency Department, so I work long hours. I work twelve or thirteen hours a day. After work, I'm tired, so I enjoy sleeping! That's normal I think. When I have some free time, I like eating out or going shopping with a friend. I also enjoy swimming and playing tennis. I don't like watching TV.

3 After work, I'm very hungry, so I eat a lot.

4 In my free time, I enjoy watching TV.

2 I work eight or nine hours a day.

5 I play golf and football.

1 I'm a lawyer.

6 I don't like reading.



3 1.11 Underline the stress in the countries and nationalities. Then listen and check.

1 China	Chinese	6 Japan	Japanese
2 Sweden	Swedish	7 Italy	Italian
3 Canada	Canadian	8 Poland	Polish
4 Germany	German	9 Argentina	Argentinian
5 Portugal	Portuguese	10 Russia	Russian

4 1.12 Listen to the flight attendant. What languages do the crew speak? Tick ✓ the languages that you hear.

Arabic	☐	French	☐	Japanese	☐	Russian	☐
Chinese	☐	German	☐	Korean	☐	Spanish	☐
English	☐	Italian	☐	Portuguese	☐		

Work skills Introducing yourself

1 Complete the conversation at reception with these words.

sign seat meeting tell time

Visitor	Good morning. My name's Sally Daniels. I have a _____ ¹ with Alia Davey.
Receptionist	Good morning, Ms Daniels. What _____ ² is your meeting with Alia?
Visitor	Eleven o'clock.
Receptionist	OK, can you _____ ³ the Visitor's Book, please?
Visitor	Yes, of course.
Receptionist	Thank you, Ms Daniels. If you'd like to take a _____ ⁴ over there, I'll _____ ⁵ Alia that you are here.
Visitor	Thank you.

2 Match the two parts of the sentences.

1 I'm in charge	a with problems.
2 I'm responsible	b of research.
3 I deal	c for sales.
4 I report	d a big team.
5 I manage	e to the managing director.

3 1.13 Listen and complete the profile.

	Name:	Hector Gonzalez
	Job:	_____ ¹
	Company:	<u>Clearview Cosmetics</u>
	Country:	_____ ²
	Job description:	_____ ³ for developing new beauty products.
		_____ ⁴ with problems in the laboratories.
	_____ ⁵ a team of researchers and technicians.	
	_____ ⁶ directly to the head of sales and marketing.	

Functions Saying hello and goodbye; introducing people

Saying hello

Good morning.

Good afternoon.

Hi. / Hello.

It's good to see you again.

How are you?

Introducing yourself and others

Can I introduce myself?

My name is ...

Can I introduce you to ... ?

This is ...

Replying to an introduction

Pleased / Nice to meet you (too).

Saying goodbye

Goodbye. / Bye.

Goodnight.

It was nice meeting you.

I hope you have a good journey / flight home.

Have a good evening.

See you (later / tomorrow).

I hope to see you again soon.

I'll be in touch.

PRACTICE 1 Put the words in the correct order to make sentences.

1 can myself introduce I? _____

2 you to nice meet. _____

3 soon hope I to you see again. _____

4 I can you introduce my to colleague? _____

5 good it's you to again see. _____

2 Match the greetings 1–4 with the explanations a–d.

We say:

1 Good morning

a after about six o'clock

2 Good afternoon

b before we go to bed

3 Good evening

c all morning until lunchtime

4 Good night

d from after lunch until about six o'clock

3 1.14 Complete the conversations with these phrases. Then listen and check.

See you tomorrow

to meet you

can I

pleased to meet you

nice meeting you

hope you have

This is

good evening

1 A Hello, _____¹ introduce myself? My name's Stephen Halls. I work for JKL Holdings in Brighton.

B Hi, _____², Stephen. My name's Nishan Musabbah.

2 A Well, goodbye, Paula.

B Goodbye, Bruno. It was _____³.

A Yes, you too. I _____⁴ a good flight back to Boston. Bye.

3 A Mark, _____⁵ Shoko. Shoko works in our Nagoya office.

B Hello, Shoko. Pleased _____⁶.

C Hello, Mark. Pleased to meet you, too.

4 A OK, I'm finished for the day. _____⁷.

B See you. Have a _____⁸.

