



VOCABULARY

1 Introductions

Choose the best word to complete each sentence.

- 1 Mr Dubois lives in Germany, but he comes from *French / France*.
- 2 Both Aslan and Zeynep are *Turkish / Turkey*.
- 3 Is JVC a *Japanese / Japan* company?
- 4 The new accountant is from *Kuwaiti / Kuwait*.
- 5 What's the capital of *Omani / Oman*?
- 6 Lloyds isn't a *USA / an American* bank.
- 7 The company's CEO is *the UK / British*.
- 8 We manufacture our products at a factory in *China / Chinese*.
- 9 The company closed its office in *Greece / Greek*.
- 10 Nokia isn't a *Sweden / Swedish* company!

TO BE

Complete the conversations below using the words from the box.

'm 'm not are are aren't is isn't

A: Where¹ you from?

B: I² from Poland – Warsaw. How about you? Are you Chinese?

A: No, I³. I come from Japan.

A:⁴ your co-workers American?

B: My boss⁵ American. He's from New York City. But my other co-workers⁶ American. They're French and German.

A: Excuse me. May I use this office for a few minutes?

B: I don't know. It⁷ my office. I don't work here. I'm visiting today!

WH- QUESTIONS

Complete these questions with *What, Where* or *Who*.

- | | | |
|---|-----------------------------|--------------------------------|
| 1 | is Mr Santos from? | He's from Cuenca, Ecuador. |
| 2 | is Lenore's job? | She's a manager. |
| 3 | are you doing? | I'm writing an e-mail. |
| 4 | is waiting outside? | Mr Jones and three colleagues. |
| 5 | is the receptionist? | She's in the conference room. |
| 6 | are you working with? | Ursula and Piet. |

VOCABULARY

Complete these sentences with *in, at* or *on*.

- 1 The new office opens 30th March.
- 2 All of our shops are open night.
- 3 Can we have a meeting Friday?
- 4 We always have our sales conference July.
- 5 We don't schedule meetings Monday mornings.
- 6 I sometimes work the weekend.
- 7 I usually visit my clients the afternoon.
- 8 I often start new projects the spring.
- 9 We always have a big office celebration New Year.

SKILLS

Put the words in the correct order to make questions.

- 1 time / What / free / you / in / do / your / do / ?
- 2 do / finish / you / work / When / ?
- 3 about / What / like / do / best / you / job / your / ?

1. _____.

2. _____.

3. _____.

**HAVE; SOME
AND ANY**

Complete the sentences below using the words from the box.

any do doesn't doesn't have don't have has have some

- 1 I a car, so I take the bus to work.
- 2 Do you have money?
- 3 Luke a pen. Can he borrow yours?
- 4 Lorraine a new computer.
- 5 The new office have a car park.
- 6 you have any time this afternoon?
- 7 We a staff meeting every Monday morning, and everyone hates it.
- 8 I have questions for you. Can we have a meeting?

Match the pairs of sentences.

- | | |
|-------------------------------------|---|
| 1 He never wakes up before six. | a) On Mondays and Tuesdays, he wakes up at 5.45. Other days, he wakes up at 6.15. |
| 2 He sometimes wakes up before six. | b) Every day, he wakes up at 5.45. |
| 3 He often wakes up before six. | c) On Mondays, he wakes up at 6.15. Other days, he wakes up at 5.45. |
| 4 He usually wakes up before six. | d) On Mondays, Tuesdays and Wednesdays, he wakes up at 5.45. Other days, he wakes up at 6.15. |
| 5 He always wakes up before six. | e) Every day, he wakes up at 6.15. |