



# ONLINE ENGLISH CLASS

Universitas

## 1 Introductions

### VOCABULARY

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: Where .....<sup>1</sup> you from?

B: I .....<sup>2</sup> from Poland – Warsaw. How about you? Are you Chinese?

A: No, I .....<sup>3</sup>. I come from Japan.

A: .....<sup>4</sup> your co-workers American?

B: My boss .....<sup>5</sup> American. He's from New York City. But my other co-workers .....<sup>6</sup> American. They're French and German.

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

B: I don't know. It .....<sup>7</sup> 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.
- 2 He sometimes wakes up before six.
- 3 He often wakes up before six.
- 4 He usually wakes up before six.
- 5 He always wakes up before six.

- a) On Mondays and Tuesdays, he wakes up at 5.45. Other days, he wakes up at 6.15.
- b) Every day, he wakes up at 5.45.
- c) On Mondays, he wakes up at 6.15. Other days, he wakes up at 5.45.
- d) On Mondays, Tuesdays and Wednesdays, he wakes up at 5.45. Other days, he wakes up at 6.15.
- e) Every day, he wakes up at 6.15.