

Vocabulary:**Choose the correct word to fill the gap.**

- a. Salwa is never absent or late for work. She's very [**creative** / energetic / reliable].
- b. Ahmed works twelve hours a day. He's very [**hard-working** / organized / creative].
- c. Reema loves to be busy doing things all the time. She's very [**organized** / energetic / creative].
- d. Lamia always has good ideas for new projects. She's very **independent/ organised/creative**.
- e. Yasmine loves her work and always tries to do well. She's very **motivated/ organised/independent**.
- f. I keep my papers and files very tidy and follow my study plan. I'm very **independent/organised/motivated**.
- g. Ola is happy working alone. She's very **organised/independent/hard-working**

Match the words from column A with their opposites from column B.

Column A	Column B
1. Hard-working	a. Unhealthy
2. Reliable	b. Permanent
3. Difficult	c. Lazy
4. Organized	d. Easy
5. Healthy	e. Unreliable
6. Temporary	f. disorganized

Read then complete the table below:

Marrakesh Trading is a family run business located in Shobah District, Riyadh. The company supplies furniture for restaurants and hotels. It employs 14 staff at its warehouse and a further 11 staff at its showroom.

The company was set up in 1984 by two brothers. They had an interest in travel and art. After visiting north Africa they fell in love with the design of the carpets and furniture there and decided to start a small import business. The business grew quickly and became popular with large hotels looking for something special to decorate their rooms. Today Marrakesh Trading imports goods mostly from Tunisia and Morocco. It supplies hotels and restaurants all over the Gulf region.

The showroom is open Saturday to Thursday 10:00-21:00 and Friday 13:00-21:00. There is a large car park at the front.

Fill in the table with information from the reading script.

Name of company	
Location	
Type of business	
Year started	
Number of staff	

Are these sentences true or false?

- a. Marrakesh Trading makes furniture for hotels.

True**False**

- b. Customers can see the furniture at the warehouse in Shobah. **True** **False**
- c. The business is owned by an international hotel company. **True** **False**
- d. Marrakesh Trading exports goods to Gulf countries. **True** **False**
- e. Marrakesh Trading is open 7 days a week. **True** **False**
- f. It is easy to park at the showroom. **True** **False**

Find these words in the text. Use the correct spelling and do not use capital letters.

- a. The place where you store goods before selling them.
- b. The place where people can come and look at goods and place orders to buy them.
- c. A verb that means 'to start' a business.
- d. A verb that means to bring goods from another country to sell.
- e. A verb that means to sell goods to another country.

Grammar:

We use *possessive pronouns* and *possessive adjectives* so we don't have to repeat the noun many times.

Identify the possessive pronouns and the possessive adjectives in the text. Then answer the questions below.

- a. In line 2 '**it**' refers to the company/the furniture/the restaurants and hotels.
- b. In line 3 '**its**' refers to the company/the family/the staff.
- c. In line 4 '**they**' refers to the company/the two brothers/travel and art.
- d. In line 8 '**their**' refers to the business/the brothers/the hotels.

Complete the table:

Subject pronoun	Object pronoun	Possessive pronoun
I	me	my
You		Your
He	Him	
She		Her
It		Its
We	Us	
They		Their

Listening:

Mariam has a new job as a project officer. Today the director is showing her around the office. Look at the plan of the office provided. There are 6 rooms. Listen to the conversation. As you listen, identify the rooms.



Look at these sentences:

There's a sofa next to the main entrance.

There are two filing cabinets between Mariam's and Moustapha's offices.

1. Notice how we use **'s** to talk about things that belong to people, e.g. Mariam's and Moustapha's offices, the accountant's office.

2. Notice how we use **There is + singular noun** and **There are + plural noun** to describe places.

3. Notice how we use **prepositions** (e.g. next to, between) to tell us where things are.

Now look at the plan of the office again and choose the correct preposition.

next to	between	behind	in	above	in front of
---------	---------	--------	----	-------	-------------

- The meeting room is reception.
- There's a photocopierMariam's and Moustapha's offices.
- There's a first aid box on the wall the filing cabinets.
- The sofa is the receptionist's desk.
- The secretary's office is the accountant's office.
- The coffee machine is the corner.

Now write full sentences by using There is / There are and preposition of place:

Example: a meeting room/ reception

There is a meeting room behind the reception.

- A sofa / the receptionist's desk
- A coffee machine / the break area
- Two filing cabinets/ Mostafa's and Mariam's offices.
- A first aid box / the filing cabinet.

Language focus:

When you are speaking or writing it is very important to **use language that is right for the situation**.

English can be **informal**, for example when you are talking with your friends. Listen to the following:

Speaker 1: Hi Kate, how are you?

Speaker 2: Fine, thanks. Emily, this is my cousin Jane. Speaker 1: Hi Jane.

Speaker 3: Hi Emily.

English can be **formal**, for example when you are introducing two work colleagues. Listen to the following:

Speaker 1: Rawia, I'd like to introduce Mary Turner, our new training director. Speaker 2: Pleased to meet you, Mrs Turner.

Speaker 3: Pleased to meet you too.

And English can be **semi-formal**, for example, when you are talking with your friend's parents or with your teacher. Listen to the following:

Voices 1 & 2: Good morning, Mrs Anna. Voice 3: Morning, girls.

It is important to know the right language to use. If you use the right language, you will sound polite and friendly.

It is important to check your situation and decide how formal your language needs to be. If you use the right language, then you will seem polite and friendly. People will want to listen to you. If you are too formal, people might find it difficult to feel comfortable when they talk to you. On the other hand, if you use informal language in the wrong situation, it might sound impolite or rude.

Examples of formal/informal greetings:

Formal – saying hello	Informal – saying hello
Hello Good morning Good afternoon Good evening Pleased / nice to meet you	Hi Watcha (British – very informal) Yo (American – very informal)

Examples of saying goodbye in a formal/informal way:

Formal – saying goodbye	Informal – saying goodbye
Goodbye It was nice meeting you (after first meeting)	Bye See ya

We have also seen examples of verb phrases for introducing people that make sentences more or less formal:

This is ...

May I introduce ...? [a polite way of asking "Can I..?"]

I'd like to introduce ... [a polite way of saying "I want to.."]