

Practically speaking

Underline the correct verb in *italics*.

- There 's / *are* five people in my department.
- There 's / *are* a Logistics Department.
- There 's / *are* an assistant.
- There 's / *are* ten offices in Europe.
- There 's / *are* one project manager.
- There 's / *are* seven departments.

Language at work | Present simple: I / you / we / they

GRAMMAR REFERENCE

Present simple: I / you / we / they

Form

Positive:

I	live	in Tokyo.
You	manage	the IT Department.
We	work	for a software company.
They	sell	products.
	work	in Finance.
	meet	people.

Negative:

I	don't work	in Sales.
You	don't live	in Brazil.
We	don't make	products.
They		

Questions:

Do you / we / they work in Sales?

Do you / we / they live in Brazil?

Short answers:

Yes, I / you / we / they do.

No, I / you / we / they don't.

Questions with question words:

Where		you	work?
What	do	we	live?
Who		they	sell?
			manage?
			work for?

We work for GSK.

They don't live in Munich.

Where do you live?

What do you do?

Who do they work for?

A Do you work in Sales?

B No, I don't. / Yes, I do.

1 Complete with the phrases.

don't live They meet I work (x2)
I manage They don't sell I live We have

My name's Giorgio. ¹ _____ for Siemens.
I'm from Rome, but I ² _____ in Italy.
³ _____ in New York. Siemens is a global
company. ⁴ _____ offices all over the
world.
⁵ _____ in the Human Resources
Department. ⁶ _____ a team of
three people. ⁷ _____ products.
⁸ _____ new employees in the company.

2 Write questions. Complete the short answers.

- A you / live / in Japan Do you live in Japan?
B Yes, I do.
- A you / work / in Finance _____?
B No, we _____.
- A they / have / factories / in Germany _____?
B Yes, they _____.
- A they / manage / people _____?
B No, they _____.

3 Match 1–6 to a–f.

- Where do you live? ____
 - Who do you work for? ____
 - Do you work in Frankfurt? ____
 - What do you do? ____
 - Do they work in Sales? ____
 - Do you make products? ____
- a I'm a production manager.
b Yes, they do.
c I live in China.
d No, we don't. We sell products.
e I work for Airbus.
f No, I don't. I work in Munich.

4 Write the questions.

- A _____?
B I'm an IT technician.
- A _____?
B We work for a big finance company.
- A _____?
B They live in South Korea.
- A _____?
B I work for Air France.
- A _____?
B They are sales reps.