Unit 1 You and your company

1.1 People in business

Grammar	Present simple The verb *be*
Vocabulary	Daily activities
Communication skills	Introductions
Pronunciation	Alphabet

Name:

Last name:

School:

Subject:

Date: / /

A Listening

Lorella Braglia is a designer. She lives in the North of Italy between Milan and Bologna. Her company makes clothes, which sell all over the world.

1

1 Two journalists are talking about Lorella. Listen and write down the information.

Name ..... Lorella Braglia .....

Nationality ..... Italian .....

Home .....

Age .....

Company .....

Job .....

Languages .....

Lorella Braglia

2 Listen again. Complete these sentences.

1 Her name ..... Lorella Braglia.
2 She ..... in Reggio Emilia.
3 She ..... a designer.
4 She ..... for Dielle.
5 Her husband ..... the Marketing Director.
6 They ..... Italian.
7 They ..... English and Italian.
8 They ..... together.

B Speaking

1 Ask a partner these three questions. Write down the answers. Then ask other people.

Name .....

Nationality .....

Job .....

2 Now tell the class about the people you talked to.

e.g. *Her name is Gabrielle. She is French. She is a teacher.*

LIVEWORKSHEETS

LANGUAGE NOTE

The verb *be*

1 The verb *be* is irregular and is often contracted. We use it to talk about age, nationality, job, and status.

I'm (I am) Italian. *She's (she is) married.*
You're (you are) my line manager. *They're (they are) German.*
He's (he is) thirty. *We're (we are) both engineers.*

2 To make a question with the verb *be* we invert the subject and the verb.

Are you married? *Yes, I am.*
Is she American? *No, she isn't.*
What is his job and where is he from? *He is a designer. He's from Greece.*

C Reading

1 Look at the article about Lorella Braglia. Complete the article using the verbs in the box. The first letter of each verb is given.

makes	designs	employs	eat	live	works	do	
produces	travel	presents	plays	uses	are	play	is

Dielle

Lorella Braglia ..... 1 the founder of Dielle, and also the main designer. Her husband, Danilo, ... 2 for the company as Marketing Director. Lorella ..... 3 two collections every year and ..... 4 them at fashion shows in London, Paris, and New York.

Dielle ..... 5 everything in Italy, and ..... 6 very modern equipment in its workshops. The company ..... 7 the services of seventy workshops in and around Reggio Emilia. It ..... 8 100,000 units per year.

Lorella e and her husband ..... 9 in a house in the centre of Reggio Emilia, not far from the office. They ..... 10 not often there, because they both ..... 11 a lot. How do they relax? 'I ..... 12 yoga and Danilo ..... 13 golf,' says Lorella. At the weekends they ..... 14 golf together and ..... 15 out at local restaurants with their children.

LIVEWORKSHEETS

2 Listen to the first part of the passage (up to 8). How is the final *s* of the verbs pronounced – /s/, /z/, or /ɪz/?

/s/ as in *likes* .....

/z/ as in *plays* .....

/ɪz/ as in *uses* .....

3 Listen again and check. Read the passage aloud, paying particular attention to the pronunciation of the verb endings.

LANGUAGE NOTE

The present simple

1 When we talk about regular actions or permanent states we use the present simple tense.

I work for Dielle. *We speak English and French.*
You live in London. *They travel a lot.*

2 We add *s* to the end of the verb in the third person singular (*he*, *she*, or *it*).

He plays golf. *It takes two hours to get to work.*
She works at home. *She knows a lot about computers.*

D Pronunciation 3

1 Listen to the alphabet in English. Write the letters in the correct sound groups, as in the examples.

/eɪ/	/i:/	/e/	/əʊ/	/aɪ/	/u:/	/ɑ:/
A	B	F	O	I	Q	R
H	C	L				

LIVEWORKSHEETS

2 Listen again and check your answers. Practise saying the letters aloud.

3 Work with a partner. Spell your company's or school's name, your town, and your address.

4 Now say the following. What do the letters stand for?

E Listening

4

Listen to the following dialogues and write the letters you hear.

1 BA ..... 3 ..... 5 ..... 7 .....

2 ..... 4 ..... 6 ..... 8 .....

F Speaking

5a

1 Listen to this interview and complete the notes below.

Name .....

Company .....

Job .....

Nationality .....

Home .....

5b

2 Listen to the following questions and reply.

e.g. What is your job? *I'm a …*

	Name: Alex **Job**: sales manager for IBM in New York **Marital status**: single **House**: Los Angeles **Hobby**: football	1	*I am a sales manager.*
		2	
		3	
		4	
		5	
		6	

LIVEWORKSHEETS

LANGUAGE NOTE

Meeting someone for the first time

1 Introducing yourself

Let me introduce myself. My name's ...	*How do you do? Pleased to meet you.*
Hello. I'm ...	*Nice to meet you.*

2 Introducing another person

Let me introduce you to ...	*How do you do?* or *Nice / Pleased to meet you.*
This is my colleague ...	
Nice to meet you.	*Nice to meet you too.*

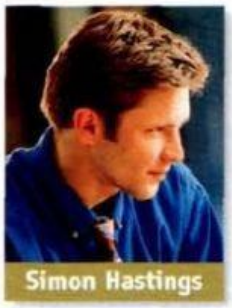
3 Other questions

Where are you from?	*I'm from ... (but I work in ...)*
What do you do?	*I'm a ... What about you?*
Who do you work for?	*I work for ... And you?*

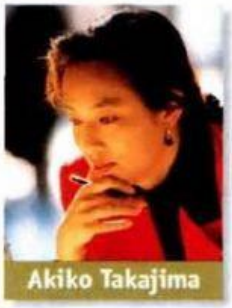
G Listening

6

Sally Kent


Simon Hastings

Alessandra Boni


Akiko Takajima

1 Sally Kent is the editor of *Business Monthly* magazine. She introduces Simon Hastings to two other people. Listen and fill in the gaps in the table below.

A	B	C	D
Sally Kent	Simon Hastings	Alessandra Boni	Akiko Takajima
American	British	Italian [3]	..... [6]
editor	..... [1]	..... [4]	..... [7]
Business Monthly	..... [2]	SAP [5]	..... [8]

2 What expressions do A, B, C, D use to make introductions? Listen again and fill in the gaps.

A: Alessandra, ...[1] you to my colleague, Simon Hastings.

B: How ....?[2] Pleased to .....[3] you.

C: How ....?[4]

B: Do you work here, Alessandra?

C: No, I work for SAP. I'm a consultant. ....[5] my colleague Akiko Takajima.

D: Nice ....[6]

B: Nice ....[7], Akiko. Where are you from?

D: I'm from Osaka, in Japan.

B: Where do you work?

D: I work for SAP in Frankfurt. I'm a ....[8] And you?

B: I'm ....[9] here at *Business Monthly*. Sally's my boss.

LIVEWORKSHEETS