

Starting point

- 1 Where do you normally work (e.g. in an office, at home)?
- 2 What technology do you use?

Working with words | Office technology

1 ▶ 7.1 Listen and read about three people at work. Who ...?

- 1 works in Sales _____
- 2 is an engineer _____
- 3 is a graphic designer _____

MUSTAFA Qatar

I'm an engineer. I work for an oil company and I manage projects all over the country. In my office, I have a PC and a **printer**. On site, I have a **tablet** for notes and a **digital camera**.

JULIE Australia

I'm a graphic designer in Brisbane, Australia and I work at home. I design websites on my laptop. I have Skype meetings with clients so I need a **webcam** and **headset**. I also have a **smartphone**, of course!

ANDREA The Netherlands

I'm in Sales. I work in an office. Sometimes I travel, and I work in my hotel room or in my car. I have a **desktop computer** in my office. When I travel, I have my **laptop** and a small **projector** with me for presentations. Oh, and my **USB stick**.

2 Match the words in bold in 1 to the pictures.



1 _____



2 _____



3 _____



4 _____



5 _____



6 _____



7 _____



8 _____



9 _____



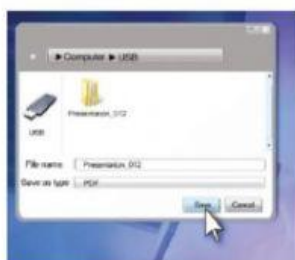
10 _____

5 Read the emails from the people in **1** and answer the questions.

- 1 What is the email about? Write *Site report*, *Presentation*, or *Company logo* on the 'Subject' line.
- 2 Who writes the email? Write *Andrea*, *Julie*, or *Mustafa*.

<p style="text-align: center;">1 </p> <p>Subject: _____</p> <p>Dear Francisco</p> <p>Here is the design for your new company logo: www.QJR.com/FR</p> <p>Please click the link and then enter your password. You can download the logo if you want.</p> <p>Can we Skype tomorrow?</p> <p>Best regards</p> <p>_____</p>	<p style="text-align: center;">2 </p> <p>Subject: _____</p> <p>Dear Sara</p> <p>Please find attached my site report and photos. Can you print the report for the meeting on Friday? There is a document from head office on my desk. Please scan the document and email it to me. I am back in the office on Thursday.</p> <p>Regards</p> <p>_____</p>	<p style="text-align: center;">3 </p> <p>Subject: _____</p> <p>Hi Laura</p> <p>I am late and the sales presentation about the new product starts at 2.00 – in meeting room 1. The presentation is on my computer. Can you save it on a USB stick? And can you switch on my laptop and then connect the projector to the laptop? They're in the meeting room.</p> <p>Thanks</p> <p>_____</p>
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6 Match the highlighted verbs in **5** to the pictures.



1 _____
on a USB stick



2 _____
a projector



3 _____
a link



4 _____
a file



5 _____
a document



6 _____
a report



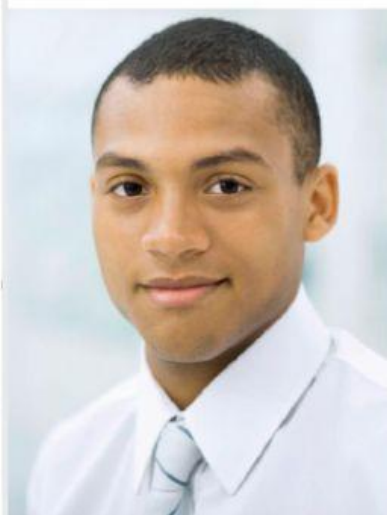
7 _____
a password



8 _____
to the laptop

Tip | computer /
USB stick

desktop computer = PC
 USB stick = memory stick =
 flash drive



Language at work | Possessive adjectives

1 ▶ 7.3 Felipe Gonzales has a new job at IUG. Listen to the conversation. Are the sentences true (T) or false (F)?

- 1 Felipe is the new marketing manager. ____
- 2 There are six people in the team. ____
- 3 Nadine manages the website. ____
- 4 Olivier and Sandra are in the office today. ____
- 5 Felipe has a printer on his desk. ____

2 ▶ 7.3 Listen again. Match 1–7 to a–g.

- | | |
|--|----------------------------------|
| 1 I'm the new marketing assistant. ____ | a Her office is there. |
| 2 We have six people in the team. ____ | b Your desk is here. |
| 3 He manages key accounts. ____ | c My name's Felipe Gonzales. |
| 4 She manages the website. ____ | d Their desks are over there. |
| 5 You are in this office. ____ | e Its 'on' switch is there. |
| 6 They are at a conference. ____ | f Our project manager is Pierre. |
| 7 The printer is here. We all use it. ____ | g His office is there. |

3 Complete the *Language point* with the possessive adjectives from a–g in 2.

LANGUAGE POINT

	Possessive adjectives
I	my
you	
he	
she	

	Possessive adjectives
it	
we	
they	

» For more information, go to **Grammar reference** on page 69.

4 Complete with possessive adjectives.

- 1 I'm the Production Manager. My name's Antonio.
- 2 Selma and Luis are from Brazil, but _____ company is American.
- 3 He's my manager. _____ office is over there.
- 4 The company is German. _____ head office is in Berlin.
- 5 We're Marc and Rosa. This is _____ department.
- 6 She's from China. _____ company is Chinese.
- 7 You are the assistant. _____ office is here.

Tip | 's

Pierre's desk = the desk of Pierre

Remi and Ludo's office = the office of Remi and Ludo

5 ▶ 7.4 Listen and read. Where is the laptop?

A I can't find my laptop.

B Is it on your desk?

A No, it isn't.

B Is it on Pierre's desk?

A No.

B Is it in Remi and Ludo's office?

A No, it isn't there.

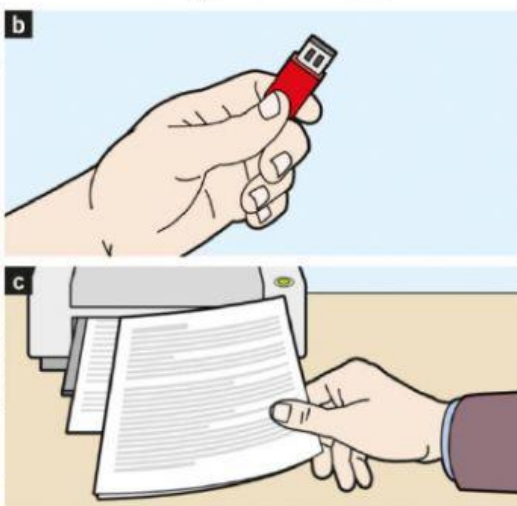
B Is it in your manager's office?

A Oh, yes, it is! Thanks.

6 ▶ 7.4 Listen again. Circle 's in 5.

1 Match the sentences to the pictures. Write the letter.

- 1 This is my USB stick. ____
- 2 That's your USB stick. ____
- 3 Those are your documents. ____
- 4 These are my documents. ____



Working with words

1 Look at the technology. Complete the words.



- 1 l _____ p
2 w _____ m
3 h _____ t
4 p _____ r
5 p _____ r

2 Complete with the words.

USB stick smartphone computer webcam

- 1 I use the _____ on my laptop to make Skype calls.
- 2 I take photos, send emails and send messages with my _____.
- 3 When I travel, I have my documents on a _____.
- 4 I use a desktop _____ at work, but I use a laptop at home.

3 Underline the correct verb in *italics*.

✉

Subject: Your presentation

Dear Arnie

Here is the link to the presentation.
¹*Switch on* / *Click* the link and then ²*enter* / *scan* your password.
³*Connect* / *Download* the PowerPoint presentation from the website. You can
⁴*print* / *save* the presentation on a USB stick or ⁵*click* / *connect* your laptop to the projector.

Also find attached the documents for your presentation. ⁶*Print* / *Enter* the documents for the clients.

Good luck with the presentation!

Sally

Business communication

1 Complete with the question words.

How What Where Do Is Does

- a _____'s the problem?
- b _____ does it work?
- c _____ you have a laptop?
- d _____ the projector on?
- e _____ it work now?
- f _____ do I switch it on?

2 Complete the conversation with questions a-f from 1.

- A Can you help me?
 B Sure. ¹ _____?
 A I don't know how to use this projector.
² _____?
 B ³ _____?
 A No, it isn't.
 B First, you need to switch it on.
 A Yes, but ⁴ _____?
 B Here. ⁵ _____?
 A Yes, it does.
 B Great. ⁶ _____?
 A No, I don't. My presentation is on this USB stick.

3 Complete the instructions.

¹F _____, scan the designs. ²T _____, save the document on your laptop. ³N _____, attach the document to an email. You ⁴n _____ to send the email to me and to Peter in Rome.

4 Tick (✓) the correct response, a or b.

- 1 What's the problem with the projector?
 - a I don't use it.
 - b I don't know how to use it.
- 2 How does it work?
 - a I don't know.
 - b No, I don't.
- 3 Where do I switch it on?
 - a Press.
 - b Here.
- 4 Is the Internet on?
 - a I think so.
 - b I think yes.
- 5 How do I start the software?
 - a You need click *enter*.
 - b You need to click *enter*.

Practically speaking

Look at the pictures. Complete the sentences with *this*, *that*, *these*, or *those*.

1 _____'s your office.



2 _____ are my documents.



3 _____ are your colleague's desks.



4 _____ is my phone.



Language at work | Possessive adjectives

GRAMMAR REFERENCE

Possessive adjectives

Form

I	my
you	your
he	his
she	her
it	its
we	our
they	their

*It's **my** car.*

***Your** company is in Spain.*

*Is this **his** pen?*

*It isn't **her** desk.*

***Our** factory is modern.*

*Are **their** offices here?*

Possessive 's

For names of people, add possessive 's.

the office of Nigel = *Nigel's office*

the office of Atif and Giulio = *Atif and Giulio's office*.

Careful!

Possessive 's: *Ben's car* = the car of Ben

Verb be: *Ben's in the car.* = Ben is in the car.

1 Complete with the possessive adjectives.

our his your her my their its

- I'm from Germany, but _____ job is in France.
- You have a meeting at ten and _____ interview is at twelve.
- We have a sales office in London, but _____ head office is in Dubai.
- He is in reception, but _____ interview is after lunch.
- She works at home and _____ boss works in an office.
- They sell electronics and _____ customers buy the products from the online store.
- The USB stick is small but _____ memory is big.

2 Underline the correct word in *italics*.

- What's *you* / *your* name?
- I* / *My* job is good.
- I* / *My* name's Piotr.
- It's* / *Its* a bad projector.
- She* / *Her* smartphone doesn't work.
- His* / *He's* out of the office at the moment.
- We* / *Our* video conference is at three.
- They* / *Their* use our printer.

3 Write the possessive 's in the sentences.

- Is this Mike headset?
- Juliette and Medhat office is here.
- Rosa computer is on, so she's here.
- Where is Remi, Sultan and Ricardo meeting today?

4 Correct the mistakes.

- He's name is Mike.

- Is this I new mobile?

- Hello. This is Nigel voicemail.

- The printer is old and its slow.

- Their office is there and are office is here.
