

## 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 \_\_\_\_\_



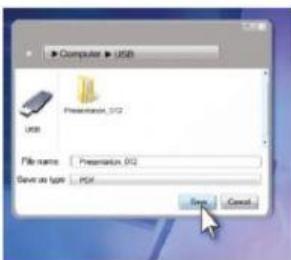
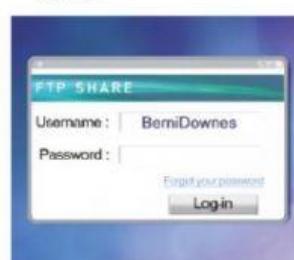
10 \_\_\_\_\_

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*.

1	2	3
<p><b>Subject:</b> _____</p> <p>Dear Francisco</p> <p>Here is the design for your new company logo: <a href="http://www.QJR.com/FR">www.QJR.com/FR</a></p> <p>Please <b>click</b> the link and then <b>enter</b> your password. You can <b>download</b> the logo if you want.</p> <p>Can we <b>Skype</b> tomorrow?</p> <p>Best regards</p> <p>_____</p>	<p><b>Subject:</b> _____</p> <p>Dear Sara</p> <p>Please find attached my site report and photos. Can you <b>print</b> the report for the meeting on Friday? There is a document from head office on my desk. Please <b>scan</b> the document and email it to me. I am back in the office on Thursday.</p> <p>Regards</p> <p>_____</p>	<p><b>Subject:</b> _____</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 <b>save</b> it on a USB stick? And can you <b>switch on</b> my laptop and then <b>connect</b> the projector to the laptop? They're in the meeting room.</p> <p>Thanks</p> <p>_____</p>

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. \_\_\_\_
- 2 We have six people in the team. \_\_\_\_
- 3 He manages key accounts. \_\_\_\_
- 4 She manages the website. \_\_\_\_
- 5 You are in this office. \_\_\_\_
- 6 They are at a conference. \_\_\_\_
- 7 The printer is here. We all use it. \_\_\_\_

- a Her office is there.
- b Your desk is here.
- c My name's Felipe Gonzales.
- d Their desks are over there.
- e Its 'on' switch is there.
- f Our project manager is Pierre.
- 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.

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.

**Tip | 's**

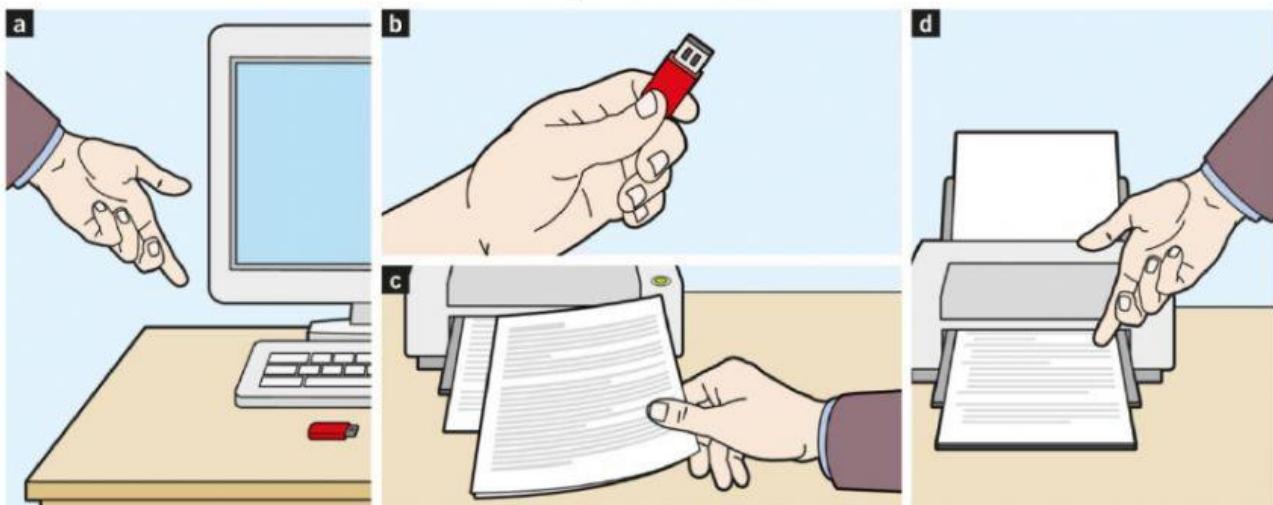
*Pierre's desk = the desk of Pierre*

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

6 ► 7.4 Listen again. Circle 's in 5.

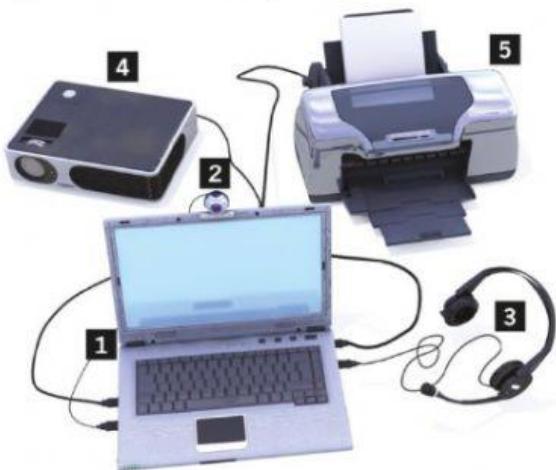
1 Match the sentences to the pictures. Write the letter.

- 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.  
<sup>1</sup>Switch on / Click the link and then <sup>2</sup>enter / scan your password.

<sup>3</sup>Connect / Download the PowerPoint presentation from the website. You can <sup>4</sup>print / save the presentation on a USB stick or <sup>5</sup>click / connect your laptop to the projector.

Also find attached the documents for your presentation. <sup>6</sup>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. <sup>1</sup>\_\_\_\_\_?

A I don't know how to use this projector.

B <sup>2</sup>\_\_\_\_\_?

B <sup>3</sup>\_\_\_\_\_?

A No, it isn't.

B First, you need to switch it on.

A Yes, but <sup>4</sup>\_\_\_\_\_?

B Here. <sup>5</sup>\_\_\_\_\_?

A Yes, it does.

B Great. <sup>6</sup>\_\_\_\_\_?

A No, I don't. My presentation is on this USB stick.

3 Complete the instructions.

<sup>1</sup>F\_\_\_\_\_, scan the designs. <sup>2</sup>T\_\_\_\_\_, save the document on your laptop. <sup>3</sup>N\_\_\_\_\_, attach the document to an email. You <sup>4</sup>n\_\_\_\_\_ 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?

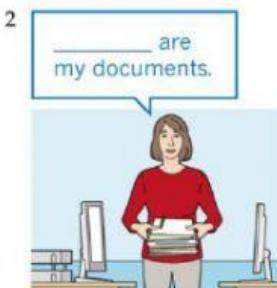
- a I think so.
- b I think yes.

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*.



## 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.

