

1. Listen to a phone call. Is Aitor Garitano there? _____

1.a Listen again and put the conversation in order.

- Good morning. Inditex Spain.
- Yes, of course. One moment.
- Thanks.
- Good morning. Can I speak to Aitor Garitano, please?

2. Listen to two phone calls. Is Rosa in the office? Choose YES or NO.

Conversation 1

Conversation 2

2.a Listen again and match the questions to the responses.

1. Hi, is that Rosa?	a. No, I'm sorry. She's out
2. Is Rosa there?	b. Yes, sure. One moment
3. Hello, is Rosa in the office?	c. No, it isn't. It's Maria.

3. Now let's practice the Verb TO BE and Possessives.

3.a Read the interview with Mark Zuckerberg. Fill in the blanks with one word.

Interviewer: So, where _____ your company exactly?

Zuckerberg: It _____ in Palo Alto, in California.

Interviewer: You _____ a CEO, so _____ you at work all the time?

Zuckerberg: Yes, I _____. But _____ work colleagues _____ also my friends. For example, Dustin Moskovitz, Head of Engineering, _____ a friend from college. And Adam D'Angelo is _____ Chief Technology Officer. We _____ old friends from school

3.b Complete the email with the appropriate words.

Subject: my new company

Hi Abdul,

Here's the information about us:

The name of the company is IT-express. It ¹_____ a computer company. I ²_____ the CEO, and my four colleagues ³_____ the technicians. Pascale is ⁴_____ personal assistant.

⁵_____ office is in Tunis but the customers ⁶_____ in Spain.

Yolanda ⁷_____ the new sales rep. She ⁸_____ Spanish but ⁹_____ French and English are very good.

Send me ¹⁰_____ phone number so we can meet.

Regards
Kashyar

4. Business communication. Put these conversations in the right order.

1. a____ I'm fine. This is my colleague, Martin Altenberg.
b____ Hello. Pleased to meet you, Gundula. How are you?
c____ How do you do Martin?
d____ Hello. My name's Gundula Bauer.
2. a____ No. How do you do? I'm Stefani.
b____ Do you know Ariadne?
c____ And you?
d____ Pleased to meet you, Stefani.
3. a____ Thanks. Nice meeting you and your colleague.
b____ Bye.
c____ Yes. Have a good journey.
d____ It's time to leave. See you soon.
e____ Bye