



1 Jobs

Learning objectives in this unit

- Talking about countries, nationalities, and jobs
- Asking for personal information
- Spelling
- Saying hello and goodbye

Activity

- The introductions game

Starting point

- 1 What is your name?
- 2 What is the name of your company?
- 3 What is your job?

Working with words | Countries, nationalities, jobs

- 1 Look at these people. Say where they are from, using words from the list.

Example: Dahlia is from India.

India the UK Japan Poland Brazil the USA Italy South Africa



- 2 01▶ Say the nationality of the people using words from the list. Then listen and check.

Example: Dahlia is Indian.

Indian British Japanese Polish Brazilian American Italian
South African

- 3 02▶ Listen and mark the stress on these words.

Japan Japanese British Italy Italian
India American Brazilian Polish Africa

- 4 03▶ Look at the people in 1 again. Choose a job from the list below and write it in the table. Then listen and check.

Sales Rep Financial Director Chief Executive Officer Personal Assistant
Technician Human Resources Manager Receptionist Team Leader

	Name	Job title	Nationality of company
1	Dahlia	Receptionist	
2	Raquel		
3	Randy		
4	Lukasz		
5	Tiziana		
6	Charlotte		
7	Yuko		
8	Jacob		

- 5 03▶ Listen again and write the nationality of their companies in the table in 4.

- 6 Which jobs in 4 are in your company?

- 7 Work with a partner. Think of some other directors, assistants, and managers.

marketing director sales assistant technical manager

» For more exercises, go to Practice file 1 on page 78.

- 8 Complete this information about yourself.

My country: _____ My job: _____
My nationality: _____ Nationality of my company: _____

- 9 Work with a partner. Tell him / her about the information in 8.

I'm from ...
I'm ...
I'm a / an ...
My company is ...

- 10 Now tell the class about your partner.

He's / She's from ...
He's / She's ...
He's / She's a / an ...
His / Her company is ...

» Interactive Workbook » Glossary

Tip | a / an

Use *a / an* before a job or company:

I'm a receptionist with an American company.

Use *an* before a vowel sound:
an American, an Italian.



Language at work | Present simple | Possessives

1 Read about Facebook. What is it? Who is the CEO?

The friendly face of FACEBOOK

Millions of people **are** on Facebook every day and now it's a multi-billion dollar American company. It's a website for friends, but they **aren't** only American. They're from all over the world. So is Facebook a friendly company? Yes, it is. Mark Zuckerberg, company CEO, tells us more ...

2 Complete these rules using the words in bold from 1.

- 1 Use 'm / am, _____ / is, and 're / _____ in positive sentences.
- 2 Use 'm not / am not, isn't / is not, and _____ / are not in negative sentences.
- 3 Complete this table for questions and short answers.

Questions	Short answers
Is he / she / it ...?	Yes, he / she / it is. or No, he / she / it isn't.
Are you / we / they ...?	Yes, you / we / they are. or No, you / we / they aren't.

3 04▶ Read this interview with Mark Zuckerberg. Underline the correct verbs in *italics*, then listen and check your answers.

Interviewer So, where *'is* / *are* your company exactly?

Zuckerberg It *'m* / *'s* in Palo Alto, in California.

Interviewer You *'am* / *are* a CEO, so *'is* / *are* you at work all the time?

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

4 Work with a partner. Ask and answer questions about Mark and his company.

Example:

A Is Mark the CEO? / Is Mark the Head of Engineering?

B Yes, he is. / No, he isn't. He's the CEO.

Is	Mark	the CEO?
Are	Facebook	a website?
	Dustin	the Head of Engineering?
	Adam	the Chief Technology Officer?
	they	friends?
	he	from the USA?
		an employee of the company?
		work colleagues?
		at work all the time?

5 Make true sentences about you. Use the correct form of the verb *be*.

Example: I'm not Spanish.

- 1 I _____ Spanish.
- 2 My company _____ American.
- 3 Our customers _____ in Asia.
- 4 My work colleagues _____ my friends.
- 5 English _____ important in my company / present job.

Tip | 'm or am?

Use 'm, 's, or 're for speaking:

I'm = I am

She's = She is

They're = They are

Use am, is, or are for short answers:

Are you at work all the time?

Yes, I am. NOT ~~Yes, I'm.~~

- 6 Work with a partner. Ask and answer questions about the sentences in 5 with *Is / Are ...?*

Example: A Are you Spanish? B Yes, I am. / No, I'm not.

- 7 Read these possessive sentences then complete the table below using the words in bold.

Where is **your** company?

Mark Zuckerberg is **its** CEO.

Adam D'Angelo is **my** Chief Technology Officer.

Randi Jayne Zuckerberg is the Director of Market Development at Facebook. **Her** brother is Mark Zuckerberg.

Their colleagues at Facebook are also **their** friends.

I → ¹ _____	you → ² _____	he → his _____	she → ³ _____
it → ⁴ _____	we → our _____	they → ⁵ _____	

- 8 Complete this interview with Esta Hernandez using words from 7.

What's ¹ _____ name?

Esta Hernandez.

And who's the man?

He's ² _____ husband. ³ _____ name is Orial.

Where are you from?

Buenos Aires. We're Argentinian.

What is your company, exactly?

⁴ _____ company is a website for people with small businesses.



Esta and Orial Hernandez and their website www.reddelnegocio.ar

» For more information and exercises, go to Practice file 1 on page 79.

- 9 Work with a partner. Look at some profiles on a website. Student A, turn to file 01 on page 103. Student B, turn to file 29 on page 110.

Practically speaking | How to spell

- 1 05► Look at the letters of the alphabet. Listen and repeat. Why are the letters in these groups?

1 A H J K

4 I Y

6 Q U W

2 B C D E G P T V (Z)

5 O

7 R

3 F L M N S X (Z)

- 2 06► Listen to two conversations. Write the names.

1 _____

2 _____

- 3 What is the question in each conversation? _____

- 4 Work with a partner. Say and spell

- your name
- your company's name
- your job title.



Business communication | Saying hello and goodbye

1 07▶ Two visitors are in Reception. Listen and complete this visitor board.

FRIDAY 12TH SEPTEMBER	
Welcome today to:	
Mr Alek ¹ _____	
Ms ² _____	Wozniak
Visiting:	
Mrs ³ _____	Da Rocha

2 07▶ Match expressions 1–6 to responses a–f. Then listen and check.

- | | |
|--|-----------------------------|
| 1 Hello. My name is Alek Gorski. ____ | a Pleased to meet you, Eva. |
| 2 I'm Eva, Maria Da Rocha's assistant. ____ | b No. How do you do? |
| 3 This is my assistant, Elzbieta Wozniak. ____ | c How do you do, Mr Gorski? |
| 4 It's good to see you again. ____ | d I'm fine. |
| 5 How are you? ____ | e Nice to meet you. |
| 6 Do you know Elzbieta? ____ | f And you. |

3 Put expressions 1–6 and their responses into these categories.

- Saying hello and introducing yourself: 1c, ____
- Introducing someone: ____, ____
- Saying hello to someone you know: ____, ____

4 Work in groups of three. Practise this conversation.

A Say hello to B (a colleague).

B Say hello to A (a colleague) and introduce C.

C Say hello to A (this is your first meeting).

Now change roles and practise the conversation again.

5 Complete this conversation with the expressions in the list.

- Have a good journey See you soon Nice meeting you*
- Maria** ¹ _____, Alek.
Alek Yes, goodbye Maria.
Maria ² _____, Elzbieta.
Elzbieta Nice meeting you too.
Maria Bye. ³ _____.
Alek Thanks. Bye.

6 08▶ Listen and check. Then practise the conversation in 5 in your groups of three.

» For more exercises, go to Practice file 1 on page 78.

7 Repeat the conversation in 4 and then say goodbye to A, B, or C.

» Interactive Workbook » Email and » Exercises and Tests

Key expressions

Saying hello and introducing yourself

Hello. My name is ... / I'm ...
 Pleased to meet you.
 How do you do?
 Nice to meet you (too).

Introducing someone

This is ...
 Do you know ...?

Saying hello to someone you know

It's good to see you again.
 How are you?

Saying goodbye

Nice meeting you.
 See you soon.
 Have a good journey.
 Goodbye / Bye.

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