

## Practically speaking

Write in the letters with the same sound.

E U K T N X Y

A H J <sup>1</sup>\_\_\_  
 B C D <sup>2</sup>\_\_\_ G P <sup>3</sup>\_\_\_ V  
 F L M <sup>4</sup>\_\_\_ S <sup>5</sup>\_\_\_ Z  
 I <sup>6</sup>\_\_\_  
 O  
 Q <sup>7</sup>\_\_\_ W  
 R

**Language at work | I'm / you're / Are you ...?**

### GRAMMAR REFERENCE

#### To be

##### Form

##### Positive:

I	'm	Alex.
I	am	Monika.
You	're	a technician.
You	are	a director.

##### Negative:

I	'm not	an assistant.
I	am not	a manager.
You	're not	an engineer.
You	are not	a technician.

##### Questions:

Am	I	a manager?
Are	you	Laura?

##### Short answers:

Yes,	I	am.
	you	are.
No,	I	'm not.
	you	aren't.

✓ Yes, I am.

✗ ~~Yes, I'm.~~

✓ Yes, you are.

✗ ~~Yes, you're.~~

A *Are you a director?*

B *Yes, I am. I'm a finance director.*

A *Are you a manager?*

B *No, I'm not. I'm an assistant.*

A *You're a manager.*

B *No, I'm not. I'm a director.*

A *You're not a technician.*

B *Yes, I am.*

### 1 Underline the correct verb in *italics*.

- Hello, I *'m* / *'re* Isadora.
- And you *am* / *are* Alek.
- No, I *'m* / *'re* not. I'm Alex.
- You *am* / *are* not an engineer. You're a technician.

### 2 Complete with *'m*, *'re*, *'m not*, or *'re not*.

- You \_\_\_\_\_ a manager.
- No, I \_\_\_\_\_ a manager.
- I \_\_\_\_\_ a director.
- You \_\_\_\_\_ a director. You're a manager.

### 3 Underline the correct verb in *italics*.

- A Are you an assistant?  
 B Yes, I *'m* / *am*. I'm an office assistant.  
 A *Am* / *Are* you an assistant?  
 C No, I *'m not* / *not*. I'm a manager.

### 4 Complete with the correct verbs.

- A <sup>1</sup>\_\_\_\_\_ you Tomas?  
 B Yes, I <sup>2</sup>\_\_\_\_\_. Are you Enid?  
 A No, I <sup>3</sup>\_\_\_\_\_. I'm Laura.

### 5 Tick (✓) the correct sentence, a or b.

- a Hi. I'm Kashyar.  
b Hi. I're Kashyar.
- a Am you Maria?  
b Are you Maria?
- a Your Rachel.  
b You're Rachel.
- a You're not an engineer.  
b You am not an engineer.
- Are you a manager?  
a Yes, I'm.  
b Yes, I am.
- Are you Xavier?  
a No, I'm not. I'm Alex.  
b No, I not. I Alex.

## Practically speaking

Match 1–4 to a–d.

- 1 My phone number is 07700819527. \_\_\_\_
  - 2 Flight KLM 214 is ready for boarding. \_\_\_\_
  - 3 The security code is 2424. \_\_\_\_
  - 4 My passport number is 017317589. \_\_\_\_
- a two four two four  
b zero one seven three one seven five eight nine  
c zero seven seven zero zero eight one nine five two seven  
d two one four

## Language at work | is / isn't

### GRAMMAR REFERENCE

#### To be

##### Form

##### Positive:

He / She / It is in the head office.  
He / She / It 's in Frankfurt.

##### Negative:

He / She / It is not in Chile.  
He / She / It isn't in Japan.

##### Questions:

Is he / she / it in Brazil?

##### Short answers:

Yes, he / she / it is.  
No, he / she / it isn't.

*Richard is in the Recife office.*

*She's in China.*

*It isn't in Spain.*

*A Is he in Saudi Arabia?*

*B Yes, he is.*

*A Is the head office in São Paulo?*

*B No, it isn't. It's in Rio.*

### 1 Complete with *is* ('s) or *isn't*.

- 1 Paul's in China. He \_\_\_\_\_ in Japan.
- 2 Clara isn't in Germany. She \_\_\_\_\_ in Spain.
- 3 The head office is in Milan. It \_\_\_\_\_ in Rome.
- 4 He isn't in Brazil. He \_\_\_\_\_ in the USA.
- 5 The company isn't in Saudi Arabia. It \_\_\_\_\_ in Kuwait.
- 6 She's in Tokyo. She \_\_\_\_\_ in Seoul.

### 2 Match the questions to the answers.

- 1 Is Henri in China? \_\_\_\_
  - 2 Is Carole in the Rome office? \_\_\_\_
  - 3 Is your company ING? \_\_\_\_
- a No, it isn't. It's ICL.  
b Yes, he is. He's in Beijing.  
c No, she isn't. She's in the Milan office.

### 3 Tick (✓) the correct sentence, a or b.

- 1 a He not in Kuwait.  
b He isn't in Kuwait.
- 2 a My company is Electrolux.  
b My company Electrolux.
- 3 a Is she's in the head office?  
b Is she in the head office?
- 4 a Yes, it in Japan.  
b Yes, it's in Japan.
- 5 a She's from Spain.  
b She from Spain.
- 6 a Is it's in Berlin?  
b Is it in Berlin?
- 7 a Yes, its in Rome.  
b Yes, it's in Rome
- 8 Is it a Brazilian company?  
a Yes, it is.  
b Yes, it's.

### 4 Complete with the correct verbs.

A <sup>1</sup> \_\_\_\_\_ your company in South Korea?

B Yes, it <sup>2</sup> \_\_\_\_\_. And your company?

A It <sup>3</sup> \_\_\_\_\_ in South Korea. It <sup>4</sup> \_\_\_\_\_ in Japan.

A <sup>5</sup> \_\_\_\_\_ Regis in the Rio office?

B No, he <sup>6</sup> \_\_\_\_\_. He <sup>7</sup> \_\_\_\_\_ in the São Paulo office.

A Sara <sup>8</sup> \_\_\_\_\_ in Germany. She <sup>9</sup> \_\_\_\_\_ in Italy.

B <sup>10</sup> \_\_\_\_\_ she in Rome?

A No, she <sup>11</sup> \_\_\_\_\_. She <sup>12</sup> \_\_\_\_\_ in Turin.

## Practically speaking

Read and tick (✓) the correct email or website address.

- www dot uk dot tata dot com
  - www.uk.tata.com
  - www.uktata.com
  - www.tata.co.uk
- paolo underscore boas at meteo dot pt
  - paolo.boas@meteo.com
  - paolo-boas@meteo.pt
  - paolo\_boas@meteo.pt
- k dot steger at gp dash oil dot com
  - k.steger@gp\_oil.com
  - k.steger@gp-oil.com
  - k-steger@gpoil.com

## Language at work | We / They are | Wh- questions

### GRAMMAR REFERENCE

#### To be

##### Form

##### Positive:

We / They	're	in the office.
We / They	are	in the car park.
Sonia and Bill	are	in the factory.

##### Negative:

We / They	aren't	in reception.
We / They	are not	in the warehouse.
Sonia and Bill	are not	in the cafeteria.

##### Questions:

Are	we / they	in the warehouse?
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##### Short answers:

Yes,	we / they	are.
No,	we / they	aren't.
No,	we're / they're	not.

##### Careful!

Yes, we are. ✓

Yes, we're. ✗

#### Wh- questions

What	's	your name?
What	are	your jobs?
Where	's	the head office?
Where	are	the warehouses?
Who	's	your director?
Who	are	they?

We **are** in the cafeteria.

A Are Sonia and Bill in reception? B Yes, they are.

A Are they in the factory? B No, they aren't.

A Where **are** the factories? B They're in Delhi.

### 1 Complete with 're, are, or aren't.

- They aren't in the warehouse. They \_\_\_\_\_ in the factory.
- We're in the sales office. We \_\_\_\_\_ in the head office.
- Gail and Konrad aren't in the car park. They \_\_\_\_\_ in reception.
- The offices are new. They \_\_\_\_\_ old offices.
- \_\_\_\_\_ they in your office?
- No, they \_\_\_\_\_.
- \_\_\_\_\_ we in your office?
- Yes, we \_\_\_\_\_.

### 2 Correct the verb to be.

- I are a manager.  
\_\_\_\_\_
- Is you an IT technician?  
\_\_\_\_\_
- Is he from Germany?  
Yes, he are.  
\_\_\_\_\_
- Are the offices new?  
No, they isn't.  
\_\_\_\_\_

### 3 Match the questions to the answers.

- What's your name? \_\_\_\_
- Where are you from? \_\_\_\_
- Who is he? \_\_\_\_
- What's your job? \_\_\_\_
- Where are the new offices? \_\_\_\_
- Who are they? \_\_\_\_
  - Sales assistant.
  - In Toronto.
  - Canada.
  - Lisa Quayle.
  - The Sales Manager and the Finance Director.
  - My manager.

### 4 Complete with a question word + 's or are.

- Wh\_\_\_\_\_ your surname? Jones.
- Wh\_\_\_\_\_ you from? New Zealand.
- Wh\_\_\_\_\_ your job? I'm an engineer.
- Wh\_\_\_\_\_ the factories? In Singapore and Hong Kong.
- Wh\_\_\_\_\_ your manager? Mr Clements.