



Language at work | Present simple | Possessives

- 1 Read about the company Marcegaglia and complete the profile.

Company name: Marcegaglia Head office: _____
 Products: _____ CEO: _____

MARCEGAGLIA

Marcegaglia is an Italian company and one of its main products is steel pipes. The company's head office is in Italy, near Milan, but its customers **aren't** only Italian. They **are** in countries all over the world. Marcegaglia is a family company. Antonio Marcegaglia and his sister Emma **are** the Chief Executive Officers. For Emma, the family company **isn't** her only job. She is also the leader of the oil and gas company Eni.

- 2 Complete the table in Language point 1 below. Use the words in **bold** from the text in 1.

LANGUAGE POINT 1

	Positive	Negative	Questions	Short answers
I	<u>am</u> ...	<u>am not</u> ...	Am I ...?	Yes, I am.
		(<u>'m not</u> ...)		No, I'm not.
You/We/They	_____ ...	_____ ...	Are you/we/they ...?	Yes, you/we/they are.
		(_____ ...)		No, you/we/they aren't.
He/She/It	_____ ...	_____ ...	Is he/she/it ...?	Yes, he/she/it is.
		(_____ ...)		No, he/she/it isn't.

» For more information, go to **Grammar reference** on page 87.

- 3 ► 1.4 Read the interview about Marcegaglia. Underline the correct verbs in *italics*. Then listen and check.
- A So, ¹*is* / *are* Marcegaglia a family company?
 B Yes, it ²*is* / *am*. Steno Marcegaglia started the company in 1959, and his children Antonio and Emma ³*is* / *are* the CEOs.
 A ⁴*Is* / *Are* they from a big family?
 B No, they ⁵*'s* / *'re* from a small family, but Marcegaglia ⁶*isn't* / *'m not* a small company. It ⁷*'s* / *'re* a multi-billion euro company with 7,000 employees.
 A And ⁸*is* / *are* all the employees in Italy?
 B They ⁹*is* / *are* in Italy and in many other countries, too, such as Brazil and China.

- 4 Complete sentences 1–5 with the correct form of the verb *be*. Make the sentence true about you.

Example: *I'm not Spanish. (I'm French.)*

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

Tip | 'm or am?

We use 'm, 's or 're for speaking or for informal writing (e.g. emails to colleagues):

I'm = I am

She's = She is

They're = They are

We use *am*, *is* or *are* for short answers:

Are you at work all the time?

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

1 | Practice file

Working with words

1 Match products 1–8 to their nationalities a–h.

- | | |
|--------------------------------|-----------------|
| 1 Coca Cola ____ | a American |
| 2 De Beer diamonds ____ | b Indian |
| 3 British Airways airline ____ | c Japanese |
| 4 Sanyo electronics ____ | d British |
| 5 LOT airline ____ | e Polish |
| 6 Andhra Rice ____ | f Brazilian |
| 7 Fiat cars ____ | g South African |
| 8 Cachaça rum ____ | h Italian |

2 Complete the job titles 1–6.

- 1 P ____ r ____ o ____ a ____ A ____ s ____ s ____ a ____ t
 2 S ____ l ____ s R ____ p
 3 F ____ n ____ n ____ i ____ l D ____ r ____ c ____ o ____
 4 H ____ m ____ n R ____ s ____ u ____ c ____ s
 M ____ n ____ g ____ r
 5 T ____ a ____ L ____ a ____ e ____
 6 T ____ c ____ n ____ c ____ a ____
 7 R ____ c ____ p ____ i ____ n ____ s ____

3 Read the business cards and complete each business person's profile.



I'm ¹ _____ (name).
 I'm from ² _____ (country).
 and I'm a ³ _____ (job).
 My company is ⁴ _____ (nationality).



Her name is ⁵ _____.
 She's ⁶ _____ (nationality).
 She's a ⁷ _____ (job).
 Her company is in ⁸ _____ (country).



I'm ⁹ _____ (name).
 I'm from ¹⁰ _____ (country).
 and I'm a ¹¹ _____ (job).
 My company is ¹² _____ (nationality).

Business communication

1 Put these conversations in the correct 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 ____ Goodbye.

2 Underline the correct words in *italics* to complete the three conversations.

- A ¹*This is Pietre.* / *How are you?* He's my assistant.
 B ²*How do you do?* / *Nice to meet you, too.* Pleased to meet you.
 A ³*I'm fine.* / *And you.*
- C ⁴*Do you know Franziska?* / *How do you do?*
 D Yes! ⁵*I'm fine.* / *It's good to see you again.*
 C Yes, you too. ⁶*Nice meeting you.* / *How are you?*
 D I'm fine. And you?
- E Good morning. I have an appointment with Ms Cernoskova. ⁷*This is* / *My name's* Ludmilla Osimk.
 F ⁸*How do you do?* / *It's good to see you again.* I'm Timo, Ms Cernoskova's assistant.
 E Oh, ⁹*nice to meet you.* / *have a good journey.*

3 Complete the conversation with the expressions from the list.

Nice meeting you see you soon How do you do?
Do you know Bye Nice to meet you my name's
Have a good journey

- A Hello, ¹ _____ Geraldine.
 B Hi. ² _____. I'm Vincenz.
 A ³ _____ Alessandro, my colleague?
 B No. How do you do?
 C ⁴ _____ Nice to meet you.
 ...
 C Our flight leaves soon. ⁵ _____, Vincenz.
 B Yes, nice meeting you, too.
⁶ _____.
 A Bye, and ⁷ _____.
 B ⁸ _____.

Language at work

GRAMMAR REFERENCE

To be

Form

Positive:

I am/'m a receptionist.

You/We/They are/'re Polish.

He/She/It is/'s from Brazil.

Negative:

I am not/'m not a team leader.

You/We/They are not/aren't Italian.

He/She/It is not/isn't from South Africa.

Questions:

Am I a personal assistant?

Are you/we/they Brazilian?

Is he/she/it from Italy?

Short answers:

Yes, I am.

Yes, you/we/they are.

Yes, he/she/it is.

No, I'm not.

No, you/we/they aren't.

No, he/she/it isn't.

A *Are you a financial director?*

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

A *Is he a technician?*

B *Yes, he is.*

A *Are they team leaders?*

B *No, they aren't. They're personal assistants.*

A *Is it an American product?*

B *Yes, it is.*

Possessives

Form

I → my

you → your

he → his

she → her

it → its

we → our

they → their

Use

To say who has or owns something.

*I have a personal assistant. Greta is **my** personal assistant.*

*Jonas has a company car. **His** car is a BMW.*

*We have a good team. **Our** team is very small.*

1 Complete the sentences, questions and answers.

1 _____ he Italian?

No, he _____. He's Japanese.

2 _____ they Italian?

No, they _____. They _____ Polish.

3 _____ Mirelle Brazilian?

Yes, she _____.

4 The company _____ South African, it's British.

5 We _____ in Warsaw, in Poland.

6 _____ they technicians?

Yes, they _____.

7 _____ you a personal assistant?

Yes, I _____.

8 _____ Awad the CEO?

No, he _____. He _____ the Financial Director.

2 Underline the correct words in *italics* to complete the sentences.

1 This is my department – Customer Service. Lawrie is *my* / *his* boss.

2 She has an assistant and *her* / *my* name is Pauline.

3 *Your* / *You* desk is next to Pauline's.

4 Next to you is Harald and those are *her* / *his* biscuits on his desk from a client.

5 The coffee machine is for *our* / *their* office only – not the whole department.

6 They have *their* / *my* coffee machine in the HR kitchen.

3 Complete the email with the words from the list.

am your my our are (x2) is (x3) her

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