

Workbook

Ed Pegg

A1

Business Partner

Your Employability Trainer

Vocabulary 1.1 Countries and nationalities

1 Write the nationalities for each country.

- | | | | |
|-------------|-------|------------|-------|
| 1 Argentina | _____ | 6 Mexico | _____ |
| 2 Brazil | _____ | 7 Poland | _____ |
| 3 India | _____ | 8 Spain | _____ |
| 4 Ireland | _____ | 9 the UK | _____ |
| 5 Japan | _____ | 10 the USA | _____ |

2 Complete the dialogues. Use the countries and nationalities in Exercise 1.

A: Where are you from?

B: I'm from New York. I'm ¹ _____. And you?A: Madrid. I'm from ² _____.A: Are you ³ _____, Kadesh?

B: Yes. I live in Mumbai. And where are you from?

A: Dublin. I'm ⁴ _____.A: I'm from ⁵ _____. I live in Buenos Aires. Where are you from?B: I'm ⁶ _____. I'm from Mexico City.

1.2 Personal details

3 Complete the form with the words and phrases in the box.

Email address First name/Given name Home address ID card/Passport number
 Marital status Nationality Phone/Mobile/Cell number Postcode/Zip code
 Surname/Last name Title

Employee Registration Form

1 _____ : Mrs

2 _____ : Sandra

3 _____ : Svth

4 _____ : British

5 _____ : 45 Woodlow Court, Petersfield

6 _____ : GU16 5DF

7 _____ : 56789567

8 _____ : 07985677432

9 _____ : s.smith@atqglobal.com

10 _____ : Married



Grammar 1.1 Introductions

1 Complete the sentences with the words in the box.

'm (x2) are (x2) 're (x2) is (x1) 's (x3)

- 1 A: _____ you Polish?
B: No, I _____ not.
- 2 A: Where _____ you from?
B: I _____ from Spain.
- 3 Marisol _____ not from Argentina. She _____ Mexican.
- 4 _____ he American?
- 5 We _____ from Ireland.
- 6 You _____ French and she's Spanish.
- 7 What _____ your name?

2 Complete the text with 'm/am, 're/are or 's/is.

Sales Division, Milan, Italy

People in my team ¹ _____ from many countries. I ² _____ Irish and my manager ³ _____ from Germany. There ⁴ _____ two British people, Isabel and Matt, and there ⁵ _____ one American employee, Ryan. Lucia ⁶ _____ from Mexico, and Kate and Daniil ⁷ _____ from Russia.

1.3 Describing your company

3 Choose the correct word.

- 1 There *is / are* a canteen in my office.
- 2 There *'s / are* four departments in my company.
- 3 There *is / are* no computers in the office.
- 4 There *'s / are* a meeting tomorrow.
- 5 There *is / are* no gym in our office.
- 6 There *'s / are* ten people in the sales department.
- 7 There *'s / are* a small sales division in Poland.
- 8 There *is / are* no warehouses in your country.

Reading and
listening

Filling in a form

1 Read the form below. What is it for? Tick (✓) the correct option.

- ☐ to stay in a hotel
☐ to start a new job
☐ to go to hospital

Employee Registration Form	Surname	1 _____
	First name	2 _____
	Gender	3 male ☐ female ☐ other ☐
	Nationality	4 _____
	Email address	5 _____
	Phone/Mobile/Cell number	6 _____
	Emergency contact number	7 _____
ID card / Passport number	8 _____	

2  1.01 Listen to the conversation and complete the form in Exercise 1.

3 Listen again. Complete the questions.

- 1 What's your s _____ ?
 2 _____ spell that please?
 3 _____ first name?
 4 _____ you from?
 5 What's your email _____ ?
 6 _____ marital status?

4 Complete the sentences with *my, your, his, her, its, our* or *their*. Use the words in brackets to help you.

- 1 He's my manager. (I)
 2 What's _____ email address? (you)
 3 Is this _____ report? (he)
 4 This is _____ invoice. (they)
 5 I'll give you _____ phone number. (we)
 6 This is _____ office. (she)

Writing A description of a company or workplace

1 Choose the correct words.

My name is Erik. I work for a company called ForTex. The company has three locations in three countries. There ¹*is/are* an office in the USA, a factory in Vietnam and there ²*is/are* a warehouse in Italy. I ³*am/are* a manager in the marketing department. It ⁴*is/are* part of the sales and marketing division. I work in the office in the USA. There ⁵*is/are* a canteen and a gym in the office.

2 Read the text again. Are the sentences *true* (T) or *false* (F)?

- 1 The company has locations in three countries. ____
- 2 The office is in Italy. ____
- 3 There are two factories in Vietnam. ____
- 4 There is one warehouse in Italy. ____
- 5 Erik works in the marketing department. ____
- 6 There isn't a gym in the office. ____

3 Write a description of the company below. Use the description in Exercise 1 to help you.

Company Name: Puelo Alto S.A		
Head Office: Barcelona, Spain • sales and marketing department • example job: Marketing Manager • offices – modern • canteen and gym	Factory: Bogotá, Colombia • manufacturing division • production department • example job: Engineer • factory – noisy • canteen	Warehouse: Porto, Portugal • distribution division • shipping department • example job: Warehouse Manager • building – large • restaurants near the warehouse

Functional
language

Workplace visits

1 Put the words and phrases in the correct order to make sentences and questions.

a your name, / what's / please / ?

b Elsa / my name's / Wolley / .

c how may / I help you / good morning, / ?

d please / spell that, / could you / ?

e I'm here / Mr Jones / to see / .

f like some / would you / thank you. / tea or coffee / ?

g W-O-L-L-E-Y / it's / yes, / .

2 Put the phrases from Exercise 1 in the correct order to make a conversation.

1 6 2 3 4 5 6 7

3  1.02 Complete the conversation with the words in the box. Then listen and check your answers.

are you come in good to see how about no, thanks see you again

A: Hello Elsa. Good to ¹_____.

B: ²_____ you, too. How ³_____?

A: I'm really well, thanks. Please ⁴_____.

B: Thanks.

A: ⁵_____ a coffee?

B: ⁶_____. I already have one.