

Working in the IT industry

Meeting People



1. Complete these dialogues with the words in the box

all is meet name's Nice this too you Welcome What's

- 1 Natasha: Hi, my _____ Natasha.
Khalid: Pleased to _____ you. I'm Khalid Ali.
Natasha: Pleased to meet you, _____.
- 2 Philip: Good morning. _____ your name?
Ahmed: I'm Ahmed. And _____ are?
Philip: My name's Philip. _____ to meet you.
- 3 Tim: Hi everybody, _____ is Ingrid.
All: Hi!
Tim: Ingrid, this _____ Ahmed, Linda, Mohammed and Mansoor.
Linda: Nice meeting you _____.
Linda: Likewise.
Tim: _____ to the team and good luck.

2. Listen to this dialogue and choose the correct answers.

Kathryn: Karim, what do you do?

Karim: I'm a **website developer/network administrator**. Who do you work for?

Kathryn: I work for CISCO. I'm a **system analyst/ website analyst** there. Where are you from?

Karim: I'm from Kuwait. I work for Microsoft there. And where are you from, Kathryn?

Kathryn: I'm from the **UK/US**, but now I live in Qatar. Do you know where Glenda's from?

Karim: She's from the US.

Kathryn: And what's her job?

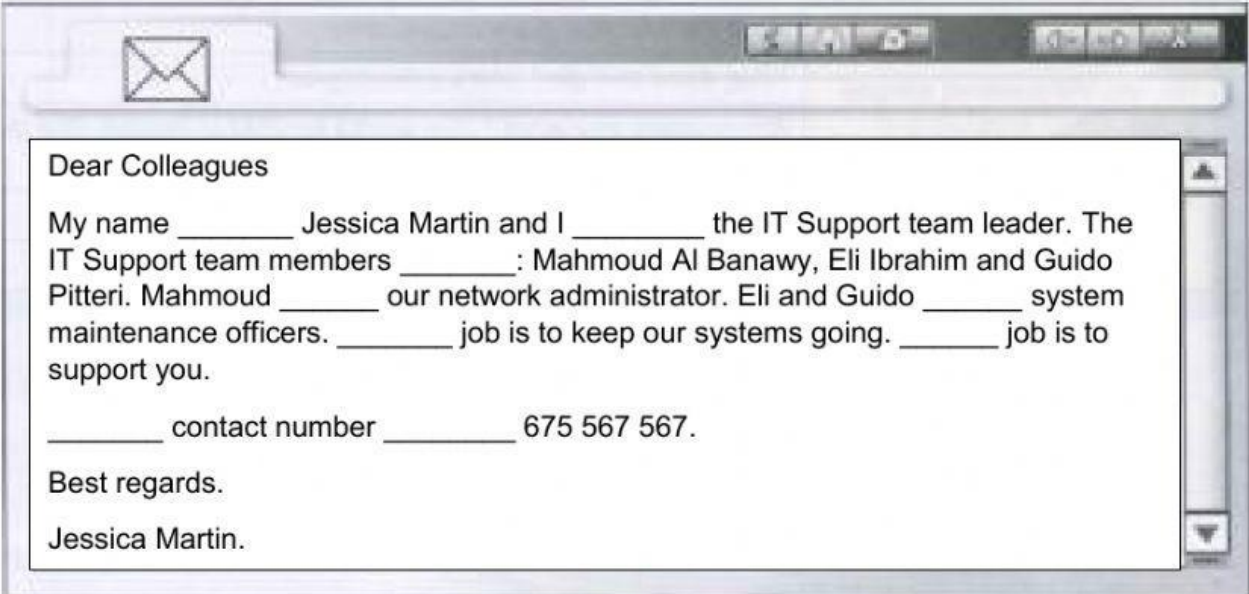
Karim: She works for **IBM/Dell**. Her job is to set up new systems.

Language

Present tense of **be**

We use be to say who somebody is or what something is.	I'm Sam.	I am Sam.
	You're/We're/They're from the UK.	You/We/They are from the UK.
	He's/She's a website developer	He/She is a website developer.
	It's in the US.	It is in the US.
We use be to ask personal questions	Where are you from?	
	What's his name/job?	What is his name/job?

3. Complete this email with *am, is, are, their, our* or *my*.



Dear Colleagues

My name _____ Jessica Martin and I _____ the IT Support team leader. The IT Support team members _____: Mahmoud Al Banawy, Eli Ibrahim and Guido Pitteri. Mahmoud _____ our network administrator. Eli and Guido _____ system maintenance officers. _____ job is to keep our systems going. _____ job is to support you.

_____ contact number _____ 675 567 567.

Best regards.

Jessica Martin.

4. Write a reply to the email. Introduce yourself.

5. Do you know what you'd like to do next year? List the IT jobs you know.

6. Read this team introduction. Complete the descriptions 1-4 with the IT jobs in the box.

Hi! I'm Sylvia. I create usernames and passwords and I set firewalls.

This is Isabelle. Her job is to plan and design the network. And this is Andrew. His job is to make sure all of the computers work properly. Finally, Mark and Latika. Their area is data processing. We all work for the university. Our offices are in building 8.



database analyst

IT support officer

network administrator

network architect

1. Sylvia is a _____

3. Andrew is an _____

2. Isabelle is a _____

4. Mark and Latika are _____

7. What is your dream job? Write a job description for the job of your choice.

Job:

Company to work for:

Responsibilities:

