

Practically speaking

Underline the correct verb in *italics*.

- There 's / *are* five people in my department.
- There 's / *are* a Logistics Department.
- There 's / *are* an assistant.
- There 's / *are* ten offices in Europe.
- There 's / *are* one project manager.
- There 's / *are* seven departments.

Language at work | Present simple: I / you / we / they

GRAMMAR REFERENCE

Present simple: I / you / we / they

Form

Positive:

I	live	in Tokyo.
You	manage	the IT Department.
We	work	for a software company.
They	sell	products.
	work	in Finance.
	meet	people.

Negative:

I	don't work	in Sales.
You	don't live	in Brazil.
We	don't make	products.
They		

Questions:

Do you / we / they work in Sales?
Do you / we / they live in Brazil?

Short answers:

Yes, I / you / we / they do.
No, I / you / we / they don't.

Questions with question words:

Where		you	work?
What	do	we	live?
Who		they	sell?
			manage?
			work for?

We *work* for GSK.

They *don't live* in Munich.

Where *do you live*?

What *do you do*?

Who *do they work for*?

A *Do you work* in Sales?

B *No, I don't.* / *Yes, I do.*

1 Complete with the phrases.

don't live *They meet* *I work (x2)*
I manage *They don't sell* *I live* *We have*

My name's Giorgio. ¹ _____ for Siemens.

I'm from Rome, but I ² _____ in Italy.

³ _____ in New York. Siemens is a global company. ⁴ _____ offices all over the world.

⁵ _____ in the Human Resources Department. ⁶ _____ a team of three people. ⁷ _____ products.

⁸ _____ new employees in the company.

2 Write questions. Complete the short answers.

1 A you / live / in Japan Do you live in Japan?

B Yes, I do.

2 A you / work / in Finance _____?

B No, we _____.

3 A they / have / factories / in Germany _____?

B Yes, they _____.

4 A they / manage / people _____?

B No, they _____.

3 Match 1–6 to a–f.

1 Where do you live? ____

2 Who do you work for? ____

3 Do you work in Frankfurt? ____

4 What do you do? ____

5 Do they work in Sales? ____

6 Do you make products? ____

a I'm a production manager.

b Yes, they do.

c I live in China.

d No, we don't. We sell products.

e I work for Airbus.

f No, I don't. I work in Munich.

4 Write the questions.

1 A _____?

B I'm an IT technician.

2 A _____?

B We work for a big finance company.

3 A _____?

B They live in South Korea.

4 A _____?

B I work for Air France.

5 A _____?

B They are sales reps.