

Unit 1 You and your company

1.1 People in business

Grammar

Vocabulary

Communication skills

Pronunciation

Present simple

The verb *be*

Daily activities

Introductions

Alphabet

Name: _____

Last name: _____

School: _____

Subject: _____

Date: / /

A Listening



Lorella Braglia is a designer. She lives in the North of Italy between Milan and Bologna. Her company makes clothes, which sell all over the world.

1

1 Two journalists are talking about Lorella. Listen and write down the information.

Name Lorella Braglia

Nationality Italian

Home

Age

Company

Job

Languages

2 Listen again. Complete these sentences.

1 Her name Lorella Braglia.

2 She in Reggio Emilia.

3 She a designer.

4 She for Dielle.

5 Her husband the Marketing Director.

6 They Italian.

7 They English and Italian.

8 They together.

B Speaking

1 Ask a partner these three questions. Write down the answers. Then ask other people.

Name

Nationality

Job

2 Now tell the class about the people you talked to.

e.g. Her name is Gabrielle. She is French. She is a teacher.

1 The verb *be* is irregular and is often contracted. We use it to talk about age, nationality, job, and status.

I'm (I am) Italian.

She's (she is) married.

You're (you are) my line manager.

They're (they are) German.

He's (he is) thirty.

We're (we are) both engineers.

2 To make a question with the verb *be* we invert the subject and the verb.

Are you married?

Yes, I am.

Is she American?

No, she isn't.

What is his job and where is he from?

He is a designer. He's from Greece.

C Reading

1 Look at the article about Lorella Braglia. Complete the article using the verbs in the box. The first letter of each verb is given.

makes	designs	employs	eat	live	works	do
produces	travel	presents	plays	uses	are	play
						is

Dielle

Lorella Braglia 1 the founder of Dielle, and also the main designer. Her husband, Danilo, 2 for the company as Marketing Director. Lorella 3 two collections every year and 4 them at fashion shows in London, Paris, and New York.

Dielle 5 everything in Italy, and 6 very modern equipment in its workshops. The company 7 the services of seventy workshops in and around Reggio Emilia. It 8 100,000 units per year.

Lorella and her husband 9 in a house in the centre of Reggio Emilia, not far from the office. They 10 not often there, because they both 11 a lot. How do they relax? 'I 12 yoga and Danilo 13 golf,' says Lorella. At the weekends they 14 golf together and 15 out at local restaurants with their children.



2

2 Listen to the first part of the passage (up to 8). How is the final *s* of the verbs pronounced – /s/, /z/, or /iz/?

/s/ as in *likes*

/z/ as in *plays*

/iz/ as in *uses*

3

3 Listen again and check. Read the passage aloud, paying particular attention to the pronunciation of the verb endings.

LANGUAGE NOTE

The present simple

1 When we talk about regular actions or permanent states we use the present simple tense.

I work for Dielle.

You live in London.

We speak English and French.

They travel a lot.

2 We add *s* to the end of the verb in the third person singular (*he*, *she*, or *it*).

He plays golf.

She works at home.

It takes two hours to get to work.

She knows a lot about computers.

D Pronunciation

3

1 Listen to the alphabet in English. Write the letters in the correct sound groups, as in the examples.

/eɪ/	/i:/	/e/	/əʊ/	/aɪ/	/u:/	/a:/
A	B	F	D	I	Q	R
H	C	L				

- 2 Listen again and check your answers. Practise saying the letters aloud.
- 3 Work with a partner. Spell your company's or school's name, your town, and your address.
- 4 Now say the following. What do the letters stand for?



E Listening

4

Listen to the following dialogues and write the letters you hear.

1 ...BA... 3 5 7

2 4 6 8

F Speaking

5a

- 1 Listen to this interview and complete the notes below.

Name

Company

Job

Nationality

Home

5b

- 2 Listen to the following questions and reply.

e.g. What is your job? I'm a ...

 <p>Name: Alex Job: sales manager for IBM in New York Marital status: single House: Los Angeles Hobby: football</p>	1	<i>I am a sales manager.</i>
	2	
	3	
	4	
	5	
	6	

Meeting someone for the first time

1 Introducing yourself

Let me introduce myself. My name's ... How do you do? Pleased to meet you.
Hello. I'm ... Nice to meet you.

2 Introducing another person

Let me introduce you to ... This is my colleague ... Nice to meet you.
How do you do? or Nice / Pleased to meet you.
Nice to meet you too.

3 Other questions

Where are you from?
What do you do?
Who do you work for?
I'm from ... (but I work in ...)
I'm a ... What about you?
I work for ... And you?

G Listening

6



Sally Kent



Simon Hastings



Alessandra Boni



Akiko Takajima

1 Sally Kent is the editor of *Business Monthly* magazine. She introduces Simon Hastings to two other people. Listen and fill in the gaps in the table below.

A	B	C	D
Sally Kent	Simon Hastings	Alessandra Boni	Akiko Takajima
American	British <i>Italian</i> ³ ⁶
editor ¹ ⁴ ⁷
<i>Business Monthly</i> ² <i>SAP</i> ⁵ ⁸

2 What expressions do A, B, C, D use to make introductions? Listen again and fill in the gaps.

A: Alessandra,¹ you to my colleague, Simon Hastings.

B: How² Pleased to³ you.

C: How⁴

B: Do you work here, Alessandra?

C: No, I work for SAP. I'm a consultant.⁵ my colleague Akiko Takajima.

D: Nice⁶

B: Nice⁷, Akiko. Where are you from?

D: I'm from Osaka, in Japan.

B: Where do you work?

D: I work for SAP in Frankfurt. I'm a⁸ And you?

B: I'm⁹ here at *Business Monthly*. Sally's my boss.