

UNIT 1

A Complete the conversation with the correct form of *be*. Use contractions when possible.

A: Hi. My name (1) is Alberto Diaz.

B: Alberto?

A: That (2) is right.

B: It (3) is nice to meet you, Alberto. I (4) am Debbie.

A: Here (5) is my business card. I (6) work with Express Communications.

B: Thank you.

UNIT 2

B Complete the sentences. Use *am*, *is*, *are*, *a*, or *an*. Use contractions when possible.

1. Hi. I 'm Dennis, and this is Carlos. We work with City Bank.

2. Rose, this is Jerry. He is an artist.

3. Barry and Ron are teachers.

4. Carla, meet Donna. She is a graphic designer.

C Complete the conversations with the correct forms of *be*. Add a pronoun when necessary.

1. A: Are you American?

3. A: Is Tom Chinese?

B: No, we're.

B: No, he's.

2. A: Is paella Spanish?

4. A: Are Trina and Edna from Brazil?

B: Yes, it is.

B: Yes, they are.

UNIT 4

D Read the answers and complete the questions with *What*, *Where*, *How much* + *be* in the present tense.

1. What's your address?

It's 250 Oak Avenue.

2. Where's my cell phone?

It's over there.

3. How much are the paper clips?

They're \$1.00 a box.

4. Where's the dictionary?

On the desk.

5. When are your business hours?

We're open from 9:00 A.M. to 9:00 P.M.

6. How much is this fax machine?

It's \$200.