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)** _____ right.

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

A: Here **(5)** _____ my business card. I **(6)** _____ 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 _____ Carlos. We _____ with City Bank.
2. Rose, this _____ Jerry. He _____ _____ artist.
3. Barry and Ron _____ teachers.
4. Carla, meet Donna. She _____ _____ graphic designer.

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

1. A: _Are_ you American?
   B: No, _____.
2. A: _____ paella Spanish?
   B: Yes, _____.
3. A: _____ Tom Chinese?
   B: No, _____.
4. A: _____ Trina and Edna from Brazil?
   B: Yes, _____.

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.	_____ my cell phone?	It's over there.
3.	_____ the paper clips?	They're $1.00 a box.
4.	_____ the dictionary?	On the desk.
5.	_____ your business hours?	We're open from 9:00 A.M. to 9:00 P.M.
6.	_____ this fax machine?	It's $200.