



1 Jobs



Learning objectives in this unit

- Talking about countries, nationalities, and jobs
- Asking for personal information
- Spelling
- · Saying hello and goodbye

Activity

The introductions game

Starting point

- 1 What is your name?
- 2 What is the name of your company?
- 3 What is your job?

Working with words | Countries, nationalities, jobs

1 Look at these people. Say where they are from, using words from the list. Example: Dahlia is from India.

ndia the UK Japan Poland Brazil the USA Italy South Africa

















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		ndian Br outh Africa	itish n	Japanes	se	Polish	Braziliar	An	nerican	Italian
3	02Þ	Listen an	d ma	rk the str	ress	on thes	e words.			
	Ja	apan	Japa	anese	В	ritish	Ita	ly	Ital	lian
	Ir	ndia	Am	erican	В	razilian	Po	lish	Afr	ica
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		Name	1	Job title			D	Vationa	ality of	company
	1	Dahlia		Receptionis	er.					
	2	Constitution.		acception.	**					
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Tip | a / an
Use a / an before a job or company:
I'm a receptionist with an American company.
Use an before a vowel sound:
an American, an Italian.

7



Language at work | Present simple | Possessives

1 Read about Facebook. What is it? Who is the CEO?

The friendly face of FACEBOOK

Millions of people **are** on Facebook every day and now it's a multi-billion dollar American company. It's a website for friends, but they **aren't** only American. They're from all over the world. So is Facebook a friendly company? Yes, it is. Mark Zuckerberg, company CEO, tells us more ...

2	Complete these rules using the words in bold from	1
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- 1 Use 'm / am, _____ / is, and 're / _____ in positive sentences.
- 2 Use 'm not / am not, isn't / is not, and ______ / are not in negative sentences.
- 3 Complete this table for questions and short answers.

Questions	Short answers
Is he / she / it?	Yes, he / she / or No, he / she / it isn't.
Are you / we / they?	Yes, you / we / they are. or No, you / we / they aren't.

3 04D Read this interview with Mark Zuckerberg. <u>Underline</u> the correct verbs in *italics*, then listen and check your answers.

Interviewer So, where is / are your company exactly?

Zuckerberg It 2'm / 's in Palo Alto, in California.

Interviewer You 3am / are a CEO, so 4is / are you at work all the time?

Zuckerberg Yes, I 3 am / are. But my work colleagues 3 is / are also my friends. For example, Dustin Moskovitz, Head of Engineering, 7 is / are a friend from college. And Adam D'Angelo is my Chief Technology Officer. We 3 / 're old friends from school.

Work with a partner. Ask and answer questions about Mark and his company. Example:

A Is Mark the CEO? / Is Mark the Head of Engineering?

B Yes, he is. / No, he isn't. He's the CEO.

Is Are	Mark Facebook Dustin Adam they he	the CEO? a website? the Head of Engineering? the Chief Technology Officer? friends? from the USA? an employee of the company? work colleagues? at work all the time?
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5 Make true sentences about you. Use the correct form of the verb be.

Example: I'm not Spanish.

- 1 I'_____Spanish.
- 2 My company _____ American.
- 3 Our customers _____ in Asia.
- 4 My work colleagues _____ my friends.
- 5 English _____ important in my company / present job.

Tip | 'm or am?

Use 'm, 's, or 're for speaking: I'm = I am She's = She is They're = They are

Use am, is, or are for short

Are you at work all the time? Yes, I am. NOT Yes, I'm.

6	Work with a partner. Ask and answ with Is / Are?	wer questions about the sentences in 5
	Example: A Are you Spanish?	B Yes, I am. / No, I'm not.
7	Read these possessive sentences to words in bold .	hen complete the table below using the
	Where is your company?	
	Mark Zuckerberg is its CEO.	
	Adam D'Angelo is my Chief Technolo	gy Officer.

Adam D'Angelo is **my** Chief Technology Officer.

Randi Jayne Zuckerberg is the Director of Market Development at Facebook. Her brother is Mark Zuckerberg.

Their colleagues at Facebook are also their friends.

I → ¹	you → 2	he → his	she → 3
it → 4	we → our	they → 5	

8 Complete this interview with Esta Hernandez using words from 7.



- >>> For more information and exercises, go to Practice file 1 on page 79.
- 9 Work with a partner. Look at some profiles on a website. Student A, turn to file 01 on page 103. Student B, turn to file 29 on page 110.

Practically speaking | How to spell

1	05▷ Look at the letters of the alphabet. Listen and repeat. Why are the
	letters in these groups?

-	The second secon				
1	AHJK	4	IY	6	QUV
2	BCDEGPTV(Z)	5	0	7	R
3	FLMNSX(Z)				

2 06D Listen to two conversations. Write the names.

- 4 Work with a partner. Say and spell
 - your name
 - · your company's name
 - · your job title.



Business communication | Saying hello and goodbye

1 07▷ Two visitors are in Reception. Listen and complete this visitor board.

FR	IDAY 12T	TH SEPTEMBER	
	Welcom	ne today to:	
	Mr Alel		
	Ms ²	Wozniak	
	Vi	siting:	
	Virs 5	Da Rocha	

2	07⊳ Match expressions 1-6 to responses a-f. Then listen and check.						
	1 Hello. My name is Alek Gorski	a	Pleased to meet you, Eva.				
	2 I'm Eva, Maria Da Rocha's assistant	b	No. How do you do?				
	3 This is my assistant, Elzbieta Wozniak	c	How do you do, Mr Gorski?				
	4 It's good to see you again	d	I'm fine.				
	5 How are you?	e	Nice to meet you.				
	6 Do you know Elzbieta?	\mathbf{f}	And you.				
3	Put expressions 1–6 and their responses into 1 Saying hello and introducing yourself: 1c, 2 Introducing someone:, 3 Saying hello to someone you know:,		e categories.				
4	Work in groups of three. Practise this conversation.						
	A Say hello to B (a colleague).						
	B Say hello	to A (a	colleague) and introduce C.				
	0 5- 1-11-1-1 1 1 1 1 1 1 1 1 1 1 1 1 1 1						

A Say hello to B (a colleague).	
	B Say hello to A (a colleague) and introduce C.
C Say hello to A (this is your first	meeting).
Now change roles and practise	the conversation again.

5 Complete this conversation with the expressions in the list. Have a good journey See you soon Nice meeting you

Maria , Alek. Alek Yes, goodbye Maria. Maria , Elzbieta. Elzbieta Nice meeting you too. Maria Bye. 3_ Thanks. Bye. Alek

- 6 08D Listen and check. Then practise the conversation in 5 in your groups of three.
 - >>> For more exercises, go to Practice file 1 on page 78.
- 7 Repeat the conversation in 4 and then say goodbye to A, B, or C.
 - ② >> Interactive Workbook >> Email and >> Exercises and Tests

Saying hello and introducing yourself

Hello. My name is ... / I'm ... Pleased to meet you. How do you do? Nice to meet you (too).

Introducing someone

This is ...

Do you know ...?

Saying hello to someone you

It's good to see you again. How are you?

Saying goodbye

Nice meeting you. See you soon. Have a good journey. Goodbye / Bye.

② >> Interactive Workbook >> Phrasebank



