

Practically speaking

Write in the letters with the same sound.

E U K T N X Y

A H J ¹____
 B C D ²____ G P ³____ V
 F L M ⁴____ S ⁵____ Z
 I ⁶____
 O _____
 Q ⁷____ W
 R _____

Language at work | I'm / you're / Are you ...?

GRAMMAR REFERENCE

To be

Form

Positive:

I 'm Alex.
 I am Monika.
 You 're a technician.
 You are a director.

Negative:

I 'm not an assistant.
 I am not a manager.
 You 're not an engineer.
 You are not a technician.

Questions:

Am I a manager?
 Are you Laura?

Short answers:

Yes, I am.
 you are.
 No, I 'm not.
 you aren't.

✓ Yes, I am.

✗ ~~Yes, I'm.~~

✓ Yes, you are.

✗ ~~Yes, you're.~~

A Are you a director?

B Yes, I **am**. I'm a finance director.

A Are you a manager?

B No, I'm **not**. I'm an assistant.

A You're a manager.

B No, I'm **not**. I'm a director.

A You're **not** a technician.

B Yes, I **am**.

1 Underline the correct verb in *italics*.

- 1 Hello, I 'm / 're Isadora.
- 2 And you *am* / are Alek.
- 3 No, I 'm / 're not. I'm Alex.
- 4 You *am* / are not an engineer. You're a technician.

2 Complete with 'm, 're, 'm not, or 're not.

- 1 You _____ a manager.
- 2 No, I _____ a manager.
- 3 I _____ a director.
- 4 You _____ a director. You're a manager.

3 Underline the correct verb in *italics*.

- A Are you an assistant?
- B Yes, I 'm / *am*. I'm an office assistant.
- A ²*Am* / Are you an assistant?
- C No, I ³*'m not* / not. I'm a manager.

4 Complete with the correct verbs.

- A ¹_____ you Tomas?
- B Yes, I ²_____. Are you Enid?
- A No, I ³_____. I'm Laura.

5 Tick (✓) the correct sentence, a or b.

- 1 a Hi. I'm Kashyar.
b Hi. I're Kashyar.
- 2 a Am you Maria?
b Are you Maria?
- 3 a Your Rachel.
b You're Rachel.
- 4 a You're not an engineer.
b You am not an engineer.
- 5 Are you a manager?
a Yes, I'm.
b Yes, I am.
- 6 Are you Xavier?
a No, I'm not. I'm Alex.
b No, I not. I Alex.

Practically speaking

Match 1–4 to a–d.

- 1 My phone number is 07700819527. ____
 - 2 Flight KLM 214 is ready for boarding. ____
 - 3 The security code is 2424. ____
 - 4 My passport number is 017317589. ____
- a two four two four
 - b zero one seven three one seven five eight nine
 - c zero seven seven zero zero eight one nine five two seven
 - d two one four

Language at work | is / isn't

GRAMMAR REFERENCE

To be

Form

Positive:

He / She / It	is	in the head office.
He / She / It	's	in Frankfurt.

Negative:

He / She / It	is not	in Chile.
He / She / It	isn't	in Japan.

Questions:

Is he / she / it in Brazil?

Short answers:

Yes,	he / she / it	is.
No,	he / she / it	isn't.

Richard is in the Recife office.

She's in China.

It isn't in Spain.

A Is he in Saudi Arabia?

B Yes, he is.

A Is the head office in São Paulo?

B No, it isn't. It's in Rio.

1 Complete with is ('s) or isn't.

- 1 Paul's in China. He _____ in Japan.
- 2 Clara isn't in Germany. She _____ in Spain.
- 3 The head office is in Milan. It _____ in Rome.
- 4 He isn't in Brazil. He _____ in the USA.
- 5 The company isn't in Saudi Arabia. It _____ in Kuwait.
- 6 She's in Tokyo. She _____ in Seoul.

2 Match the questions to the answers.

- 1 Is Henri in China? ____
 - 2 Is Carole in the Rome office? ____
 - 3 Is your company ING? ____
- a No, it isn't. It's ICL.
 - b Yes, he is. He's in Beijing.
 - c No, she isn't. She's in the Milan office.

3 Tick (✓) the correct sentence, a or b.

- 1 a He not in Kuwait.
b He isn't in Kuwait.
- 2 a My company is Electrolux.
b My company Electrolux.
- 3 a Is she's in the head office?
b Is she in the head office?
- 4 a Yes, it in Japan.
b Yes, it's in Japan.
- 5 a She's from Spain.
b She from Spain.
- 6 a Is it's in Berlin?
b Is it in Berlin?
- 7 a Yes, its in Rome.
b Yes, it's in Rome
- 8 Is it a Brazilian company?
a Yes, it is.
b Yes, it's.

4 Complete with the correct verbs.

- A ¹ _____ your company in South Korea?
- B Yes, it ² _____. And your company?
- A It ³ _____ in South Korea. It ⁴ _____ in Japan.
- A ⁵ _____ Regis in the Rio office?
- B No, he ⁶ _____. He ⁷ _____ in the São Paulo office.
- A Sara ⁸ _____ in Germany. She ⁹ _____ in Italy.
- B ¹⁰ _____ she in Rome?
- A No, she ¹¹ _____. She ¹² _____ in Turin.

Practically speaking

Read and tick (✓) the correct email or website address.

- 1 www dot uk dot tata dot com
 - a www.uk.tata.com
 - b www.uktata.com
 - c www.tata.co.uk
- 2 paolo underscore boas at meteo dot pt
 - a paolo.boas@meteo.com
 - b paolo-boas@meteo.pt
 - c paolo_boas@meteo.pt
- 3 k dot steger at gp dash oil dot com
 - a k.steger@gp_oil.com
 - b k.steger@gp-oil.com
 - c k-steger@gpoil.com

Language at work | We / They are | Wh- questions

GRAMMAR REFERENCE

To be

Form

Positive:

We / They	're	in the office.
We / They	are	in the car park.
Sonia and Bill	are	in the factory.

Negative:

We / They	aren't	in reception.
We / They	are not	in the warehouse.
Sonia and Bill	are not	in the cafeteria.

Questions:

Are	we / they	in the warehouse?
-----	-----------	-------------------

Short answers:

Yes,	we / they	are.
No,	we / they	aren't.
No,	we're / they're	not.

Careful!

Yes, we are. ✓

~~Yes, we're.~~ ✗

Wh- questions

What	's	your name?
What	are	your jobs?
Where	's	the head office?
Where	are	the warehouses?
Who	's	your director?
Who	are	they?

We **are** in the cafeteria.

A Are Sonia and Bill in reception? B Yes, they **are**.

A Are they in the factory? B No, they **aren't**.

A Where **are** the factories? B They're in Delhi.

1 Complete with 're, are, or aren't.

- 1 They aren't in the warehouse. They _____ in the factory.
- 2 We're in the sales office. We _____ in the head office.
- 3 Gail and Konrad aren't in the car park. They _____ in reception.
- 4 The offices are new. They _____ old offices.
- 5 _____ they in your office?
- 6 No, they _____.
- 7 _____ we in your office?
- 8 Yes, we _____.

2 Correct the verb to be.

- 1 I are a manager.

- 2 Is you an IT technician?

- 3 Is he from Germany?
Yes, he are.

- 4 Are the offices new?
No, they isn't.

3 Match the questions to the answers.

- 1 What's your name? _____
- 2 Where are you from? _____
- 3 Who is he? _____
- 4 What's your job? _____
- 5 Where are the new offices? _____
- 6 Who are they? _____
- a Sales assistant.
- b In Toronto.
- c Canada.
- d Lisa Quayle.
- e The Sales Manager and the Finance Director.
- f My manager.

4 Complete with a question word + 's or are.

- 1 Wh_____ your surname? Jones.
- 2 Wh_____ you from? New Zealand.
- 3 Wh_____ your job? I'm an engineer.
- 4 Wh_____ the factories? In Singapore and Hong Kong.
- 5 Wh_____ your manager? Mr Clements.