

READING

A READ FOR GIST Read the email. Where is Kitty's job?

Re: My new job

To: MatteoRossi@facespace.nett

From: kittyd@smail.nett

Hi Matteo,

How are you? I'm happy because today is the first day in my new job. ¹**It's** fun. I'm a receptionist at a language school in Oxford. ²**It's** big and there are hundreds of students. They come from Turkey, Spain, Egypt, Japan and other countries. This is a picture of me at work.

Today is the first day for the students, too. I write the names, addresses and phone numbers on the registration form. My colleague isn't here today, so I'm very busy. ³**She's** from Australia and her name is Anna.

Now I'm in the café. ⁴**It's** small, but it's nice.

My manager, David, is with me. ⁵**He's** friendly.

How's *your* new job? And where is ⁶**it**? Is it in London? Please tell me all about it!

See you soon!

C IDENTIFY PERSONAL PRONOUNS What do the words in bold in the email refer to?

- 1 the new job
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____

D REFLECT Think about the answers to these questions.

- 1 What is your job?
- 2 Are you happy in your job?

LISTENING

A PREDICT Look at the picture. Do you think the people know each other?





B READ FOR DETAIL Read the email again and answer the questions.

- 1 What is Kitty's job?
- 2 Is the school big or small?
- 3 What information is on the registration form?
- 4 Where is Kitty's colleague from?
- 5 Where is Kitty now?
- 6 Is her manager friendly?



B LISTEN FOR GIST Listen to a conversation. Where are the people?

1.4



C LISTEN FOR DETAIL Listen again and complete the information about the people.

1.4

Woman

First name: 1 _____

Job: 2 _____

Man

First name: 3 _____

Last name: Abboud

Job: 4 _____ on a design course

Home (city, country): Alexandria, 5 _____

Classroom number: 6 _____

Time: 7 _____

D REFLECT Think about the answers to these questions.

- 1 Which country do you think is good for an English language school: Britain, Australia, the USA or a different country?
- 2 Are the students in your English class all from one country, or are they from different countries?

LIVEWORKSHEETS



B Choose the correct options to complete the texts.

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I'm ¹*a designer / a doctor* in a company. It's a small team and I'm busy. My colleagues are very nice. My ²*musician / manager*, Helen, is OK. Annette is the ³*receptionist / police officer*. She answers the phone.

About | **Profile** | Blog | Contact



I'm Jonas and I'm ⁴*a teacher / an engineer*. My job is at a big language school. My ⁵*students / engineers* are from Brazil and Mexico. I'm also a ⁶*computer programmer / writer*. I write English books for my school.

 **LIVEWORKSHEETS**

GRAMMAR

Present simple *be*: *he, she, it*

A Complete the sentences with the words and phrases in the box.

he's is Is it isn't it is It's not She's

- 1 Jake _____ an architect. His job is great.
- 2 Sylvia _____ a teacher – she's a student!
- 3 I love my job. _____ fun.
- 4 Fred isn't a designer; _____ a photographer.
- 5 A: Is your job OK?
B: Yes, _____.
- 6 This is Yasmin. _____ a police officer.
- 7 You're from Denmark? Wow! _____ nice there?
- 8 My manager is here. She's _____ very busy today.

PRONUNCIATION

Contractions with *be*

A Practise saying the sentences aloud. Be careful with the underlined phrases.

- 1 He's from Brazil.
- 2 It's great here!
- 3 Gemma? She's very nice.
- 4 It isn't my first day.
- 5 She's from Australia. She's new here, too.
- 6 He isn't my colleague. He's my friend.



B Listen and tick (✓) the sentence you hear. Practise saying the sentences in the same way as the speakers in the recording.

- 1 a She isn't nice.
b She's really nice.
- 2 a It isn't fun!

☐☐

 **LIVEWORKSHEETS**

B Complete the questions and answers with one or two words in each gap.

1 Is Peter a teacher?

No, _____. He's a doctor.

2 _____ a small team?

Yes, it is.

3 Is she busy today?

Yes, _____. She's very busy.

4 Is David your colleague?

No, he isn't. _____ my manager.

5 Is it a big company?

Yes, it is. _____ very big!

6 _____ nice?

No, she isn't nice and she isn't friendly.

b It's fun!

3 a She's my manager.

b She isn't my manager.

4 a He's from Egypt.

b He isn't from Egypt.

5 a He's a doctor.

b She's a doctor.

6 a He's new today.

b She's new today.

7 a She's busy today.

b She isn't busy today.

8 a It's a big team.

b It isn't a big team.