

**Workbook**

Ed Pegg

**A1**

# **Business Partner**

Your Employability Trainer



## Vocabulary 1.1 Countries and nationalities

### 1 Write the nationalities for each country.

- |             |       |            |       |
|-------------|-------|------------|-------|
| 1 Argentina | _____ | 6 Mexico   | _____ |
| 2 Brazil    | _____ | 7 Poland   | _____ |
| 3 India     | _____ | 8 Spain    | _____ |
| 4 Ireland   | _____ | 9 the UK   | _____ |
| 5 Japan     | _____ | 10 the USA | _____ |

### 2 Complete the dialogues. Use the countries and nationalities in Exercise 1.

A: Where are you from?

B: I'm from New York. I'm <sup>1</sup>\_\_\_\_\_. And you?

A: Madrid. I'm from <sup>2</sup>\_\_\_\_\_.

A: Are you <sup>3</sup>\_\_\_\_\_, Kadesh?

B: Yes. I live in Mumbai. And where are you from?

A: Dublin. I'm <sup>4</sup>\_\_\_\_\_.

A: I'm from <sup>5</sup>\_\_\_\_\_. I live in Buenos Aires. Where are you from?

B: I'm <sup>6</sup>\_\_\_\_\_. I'm from Mexico City.

## 1.2 Personal details

### 3 Complete the form with the words and phrases in the box.

Email address First name/Given name Home address ID card/Passport number  
Marital status Nationality Phone/Mobile/Cell number Postcode/Zip code  
Surname/Last name Title

Employee Registration Form	1 _____ : Mrs
	2 _____ : Sandra
	3 _____ : Svth
	4 _____ : British
	5 _____ : 45 Woodlow Court, Petersfield
	6 _____ : GU16 5DF
	7 _____ : 56789567
	8 _____ : 07985677432
	9 _____ : s.smith@atqglobal.com
	10 _____ : Married



## Grammar 1.1 Introductions

### 1 Complete the sentences with the words in the box.

'm (x2) are (x2) 're (x2) is (x1) 's (x3)

- 1 **A:** \_\_\_\_\_ you Polish?  
**B:** No, I \_\_\_\_\_ not.
- 2 **A:** Where \_\_\_\_\_ you from?  
**B:** I \_\_\_\_\_ from Spain.
- 3 Marisol \_\_\_\_\_ not from Argentina. She \_\_\_\_\_ Mexican.
- 4 \_\_\_\_\_ he American?
- 5 We \_\_\_\_\_ from Ireland.
- 6 You \_\_\_\_\_ French and she's Spanish.
- 7 What \_\_\_\_\_ your name?

### 2 Complete the text with 'm/am, 're/are or 's/is.

#### Sales Division, Milan, Italy

People in my team <sup>1</sup>\_\_\_\_\_ from many countries. I <sup>2</sup>\_\_\_\_\_ Irish and my manager <sup>3</sup>\_\_\_\_\_ from Germany. There <sup>4</sup>\_\_\_\_\_ two British people, Isabel and Matt, and there <sup>5</sup>\_\_\_\_\_ one American employee, Ryan. Lucia <sup>6</sup>\_\_\_\_\_ from Mexico, and Kate and Daniil <sup>7</sup>\_\_\_\_\_ from Russia.

## 1.3 Describing your company

### 3 Choose the correct word.

- 1 There *is / are* a canteen in my office.
- 2 There *'s / are* four departments in my company.
- 3 There *is / are* no computers in the office.
- 4 There *'s / are* a meeting tomorrow.
- 5 There *is / are* no gym in our office.
- 6 There *'s / are* ten people in the sales department.
- 7 There *'s / are* a small sales division in Poland.
- 8 There *is / are* no warehouses in your country.

## Reading and listening

## Filling in a form

1 Read the form below. What is it for? Tick (✓) the correct option.

- to stay in a hotel  
 to start a new job  
 to go to hospital

Employee Registration Form	Surname	1 _____
	First name	2 _____
	Gender	<sup>3</sup> male <input type="checkbox"/> female <input type="checkbox"/> other <input type="checkbox"/>
	Nationality	4 _____
	Email address	5 _____
	Phone/Mobile/Cell number	6 _____
	Emergency contact number	7 _____
	ID card / Passport number	8 _____

2  1.01 Listen to the conversation and complete the form in Exercise 1.

3 Listen again. Complete the questions.

- 1 What's your s \_\_\_\_\_ ?
- 2 \_\_\_\_\_ spell that please?
- 3 \_\_\_\_\_ first name?
- 4 \_\_\_\_\_ you from?
- 5 What's your email \_\_\_\_\_ ?
- 6 \_\_\_\_\_ marital status?

4 Complete the sentences with *my, your, his, her, its, our* or *their*. Use the words in brackets to help you.

- 1 He's \_\_\_\_\_ *my* manager. (I)
- 2 What's \_\_\_\_\_ email address? (you)
- 3 Is this \_\_\_\_\_ report? (he)
- 4 This is \_\_\_\_\_ invoice. (they)
- 5 I'll give you \_\_\_\_\_ phone number. (we)
- 6 This is \_\_\_\_\_ office. (she)

## Writing A description of a company or workplace

### 1 Choose the correct words.

My name is Erik. I work for a company called ForTex. The company has three locations in three countries. There <sup>1</sup>*is/are* an office in the USA, a factory in Vietnam and there <sup>2</sup>*is/are* a warehouse in Italy. I <sup>3</sup>*am/are* a manager in the marketing department. It <sup>4</sup>*is/are* part of the sales and marketing division. I work in the office in the USA. There <sup>5</sup>*is/are* a canteen and a gym in the office.

### 2 Read the text again. Are the sentences *true* (T) or *false* (F)?

- 1 The company has locations in three countries.    \_\_\_
- 2 The office is in Italy.    \_\_\_
- 3 There are two factories in Vietnam.    \_\_\_
- 4 There is one warehouse in Italy.    \_\_\_
- 5 Erik works in the marketing department.    \_\_\_
- 6 There isn't a gym in the office.    \_\_\_

### 3 Write a description of the company below. Use the description in Exercise 1 to help you.

Company Name: Puelo Alto S.A		
<b>Head Office:</b> Barcelona, Spain <ul style="list-style-type: none"> <li>• sales and marketing department</li> <li>• example job: Marketing Manager</li> <li>• offices – modern</li> <li>• canteen and gym</li> </ul>	<b>Factory:</b> Bogotá, Colombia <ul style="list-style-type: none"> <li>• manufacturing division</li> <li>• production department</li> <li>• example job: Engineer</li> <li>• factory – noisy</li> <li>• canteen</li> </ul>	<b>Warehouse:</b> Porto, Portugal <ul style="list-style-type: none"> <li>• distribution division</li> <li>• shipping department</li> <li>• example job: Warehouse Manager</li> <li>• building – large</li> <li>• restaurants near the warehouse</li> </ul>

Functional  
language

## Workplace visits

1 Put the words and phrases in the correct order to make sentences and questions.

a your name, / what's / please / ?

\_\_\_\_\_

b Elsa / my name's / Wolley / .

\_\_\_\_\_

c how may / I help you / good morning, / ?

\_\_\_\_\_

d please / spell that, / could you / ?

\_\_\_\_\_

e I'm here / Mr Jones / to see / .

\_\_\_\_\_

f like some / would you / thank you. / tea or coffee / ?

\_\_\_\_\_

g W-O-L-L-E-Y / it's / yes, / .

\_\_\_\_\_

2 Put the phrases from Exercise 1 in the correct order to make a conversation.

1 o 2 \_\_\_ 3 \_\_\_ 4 \_\_\_ 5 \_\_\_ 6 \_\_\_ 7 \_\_\_

3  1.02 Complete the conversation with the words in the box. Then listen and check your answers.

are you come in good to see how about no, thanks see you again

A: Hello Elsa. Good to <sup>1</sup>\_\_\_\_\_.

B: <sup>2</sup>\_\_\_\_\_ you, too. How <sup>3</sup>\_\_\_\_\_?

A: I'm really well, thanks. Please <sup>4</sup>\_\_\_\_\_.

B: Thanks.

A: <sup>5</sup>\_\_\_\_\_ a coffee?

B: <sup>6</sup>\_\_\_\_\_. I already have one.