

Review

Grammar Present Simple: I / you / we / they; questions

Form

There is no change to the ending of the verb with *I / you / we / they*.

Examples I live in England.
We enjoy our jobs.

To make the negative, we use *don't*.

Examples I don't work at the weekend.
They don't go to meetings.

To make a question, we put *do* before the subject.

Question	Short answer
Do you work in the evening?	Yes, I do.
Do you go on business trips?	No, I don't.

We also use *be* to make and answer questions.

Example A Are you married? B Yes, I am. / No, I'm not.

To make *Wh-* questions with *be*, we use *Wh- + be + subject*.

Example A Where is Dubai? B It's in the UAE.

To make *Wh-* questions with *do*, we use *Wh- + do + subject + verb*.

Example A Where do you live? B I live in Rome.

Use

We use the Present Simple when we talk about facts, habits, and regular events in the present.

Example I work for an airline.

We use *do* to make questions with a *yes/no* answer.

Example A Do they work here? B Yes, they do. / No, they don't.

We use *Wh-* question words for 'open' questions. We sometimes call these 'information' or 'content' questions.

Example A What do you do? B I'm a project manager.

PRACTICE 1 1.10 Listen to an interview with Carla. Are the sentences true or false?

	True	False
1 I live and work in Madrid in Spain.	<input type="checkbox"/>	<input type="checkbox"/>
2 I'm an IT engineer.	<input type="checkbox"/>	<input type="checkbox"/>
3 I don't start work very early.	<input type="checkbox"/>	<input type="checkbox"/>
4 I usually have a short meeting with my boss after I check my emails.	<input type="checkbox"/>	<input type="checkbox"/>
5 I work at the weekend.	<input type="checkbox"/>	<input type="checkbox"/>
6 I like rock music.	<input type="checkbox"/>	<input type="checkbox"/>

2 Put the words in order to make questions.

- 1 start when you do work? _____
- 2 drive you work to do? _____
- 3 live where do you? _____
- 4 work you at weekend the do? _____
- 5 company do which you for work? _____
- 6 what you do do the morning in? _____

3 Write answers to the questions in 2.

4 Read the answers and complete the questions with these words.

do do what when when where where which

- | | |
|------------------------------------|---------------------------------|
| 1 A _____ company do you work for? | B I work for TKM International. |
| 2 A _____ is the meeting? | B In my office. |
| 3 A _____ do you do? | B I'm a marketing manager. |
| 4 A _____ you work in Paris? | B Yes, I do. |
| 5 A _____ is the conference? | B It's in March. |
| 6 A _____ you travel for work? | B No, I don't. |
| 7 A _____ do you start work? | B At 9 a.m. |
| 8 A _____ do you work? | B In Osaka. |

Vocabulary Talking about activities; countries and languages

1 Read about Sam Wilson's work routine. Complete the sentences with these words.

give have make train write

I am the manager of a hotel in Toronto, Canada. I start work at about 6 a.m. I _____¹ a short meeting with the staff in reception, then I _____² emails for about thirty minutes. After that I _____³ a few phone calls. About once a month, I _____⁴ the new reception staff. We do workshops and they _____⁵ short presentations to each other about their work.

2 Read about Simone Dubois. Correct the sentences below.

My job is quite stressful. I am a doctor in a big hospital in France. I work in the Accident and Emergency Department, so I work long hours. I work twelve or thirteen hours a day. After work, I'm tired, so I enjoy sleeping! That's normal I think. When I have some free time, I like eating out or going shopping with a friend. I also enjoy swimming and playing tennis. I don't like watching TV.

3 After work, I'm very hungry, so I eat a lot.

4 In my free time, I enjoy watching TV.

2 I work eight or nine hours a day.

5 I play golf and football.

1 I'm a lawyer.

6 I don't like reading.



3 1.11 Underline the stress in the countries and nationalities. Then listen and check.

- | | | | |
|------------|------------|-------------|-------------|
| 1 China | Chinese | 6 Japan | Japanese |
| 2 Sweden | Swedish | 7 Italy | Italian |
| 3 Canada | Canadian | 8 Poland | Polish |
| 4 Germany | German | 9 Argentina | Argentinian |
| 5 Portugal | Portuguese | 10 Russia | Russian |

4 1.12 Listen to the flight attendant. What languages do the crew speak? Tick ✓ the languages that you hear.

- | | | | | | | | |
|---------|--------------------------|---------|--------------------------|------------|--------------------------|---------|--------------------------|
| Arabic | <input type="checkbox"/> | French | <input type="checkbox"/> | Japanese | <input type="checkbox"/> | Russian | <input type="checkbox"/> |
| Chinese | <input type="checkbox"/> | German | <input type="checkbox"/> | Korean | <input type="checkbox"/> | Spanish | <input type="checkbox"/> |
| English | <input type="checkbox"/> | Italian | <input type="checkbox"/> | Portuguese | <input type="checkbox"/> | | |

Work skills Introducing yourself

1 Complete the conversation at reception with these words.


sign seat meeting tell time

- Visitor Good morning. My name's Sally Daniels. I have a _____¹ with Alia Davey.
- Receptionist Good morning, Ms Daniels. What _____² is your meeting with Alia?
- Visitor Eleven o'clock.
- Receptionist OK, can you _____³ the Visitor's Book, please?
- Visitor Yes, of course.
- Receptionist Thank you, Ms Daniels. If you'd like to take a _____⁴ over there, I'll _____⁵ Alia that you are here.
- Visitor Thank you.

2 Match the two parts of the sentences.

- | | |
|-------------------|-----------------------------|
| 1 I'm in charge | a with problems. |
| 2 I'm responsible | b of research. |
| 3 I deal | c for sales. |
| 4 I report | d a big team. |
| 5 I manage | e to the managing director. |

3 1.13 Listen and complete the profile.



Name: Hector Gonzalez

Job: _____¹

Company: Clearview Cosmetics

Country: _____²

Job description:

_____³ for developing new beauty products.

_____⁴ with problems in the laboratories.

_____⁵ a team of researchers and technicians.

_____⁶ directly to the head of sales and marketing.

Functions Saying hello and goodbye; introducing people

Saying hello

Good morning.
 Good afternoon.
 Hi. / Hello.
 It's good to see you again.
 How are you?
 Introducing yourself and others
 Can I introduce myself?
 My name is ...
 Can I introduce you to ... ?
 This is ...

Replying to an introduction

Pleased / Nice to meet you (too).

Saying goodbye

Goodbye. / Bye.
 Goodnight.
 It was nice meeting you.
 I hope you have a good
 journey / flight home.
 Have a good evening.
 See you (later / tomorrow).
 I hope to see you again soon.
 I'll be in touch.

PRACTICE 1 Put the words in the correct order to make sentences.

- 1 can myself introduce I? _____
- 2 you to nice meet. _____
- 3 soon hope I to you see again. _____
- 4 I can you introduce my to colleague? _____
- 5 good it's you to again see. _____

2 Match the greetings 1–4 with the explanations a–d.

We say:

- | | |
|------------------|--|
| 1 Good morning | a after about six o'clock |
| 2 Good afternoon | b before we go to bed |
| 3 Good evening | c all morning until lunchtime |
| 4 Good night | d from after lunch until about six o'clock |

3 1.14 Complete the conversations with these phrases. Then listen and check.

See you tomorrow to meet you can I pleased to meet you
 nice meeting you hope you have This is good evening

- 1 A Hello, _____¹ introduce myself? My name's Stephen Halls. I work for JKL Holdings in Brighton.
 B Hi, _____², Stephen. My name's Nishan Musabbeh.
- 2 A Well, goodbye, Paula.
 B Goodbye, Bruno. It was _____³.
 A Yes, you too. I _____⁴ a good flight back to Boston. Bye.
- 3 A Mark, _____⁵ Shoko. Shoko works in our Nagoya office.
 B Hello, Shoko. Pleased _____⁶.
 C Hello, Mark. Pleased to meet you, too.
- 4 A OK, I'm finished for the day. _____⁷.
 B See you. Have a _____⁸.

