

# 1 | Practice file

## Working with words

### 1 Match products 1–8 to their nationalities a–h.

- |                                |                 |
|--------------------------------|-----------------|
| 1 Coca Cola ____               | a American      |
| 2 De Beer diamonds ____        | b Indian        |
| 3 British Airways airline ____ | c Japanese      |
| 4 Sanyo electronics ____       | d British       |
| 5 LOT airline ____             | e Polish        |
| 6 Andhra Rice ____             | f Brazilian     |
| 7 Fiat cars ____               | g South African |
| 8 Cachaca rum ____             | h Italian       |

### 2 Complete this chart with a job from the list that works for or with these people.

- |                    |                    |
|--------------------|--------------------|
| Technician         | Receptionist       |
| Sales Rep          | Financial Director |
| Human Resources    | Team Leader        |
| Personal Assistant |                    |

Managing Director	<sup>1</sup> P _____ A _____
Sales Director	<sup>2</sup> S _____ R _____
<sup>3</sup> F _____ D _____	bookkeepers
<sup>4</sup> H _____ R _____	Training Officer
Manager	<sup>5</sup> T _____ L _____;
Production Manager	<sup>6</sup> T _____
Facilities Manager	<sup>7</sup> R _____

### 3 Read these business cards and complete the business person's profile.

Haruo Ogawa  
FINANCIAL DIRECTOR

**TOYOTA JAPAN**

I'm <sup>1</sup> \_\_\_\_\_ (name).  
I'm from <sup>2</sup> \_\_\_\_\_ (country)  
and I'm a <sup>3</sup> \_\_\_\_\_ (job).  
My company is <sup>4</sup> \_\_\_\_\_  
(nationality).

Isadora De Souza  
Receptionist

**PETROBRAS**  
BRAZIL

Her name is <sup>5</sup> \_\_\_\_\_  
She's <sup>6</sup> \_\_\_\_\_ (nationality).  
She's a <sup>7</sup> \_\_\_\_\_ (job). Her  
company is in <sup>8</sup> \_\_\_\_\_  
(country).

Jade Botha **TEAM LEADER**

**SA Airlink**  
SOUTH AFRICA

I'm <sup>9</sup> \_\_\_\_\_ (name).  
I'm from <sup>10</sup> \_\_\_\_\_ (country)  
and I'm a <sup>11</sup> \_\_\_\_\_ (job).  
My company is <sup>12</sup> \_\_\_\_\_  
(nationality).

## Business communication

### 1 Put these conversations in the right order.

- 1 a \_\_\_\_ I'm fine. This is my colleague, Martin Altenberg.  
b \_\_\_\_ Hello. Pleased to meet you, Gundula. How are you?  
c \_\_\_\_ How do you do, Martin?  
d \_\_\_\_ Hello. My name's Gundula Bauer.
- 2 a \_\_\_\_ No. How do you do? I'm Stefani.  
b \_\_\_\_ Do you know Ariadne?  
c \_\_\_\_ And you.  
d \_\_\_\_ Pleased to meet you, Stefani.
- 3 a \_\_\_\_ Thanks. Nice meeting you and your colleague.  
b \_\_\_\_ Bye.  
c \_\_\_\_ Yes, have a good journey.  
d \_\_\_\_ It's time to leave. See you soon.  
e \_\_\_\_ Goodbye.

### 2 Underline the best option in *italics*.

- A <sup>1</sup>*This is Pietre.* / How are you? He's my assistant.  
B <sup>2</sup>*How do you do?* / *Nice to meet you too.* Pleased to meet you.  
A <sup>3</sup>*I'm fine.* / And you.  
C <sup>4</sup>*Do you know Franziska?* / How do you do?  
D Yes! <sup>5</sup>*I'm fine.* / It's good to see you again.  
C Yes, you too. <sup>6</sup>*Nice meeting you.* / How are you?  
D I'm fine. And you?  
E Good morning. I have an appointment with Ms Cernoskova. <sup>7</sup>*This is / My name's Ludmilla Osimk.*  
F <sup>8</sup>*How do you do?* / It's good to see you again. I'm Timo, Ludmilla's assistant.  
E Oh, <sup>9</sup>*nice to meet you.* / have a good journey.

### 3 Complete this conversation with phrases from the list.

- |                  |                     |                  |
|------------------|---------------------|------------------|
| Nice meeting you | see you soon        | How do you do?   |
| Do you know      | Bye                 | Nice to meet you |
| my name's        | Have a good journey |                  |

- A Hello, <sup>1</sup> \_\_\_\_\_ Geraldine.  
B Hi. <sup>2</sup> \_\_\_\_\_ I'm Vincenz.  
A <sup>3</sup> \_\_\_\_\_ Alessandro, my colleague?  
B No. How do you do?  
C <sup>4</sup> \_\_\_\_\_ Nice to meet you.  
...  
C Our flight leaves soon. <sup>5</sup> \_\_\_\_\_, Vincenz.  
B Yes, nice meeting you too. <sup>6</sup> \_\_\_\_\_  
A Bye, and <sup>7</sup> \_\_\_\_\_  
B <sup>8</sup> \_\_\_\_\_

## Language at work | To be | Possessives

### To be

#### Form

##### Positive:

I	am / 'm	a receptionist.
You / We / They	are / 're	Polish.
He / She / It	is / 's	from Brazil.

##### Negative:

I	am not / 'm not	a team leader.
You / We / They	are not / aren't	Italian.
He / She / It	is not / isn't	from South Africa.

##### Questions:

Am	I	a Personal Assistant?
Are	you / we / they	Brazilian?
Is	he / she / it	from Italy?

##### Short answers:

Yes,	I	am.
	you / we / they	are.
	he / she / it	is.

No,	I	'm not.
	you / we / they	aren't.
	he / she / it	isn't.

- A** Are you a Financial Director? **B** No, I'm not.  
I'm a receptionist.
- A** Is he a Technician? **B** Yes, he is.
- A** Are they Team Leaders? **B** No, they aren't. They're Personal Assistants.
- A** Is it an American product? **B** Yes, it is.

### Possessives

#### Form

I → my
you → your
he → his
she → her
it → its
we → our
they → their

#### Use

To say who has or owns something.

- I have a personal assistant. Greta is **my** personal assistant.*  
*Jonas has a company car. **His** car is a BMW.*  
*We have a good team. **Our** team is very small.*

### 1 Complete these sentences, questions, and answers.

- \_\_\_\_\_ he Italian?  
No, he \_\_\_\_\_. He's Japanese.
- \_\_\_\_\_ they Italian?  
No, they \_\_\_\_\_. They \_\_\_\_\_ Polish.
- \_\_\_\_\_ Mirelle Brazilian?  
Yes, she \_\_\_\_\_.
- The company \_\_\_\_\_ South African, it's British.
- We \_\_\_\_\_ in Warsaw, in Poland.
- \_\_\_\_\_ they Technicians?  
Yes, they \_\_\_\_\_.
- \_\_\_\_\_ you a Personal Assistant?  
Yes, I \_\_\_\_\_.
- \_\_\_\_\_ Awad the CEO?  
No, he \_\_\_\_\_. He \_\_\_\_\_ the Financial Director.

### 2 Underline the correct word in *italics*.

- This is my department – Customer Service. Lawrie is *my / his* boss.
- She has an assistant and *her / my* name is Pauline.
- Your / You* desk is next to Pauline's.
- Next to you is Harald and those are *her / his* biscuits on his desk from a client.
- The coffee machine is for *our / their* office only – not the whole department.
- They have *their / my* coffee machine in the HR kitchen.

### 3 Complete this email with the words from the list.

am    your    my    our    are (x2)    is (x3)    her

✉

Subject: my new company

Hi Abdul,

Here's the information about us:

The name of the company is IT-express. It <sup>1</sup>\_\_\_\_\_ a computer company. I <sup>2</sup>\_\_\_\_\_ the CEO, and my four colleagues <sup>3</sup>\_\_\_\_\_ the technicians. Pascale is <sup>4</sup>\_\_\_\_\_ personal assistant.

<sup>5</sup>\_\_\_\_\_ office is in Tunis but the customers <sup>6</sup>\_\_\_\_\_ in Spain.

Yolanda <sup>7</sup>\_\_\_\_\_ the new sales rep. She <sup>8</sup>\_\_\_\_\_ Spanish but <sup>9</sup>\_\_\_\_\_ French and English are very good.

Send me <sup>10</sup>\_\_\_\_\_ phone number so we can meet.

Regards  
Kashyar

