

Business Elementary

Unit 1: Jobs



Business Elementary

Unit 1: Grammar reference and Homework



Working with words

1. Match products 1-8 to their nationalities a-h.

1. Toyota

2. Mercedes Benz

3. Amazon

4. HSBC

5. Santander

6. Versace

7. Banco do Brasil

8. Philips
- a. Dutch

b. British

c. German

d. Japanese

e. Spanish

f. American

g. Italian

h. Brazilian

2. Complete the job titles 1-6.

1. T_c_n_c_a_

2. R_c_p_i_n_s_

3. S_l_s R_p

4. H_m_n R_s_u_c_s M_n_g_r

5. T_a_ L_a_e_

6. F_n_n_i_l D_r_c_o_

7. P_r_o_a_ A_s_s_a_t

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



I'm **1.** _____ (name).
I'm from **2.** _____ (country)
and I'm a **3.** _____ (job).
My company is **4.** _____ (nationality).



Her name is **5.** _____.
She's **6.** _____ (nationality).
She's a **7.** _____ (job).
Her company is in **8.** _____ (country).



I'm **9.** _____ (name).
I'm from **10.** _____ (country)
and I'm a **11.** _____ (job).
My company is **12.** _____ (nationality).

Business communication

1. Put the conversations in the correct order.

1

- a ____ No. How do you do? I'm Emma.
- b ____ Do you know Carlos?
- c ____ And you.
- d ____ Pleased to meet you, Emma.

2

- 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.

3

- a ____ I'm fine. This is my colleague, David Romero.
- b ____ Hello. Pleased to meet you, Sofia. How are you?
- c ____ How do you do, David?
- d ____ Hello. My name's Sofia Martin.

2. Underline the correct words in *italics*.

- A 1. *This is Lucas. How are you?* He's my assistant.
- B 2. *How do you do? / Nice to meet you, too.* Pleased to meet you.
- A 3. *I'm fine. / And you.*

- C 4. *Do you know Marta? / How do you do?*
- D 5. *Yes! I'm fine. / It's good to see you again.*
- C 6. *Yes, you too. Nice meeting you. / How are you?*
- D I'm fine. And you?

- E 7. Good morning. I have an appointment with Ms. Novak. *This is / My name's Clara Schmidt.*
- F 8. *How do you do? / It's good to see you again.* I'm Marco, Ms. Novak's assistant.
- E 9. *Oh, Nice to meet you. / Have a good journey.*

3. Complete the conversation with the expressions from the list.

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

- A Hello, 1. _____ Sophie.
- B Hi. 2. _____ I'm Charles.
- A 3. _____ Alessia, my colleague?
- B No. How do you do?
- C 4. _____ Nice to meet you.

- C Our flight leaves soon. 5. _____, Charles.
- B Yes, nice meeting you, too.
- 6. _____.
- A Bye, and 7. _____.
- B 8. _____.

GRAMMAR REFERENCE

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

- A ***Are you** a financial director? No,*
B *I'm **not**. I'm **a** receptionist. **Is he***
A *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.*

Language at work

1. Complete the sentences, questions and answers.

- 1. _____ he French?
No, he _____. He’s Canadian.
- 2. _____ they Spanish?
No, they _____. They _____ Greek.
- 3. _____ Sofia Brazilian?
Yes, she _____.
- 4. The company _____ Australian, it’s American.
- 5. We _____ in Rome, in Italy.
- 6. _____ they engineers?
Yes, they _____.
- 7. _____ you a marketing assistant?
Yes, I _____.
- 8. _____ Patel the CEO?
No, he _____. He _____ the Operations Manager.

2. Underline the correct words in *italics*.

- 1. This is my department – Sales. Mark is *my / his* boss.
- 2. She has an assistant and *her / my* name is Anna.
- 3. *Your / You* desk is next to Anna’s..

- 1. Next to you is Tom, and those are *her / his* biscuits on his desk from a client.
- 2. The coffee machine is for *our / their* office only – not the whole department.
- 3. They have *their / my* coffee machine in the HR kitchen.

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

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

➤ Send

▼

Subject: My new company

🛡️ ⌵ 🗑️ 📧

Hi James,

Here is some information about us:
The name of the company is TechPlus.

It **1.** _____ a computer company. I **2.** _____ the boss, and my four colleagues **3.** _____ the workers. Anna is **4.** _____ the secretary.

5. _____ office is in Cairo, but the customers **6.** _____ are in Italy.

Pedro **7.** _____ the new sales assistant. He **8.** _____ Spanish, but **9.** _____ English and French are very good.

Send me **10.** _____ phone number so we can meet.

Best wishes,
Tom

Key expressions

Saying hello and introducing yourself

- *Hello. My name is ... / I'm ...*
- *Pleased to meet you.*
- *How do you do?*
- *Nice to meet you (too).*

Introducing someone

- *This is ...*
- *Do you know ...?*

Saying hello to someone you know

- *It's good to see you again.*
- *How are you?*
- **Saying goodbye**
- *Nice meeting*
- *you. See you soon.*
- *Have a good journey.*
- *Goodbye/Bye*

Answer Keys

Working with words

1.

1. d
2. c
3. f
4. b
5. e
6. g
7. h
8. a

2.

1. Technical
2. Receptionist
3. Sales Rep
4. Human Resources Manager
5. Team Leader
6. Financial Director
7. Personal Assistant

3.

For Haruo Ogawa (Toyota):

1. Haruo Ogawa
2. Japan
3. Financial Director
4. Japanese

For Juliana Silva (Petrobras):

5. Juliana Silva
6. Brazilian
7. Receptionist
8. Brazil

For Lethabo Nkosi (Airlink):

9. Lethabo Nkosi
10. South Africa
11. Team Leader
12. South African

Business communication

1.

Conversation 1:

b Do you know Carlos?

a No. How do you do? I'm Emma.

d Pleased to meet you, Emma.

c And you.

Conversation 2:

d It's time to leave. See you soon.

c Yes, have a good journey.

a Thanks. Nice meeting you and your colleague.

b Bye.

e Goodbye.

Conversation 3:

d Hello. My name's Sofia Martin.

b Hello. Pleased to meet you, Sofia. How are you?

a I'm fine. This is my colleague, David Romero.

c How do you do, David?

2.

A 1. This is Lucas.

B 2. How do you do?

A 3. I'm fine.

C 4. Do you know Marta?

D 5. I'm fine.

C 6. How are you?

E 7. My name's Clara Schmidt.

F 8. How do you do?

E 9. Nice to meet you.

3.

1. my name's
2. Nice to meet you
3. Do you know
4. How do you do?
5. see you soon
6. Have a good journey
7. Bye
8. Bye

Language at Work

1.

1. Is he French?
No, he isn't. He's Canadian.

2. Are they Spanish?
No, they aren't. They are Greek.

3. Is Sofia Brazilian?
Yes, she is.

4. The company isn't Australian, it's American.

5. We are in Rome, in Italy.

6. Are they engineers?
Yes, they are.

7. Are you a marketing assistant?
Yes, I am.

8. Is Patel the CEO?
No, he isn't. He is the Operations Manager.

2.

1. my
2. her
3. Your
4. his
5. our
6. their

3.

1. is
2. am
3. are
4. the
5. Our
6. are
7. is
8. is
9. his
10. your