



Situation

[https://www.youtube.com/embed/
BIn1Q1meIZE](https://www.youtube.com/embed/BIn1Q1meIZE)

Fernando Braña Asensio (using Vidnoz). Adam (CC BY-NC-SA)

Introducing yourself professionally (and personally) is important and we may need it in our everyday life when we meet someone new, at school, at a new job, at a large convention or at a job interview. This is my case. I am going to start a new job next month and I am preparing myself because I will need to travel to Ireland and will need to refresh my knowledge of English. Perhaps, in the future this will be your case, too. So, you must be prepared. Throughout this unit you will practise how to do that and by the end of it you will be able to **speak about your job, and professional experience**, describe yourself and also write and understand other people. You will revise verb tenses you will need for that purpose (**present simple and progressive, Present perfect and past simple**) and you will revise **vocabulary** related to jobs, **useful expressions** to describe and introduce yourself.



Objectives

This unit aims at providing different situations and practice so that you can describe yourself personally and professionally. You will write a personal profile, speak about yourself, and describe several aspects of your job. You will revise vocabulary related to different occupations, adjectives used for descriptions and revise verb tenses (present simple and progressive and present perfect and past simple). Besides, you will read and listen to other people, and understand them in different situations



[Ministerio de Educación, Formación Profesional y Deporte.](#) (Dominio público)

1.- USE OF ENGLISH. PRESENT SIMPLE AND PROGRESSIVE



Situation

<https://www.youtube.com/embed/4ukAKWaFrMg>

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In this section, you will learn how to express the **frequency** with which you do something and also what you are doing at this moment. You will do some practice so that you can understand and express yourself using the **Present Simple and Progressive** appropriately. The following activities will guide you so that you can tell me about what a day at work is for you.

Present Simple and Present Progressive

SIMPLE PRESENT

infinitive (but 3rd person singular: infinitive + 's')

POSITIVE	NEGATIVE	QUESTION
I speak	I don't speak	do you speak?
you speak	you don't speak	do you speak?
he / she / it speaks	he doesn't speak	does he/she/it speak?
we speak	we don't speak	do we speak?
you speak	you don't speak	do you speak?
they speak	they don't speak	do they speak?

Exceptions

When adding 's' :For can, may, might, must, do not add s.

Example: he can, she may, it must

After o, ch, sh or s, add -es.

Example: do - he does, wash - she washes

After a consonant, the final consonant y becomes -ie. (but: not after a vowel).

Example: worry - he worries
but: play - he plays

PRESENT PROGRESSIVE

form of 'be' (present) and verb + ing

POSITIVE	NEGATIVE	QUESTION
I am speaking	I am not /I'm not speaking	am I speaking?
you are speaking	you are not (aren't) speaking	are you speaking?
he / she / it is speaking	he/she/it is not (isn't) speaking	is he/she/it speaking?
we are speaking	we aren't speaking	are we speaking?
you are speaking	you aren't speaking	are you speaking?
they are speaking	they aren't speaking	are they speaking

Exceptions

When adding 'ing' :Silent e is dropped. (but: does not apply for -ee)	Example: come - coming but: agree - agreeing
After a short, stressed vowel, the final consonant is doubled.	Example: sit - sitting
After a vowel, the final consonant l is doubled in British English (but not in American English).	Example: travel - travelling (British English) but: traveling (American English)
Final ie becomes y.	Example: lie - lying

USES

PRESENT SIMPLE

- Things which are always true:
 - Water boils at 100 degrees.

✓ **Permanent situations (or nearly permanent; true for a few years at least):**

↳ *James works in Madrid.*

✓ **Habits, routines or things we do on a regular basis**

↳ *I commute to work every morning.*

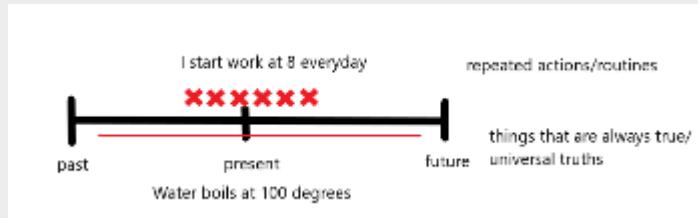
✓ **Future events which are part of a timetable:**

↳ *My plane leaves at eight tonight.*

✓ **To talk about the future after certain words ('when' 'until' 'after' 'before' 'as soon as'):**

↳ *I'll call you when I get home.*

✓ **Present Simple Timeline**



[fernando braña asensio](#). present simple timeline (CC BY-NC-SA)

PRESENT PROGRESSIVE

✓ **Things which are happening at the moment of speaking:**

↳ *The water is boiling now, so you can make your tea./ I'm speaking on the phone so I can't help you with that now.*

✓ **Temporary situations:**

↳ *Sarah is living in Barcelona for a few months (but she usually she lives in London).*
↳ *I usually take the bus to work but this week I'm driving my car (only this week=temporarily).*

✓ **Situations which are slowly changing:**

↳ *I'm getting better and better at speaking English so I won't have any problems with my presentation.*

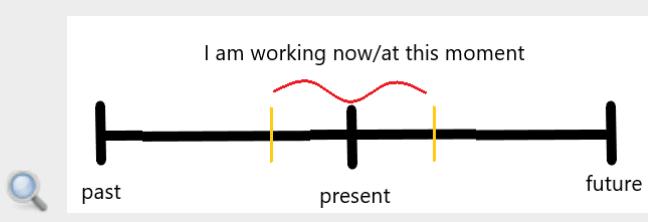
✓ **Annoying habits (usually with 'always'):**

↳ *My work colleague is always leaving the office in a mess!*

✓ **Future plans and arrangements:**

↳ *I'm meeting my boss after work today.*
↳ *They are leaving to Paris tomorrow.*

✓ **Present Progressive timeline**



Fernando Braña Asensio. *present progressive timeline* ([CC BY-NC-SA](#))



REMEMBER

- ✓ We use the **present simple with stative verbs**. We can't use any continuous tense (including the present continuous tense, of course) with stative verbs.
 - ✓ We usually find expressions like **now, right now or at this moment** with the **Present Continuous**

HOW TO EXPRESS FREQUENCY

The Present Simple is used to express habits or routines as explained before. To do this we may use :

Adverbs of Frequency and Other expressions

Adverbs of Frequency:

Adverbs of frequency are words that describe how often an action takes place. They provide information about the frequency or regularity of an activity. These adverbs are commonly used with the present simple tense to indicate routine or habitual actions. Here are some common adverbs of frequency:

Always

She always arrives on time.

Usually

I usually go for a walk in the evening.

Often

They often visit their grandparents.

Sometimes

We sometimes have lunch together.

Occasionally

He occasionally travels for work.

Rarely

She rarely misses her morning jog.

Hardly ever

We hardly ever eat out.

Never

They never forget to send birthday cards.

Others

Adverbs of Frequency-Position

Adverbs of frequency are placed before the main verb (except for the verb "to be") or after the auxiliary verb.

Examples:

*She **always** arrives early for work.*

*We **usually** go out for dinner on Fridays.*

*He **never** forgets to call on his mother's birthday.*

They go after the verb "to be"

*She **is often** late for work.*

*They **are always** the first to finish their tasks.*

Expressions of frequency-Position

Expressions of frequency are found at the end of the sentences or at the beginning followed by a comma

*I commute to work **three times a week**.*

Once a year, she does a business trip and flies to America.

Expressions of Frequency:

Expressions of frequency are phrases or structures used to convey how often something happens. They are similar to adverbs of frequency but are often longer expressions. Here are some common expressions of frequency:

Every day

*He exercises **every day**.*

Once a week

*We have a meeting **once a week**.*

Twice a month

They go grocery shopping twice a month.

Three times a year

She travels abroad three times a year.

Every now and then

We meet for coffee every now and then.

On weekends

They usually go hiking on weekends.

At least once a month

I try to visit my family at least once a month.

Throughout the year

The company conducts training sessions throughout the year.



For more information

If you would like more information and to do some more practice with these verb tenses, please check out the following links to the **Cambridge** website:

[Present Simple or Progressive- Cambridge Dictionary](#)

[Present Simple or Progressive- Practice](#)

1.1- Practice



Grammar (Dominio público)

In this section, you will find some practice of the **Present Simple** and The **Present Progressive** from easier to a bit more difficult. You will read examples related to the labour world that will help you later in the unit, so, stay tuned and pay attention. **Get on with it!**



EXERCISE 1

Write the verbs in brackets in the correct form - Present Simple

1. She usually (go) to the gym in the evenings.
2. We (have) a meeting every Monday morning.
3. My sister always (help) me with my homework.
4. They (enjoy) playing board games on weekends.
5. He (speak) three languages fluently.

Submit



EXERCISE 2

Write the verbs in brackets in the correct form- Present Progressive

1. Right now, they (study) for their exams.
2. I (read) a book at the moment.
3. Why (you / wear) you a jacket? It's warm outside.
4. She (cook) dinner for her family right now.
5. We (not / watch) TV at the moment.

Submit



EXERCISE 3

Transform the following sentences into the negative or question forms of the Present Simple:

1. Affirmative: She visits her parents every weekend.Negative: She her parents every weekendQuestion: she her parents every weekend?
2. Affirmative: We usually eat lunch at noon.Negative:We usually lunch at noonQuestion: we lunch at noon?
3. Affirmative: The train arrives at 8 AM every day.Negative: The train at 8 AM everydayQuestion: the train at 8 AM everyday
4. Affirmative: He often plays the guitar in the evening.Negative: He often the guitar in the eveningQuestion: he often the guitar in the evening?
5. Affirmative: I read books in my free time.Negative:I books in my free timeQuestion: I books in my free time?

Submit



EXERCISE 4

Transform the following sentences into the negative or question forms of the Present Progressive

1. Affirmative: They are watching a movie tonight.Negative:They a movie tonight.Question: they a movie tonight?
2. Affirmative: I am writing an email to my friend.Negative:I an email to my friend.Question: I an email to my friend?
3. Affirmative: We are studying for exams this week.Negative:We for exams this week.Question: we for exams this week?
4. Affirmative: The kids are playing in the garden now.Negative:The kids playing in the garden now.Question: the kids in the garden now?
5. Affirmative: She is cooking dinner for the family.Negative:She dinner for the family.Question: she dinner for the family?

Submit



EXERCISE 5

Choose the correct verb in the correct form (Present Simple or Continuous)

1. I usually from 9 AM to 5 PM.

2. Listen! The team members are the project in the conference room.
3. Sarah training videos every Monday to improve her skills.
4. At the moment, they are a presentation for the meeting.
5. We on weekends so we can stay at home.
6. She the new software right now. Can you assist her?
7. My colleagues clients in another city next week.
8. Look! The interns their tasks with enthusiasm.
9. He usually industry reports to stay informed.
10. Why you the new software today? The boss told us to use it!



Read the sentence and then choose the correct option

I check my emails as soon as I arrive at the office (regularly)

I check regularly my emails as soon as I arrive at the office.

I regularly check my emails as soon as I arrive at the office.

Solution

1. Incorrect

2. Correct

Our team meets with clients to discuss project updates (frequently).

- Our team meets frequently with clients to discuss project updates



- Our team frequently meets with clients to discuss project updates



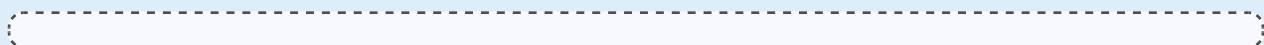
Show Feedback

Solution

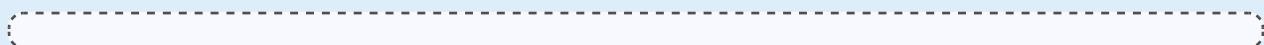
1. Incorrect
2. Correct

The manager organizes team-building activities to boost morale (occasionally).

- The manager occasionally organizes team-building activities to boost morale.



- The manager organizes occasionally team-building activities to boost morale.



Show Feedback

Solution

1. Correct
2. Incorrect

Sarah completes her tasks before the end of the day (always)

Sarah always completes her tasks before the end of the day.

Always Sarah completes her tasks before the end of the day.

Show Feedback

Solution

1. Correct
2. Incorrect

We have a department meeting every Monday (weekly).

We have a weekly department meeting every Monday.

We have a department weekly meeting every Monday.

Show Feedback

Solution

1. Correct
2. Incorrect

The company organizes employee feedback sessions (once every six months).

- The company organizes employee feedback sessions once every six months.

- The company organizes once every six months employee feedback sessions.

Show Feedback

Solution

1. Correct
2. Incorrect

The CEO holds town hall meetings with all staff members (once a month)

- The CEO, once a month, holds town hall meetings with all staff members

- Once a month, the CEO holds town hall meetings with all staff members .

Show Feedback

Solution

1. Incorrect
2. Correct

The sales team evaluates performance metrics (every term)

- The sales team evaluates performance metrics every term.

- The sales team evaluates every term performance metrics

Show Feedback

Solution

1. Correct
2. Incorrect

The finance department reconciles accounts (twice a month).

- The finance department twice a month reconciles accounts

- Twice a month, the finance department reconciles accounts

Show Feedback

Solution

1. Incorrect
2. Correct

The project manager is ready to review progress reports (always)

The project manager is always ready to review progress reports

The project manager always is ready to review progress reports

Show Feedback

Solution

1. Correct
2. Incorrect



A Day at Work

Listen to Tom speaking about what a day at his work is like and fill the gaps with the appropriate word



Tom (CC0)



Fernando Braña (Clipchamp). *Tom, a day at his work* (CC BY-NC-SA)

At ABC Office, the team [] a busy but friendly routine. Every morning, they [] with a quick meeting. Sarah, the team leader, [] updates.

During the day, everyone [] on different tasks. Some [] client presentations, while others [] brainstorming sessions. Right now, the IT team [] a computer issue.

Lunchtime is social. Employees [] in the breakroom, chatting and eating. Peter, the manager, [] team activities.

In the afternoon, the sales team [] calls. Finance [] reports. Sandra, from HR, [] employee questions.

As the day [], employees [] their tasks. In the closing meeting, Sarah [] achievements and sets goals.

ABC Office [] in a friendly workplace. The team [] each other, making it a great place.

2.- USE OF ENGLISH. PRESENT PERFECT AND PAST SIMPLE



Situation

<https://www.youtube.com/embed/gryDBeKTbOQ>

Fernando Braña Asensio (using Vidnoz). Adam (CC BY-NC-SA)

As part of your professional description, you will probably have to deal with your **previous jobs or occupations** or how long you have been carrying out certain occupations or tasks. Through this section, you will practice how to deal with this and at the end of it you will have learnt what you did at work in the past as well as how to talk about your previous jobs and understand other people. Let's get started!

Present Perfect Simple and Past Simple

Study these charts to see the differences between the forms and uses of the **Present Perfect Simple** and the **Past Simple**

FORMS

SIMPLE PAST

IRREGULAR VERBS	REGULAR VERBS
<ul style="list-style-type: none">✓ see 2nd column of irregular verbs <p>Example: I spoke</p>	<ul style="list-style-type: none">✓ infinitive + ed <p>Example: I worked</p>

POSITIVE	NEGATIVE	QUESTION
I spoke/worked	I didn't speak/work	did I speak/work?

You spoke/worked	You didn't speak/work	Did you speak/work?
he/she/it spoke/worked	he/she/it didn't speak/work	did he/she/it speak/work?
we spoke/worked	we didn't speak/work	did we speak/work?
you spoke/worked	you didn't speak/work	did you speak/work?
they spoke/worked	they didn't speak/work	did they speak/work?

Exceptions when adding 'ed':

✓ when the final letter is e , only add d	Example: love - loved
✓ when the verb ends in vowel-consonant-vowel , and the syllable is stressed , the final consonant is doubled	Example: admit - admitted (ends in "-mit": vowel-consonant vowel and the syllable is stressed (BUT listen-listened))
✓ Final/ is always doubled in British English (not in American English)	Example: travel - travelled
✓ after a consonant, final y becomes i (but: not after a vowel)	Example: worry - worried but: play - played

PRESENT PERFECT SIMPLE

IRREGULAR VERBS	REGULAR VERBS
HAVE/HAS + 3RD COLUMN Example: <i>I / you / we / they have spoken</i> <i>he / she / it has spoken</i>	HAVE/HAS+ VERB ENDING -ED Example: <i>I / you / we / they have worked</i> <i>he / she / it has worked</i>

POSITIVE	NEGATIVE	QUESTION
I/you/we/they spoken/worked	have I/you/we/they have not/haven't spoken/worked	have I/you/we/they spoken/ worked?
he/she/it has spoken/ worked	he/she/it has not/hasn't spoken/ worked	has he/she/it spoken/ worked?

USES

PAST SIMPLE

✓ Past, finished actions:

↳ *I started working here in 1993.*

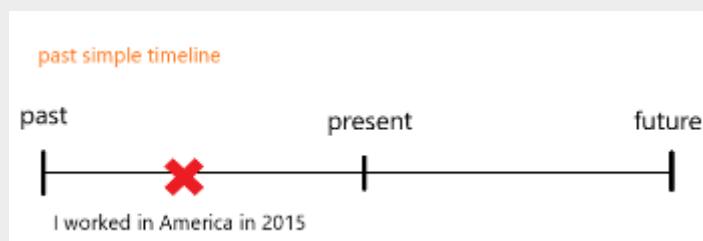
✓ A finished action with no result in the present:

↳ *I lost my keys yesterday. It was terrible! (Now there is no result. I got new keys yesterday).*

✓ With a finished time word (last week, last month, yesterday):

↳ *I had two meetings with my boss last week.*

✓ POINTS OF TIME

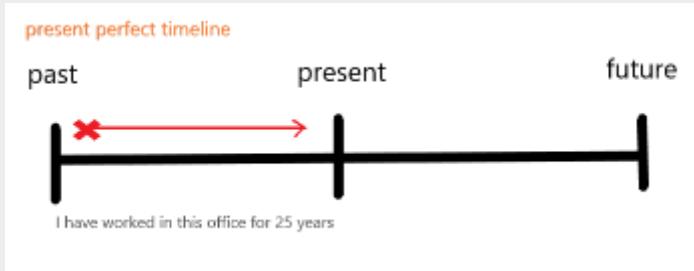


Fernando Braña Asensio. Past simple timeline ([CC BY-NC-SA](#))

PRESENT PERFECT

- ✓ Actions that started in the past and continue to the present (and have not finished)
 - ⇒ *I've worked here for ten years (and I still work here).*
 - ✓ A finished action with a result in the present:
 - ⇒ *I've lost my car! (I don't know where it is and I haven't found it).*
 - ✓ With an unfinished time word (this week, this month, today):
 - ⇒ *I've had two meetings with my boss this week.*

PERIODS OF TIME



Fernando Braña Asensio. *present perfect timeline* ([CC BY-NC-SA](#))

SIGNAL WORDS PAST SIMPLE

- ✓ yesterday
 - ✓ last week/month/year
 - ✓ a month ago
 - ✓ in 2010
 - ✓ When....?

What did you do in your last job?

I didn't text my friend yesterday.

Did you read your mails a week ago?

I left my previous occupation in 2008

When did you send your CV for the last time?

SIGNAL WORDS PRESENT PERFECT

- ✓ **Just:** it's placed in between have/has and the participle
 - ◆ *I have just finished the report, and now I can take a break.*
 - ✓ **Yet:** negatives and questions
 - ◆ *I haven't received the feedback from the client yet.*
 - ✓ **Never:** it's placed in between have/has and the participle
 - ◆ *I have never missed a deadline in my entire career.*
 - ✓ **Already:** it's placed in between have/has and the participle in statements and questions

- ◆ *I have already scheduled a meeting for next week to discuss the project.*
- ✓ **Ever:** in questions, normally in the construction "have you ever....?"
 - ◆ *Have you ever encountered such a challenging task in your job?*
- ✓ **So far:** means "until the present moment". It's placed at the beginning of the sentence followed by a comma or at the end of the sentence
 - ◆ *So far, the team has accomplished all the milestones set for this quarter.*
- ✓ **Up to now:** Same as "so far"
 - ◆ *Up to now, we have successfully implemented all the updates without any issues.*
- ✓ **Since:** used to indicate the start of a point of time
 - ◆ *I have been working on this project since the beginning of the year.*
- ✓ **For:** used to indicate the length of a period of time
 - ◆ *I have been with the company for five years, and I've seen significant growth in our department.*



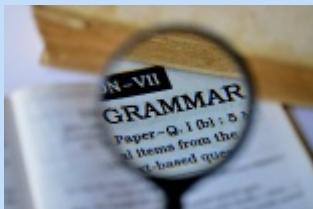
For more information

If you would like more information and to do some more practice with these verb tenses, please check out the following links to the **Cambridge** website:

[Present Perfect or Past Simple- Cambridge](#) 

[Present Perfect or Past Simple?](#) 

2.1- Practice



grammar (CC0)

In this section, you will find different kinds of exercises, from easier to a bit more difficult, so that you can review and practise the **Present Perfect and The Past Simple**, which will be useful when it comes to expressing your experience at work, for instance. Pay attention to the examples, which contain vocabulary and contexts related to the working world, which you will find useful later in the unit. So, **let's get started!**



EXERCISE 1

Fill the gaps with the correct form of the Past Simple

1. Yesterday, she (finish) [] her work early and (go) [] home.
2. The team (have) [] a successful meeting last week.
3. John (start) [] his new job two months ago.
4. The company (announce) [] its financial results yesterday.
5. We (attend) [] a training session on project management last month.

Submit



EXERCISE 2

Read the following statements and fill in the blanks

1. I (complete) [] [] my tasks for the day.
2. The team (already / finish) [] already [] the project.
3. Sarah (never / visit) [] never [] this client before.
4. We (not / have) [] [] a team retreat this year.
5. The company (expand) [] [] its operations into new markets.

Submit



EXERCISE 3



EXPERIENCE

[experience icon \(CC0\)](#)

Work Experience Exercise

1. Yesterday, I (start) [] my new job at the company. I (work) [] here for a day, and it already feels exciting.
2. I (arrive) [] at the office this morning and the manager asked " (already/finish) [] you [] your project yet?"
3. Last month, our team (complete) [] a challenging project. We (work) [] on it for several weeks.
4. Sarah (never / be) [] [] [] to a conference before, but last year, she (attend) [] one in London.
5. I (not / have) [] [] the opportunity to travel for work until last year when I (visit) [] our international offices.
6. The manager (return) [] from the business trip last week
7. Our team (recently / start) [] [] [] using new software, and it (improve) [] [] our efficiency.
8. The company (expand) [] [] its operations since I (join) [] five years ago.
9. Last week, the team leader (give) [] a presentation on the latest market trends. We (learn) [] a lot from it.
10. The new employees (just/complete) [] [] [] their orientation program, and they (already / feel) [] already [] like valuable team members.



EXERCISE 4

Fill in with **already, since, just, when, how long, yet, for and ago**



Image by creativeart on Freepik.. [woman thinking](#) (Uso gratuito Licencia Freepik)

1. I haven't seen Mary she left for her business trip last month.
2. Our team has been working on this project three weeks.
3. Have you completed the training program?
4. We have been waiting for the manager's feedback Monday.
5. She has lived in this city 2015.
6. have you known each other?
7. I worked in this factory ten years
8. did you start working on this assignment?
9. I have been a member of this club two years.
10. The team has achieved their quarterly targets.



EXERCISE 5

Listen to Tom speaking about what his day at work was like yesterday and also about how long he has been working there or the roles he has carried out over the years



[tom speaking \(CC0\)](#)

Read the text and fill the blanks with the correct tense (Present Perfect or Past Simple). Then listen and check your answers

A Day at Work



Fernando Braña (Clipchamp). *Tom, A day at his work* ([CC BY-NC-SA](#))

Yesterday, I (start) [redacted] my usual work routine at the office. I (arrive) [redacted] early in the morning and (begin) [redacted] my tasks.

During the day, I (have) [redacted] a meeting with my team to discuss upcoming projects. We (finish) [redacted] our discussions by lunchtime.

In the afternoon, I (complete) [redacted] some reports and (send) [redacted] emails to clients. By the time I (leave) [redacted] the office, I had accomplished a lot.

Over the years, I (work) [redacted] in different roles, but my current job is the most fulfilling. I (learn) [redacted] a great deal and (meet) [redacted] wonderful colleagues.

I have (be) [redacted] with this company for five years now, and I (enjoy) [redacted] every moment. I (join) [redacted] the team in 2017, and since then, I (witness) [redacted] significant growth.

Looking ahead, I hope to continue growing in my career and face new challenges.

[Submit](#)



Task. Writing about the Past

Duration: 30
Grouping: 1



writing hand ([CC0](#))

Now, it's your turn.

Go to the forum and write an entry of around 100 words about your work/occupation

These bits of information may help you

STEPS

Paragraph 1: write about your routine at work/school

Paragraph 2: write about what you did yesterday at work/school

Paragraph 3: write about how long you have been working in this position/you have been studying

TIPS TO WRITE ABOUT YOUR JOB/OCCUPATION

Remember

- ✓ we use **a / an before jobs**. We use “a” before jobs that begin with a consonant sound, and “an” before jobs that begin with a vowel sound.
 - ◆ *I work as a teacher/ a doctor/He works as an electrician / an accountant*
- ✓ Use **adverbs of frequency and other expression**
 - ◆ *I usually revise my emails*
 - ◆ *I can work from home twice a week*

USEFUL VERBS

Here are some useful verbs to describe what you do in your job.

- ✓ (for management type jobs in a company or office): **manage, organise, supervise**
- ✓ (for teaching and caring type jobs): **teach, train, help, look after**
- ✓ (for construction, technology and jobs with machines): **build, test, develop, design, program, repair, check**
- ✓ (for financial and planning type jobs): **analyse, assess, evaluate, work out, prepare, plan**
- ✓ (for sales and marketing type jobs): **buy, sell, import, export, market**
- ✓ (for driving and logistics type roles): **drive, deliver, transport**
- ✓ (for jobs where communication is important): **write, phone, talk, listen to, meet, attend / have meetings**

DO/MAKE

- ✓ You can also use “do” to describe your job. (We often use do to talk about routine, or more boring things.)
 - ◆ *I do the housework / do the gardening / do the admin / do the paperwork*
- ✓ There are also activities where we use “make”:
 - ◆ *make appointments, make phone calls, make coffee, make decisions*



Situation

<https://www.youtube.com/embed/dleoOYBPOyc>

Fernando Braña Asensio (using Vidnoz). Adam ([CC BY-NC-SA](#))

Hi again! I hope you have done great so far. We have arrived at the **vocabulary section**. Lucky me!! I hope I can learn a lot of **new expressions and vocabulary related to jobs**. We are having an online preparation course before we move to Ireland and our teacher has told us to work in small groups. We must tell each other what our strengths are and why. My main objective now is to get a lot of vocabulary so that I can do this well . The tasks that I will find next will help me with this. I am sure I will be able to do it great!

3.1- Jobs



For a good introduction and description, it is essential to know **what different jobs and occupations are about**. The following practice will help you understand what other people do. Their **descriptions** will help me describe my job later on.

[https://www.piqsels.com/jobs\(CC0\)](https://www.piqsels.com/jobs(CC0))

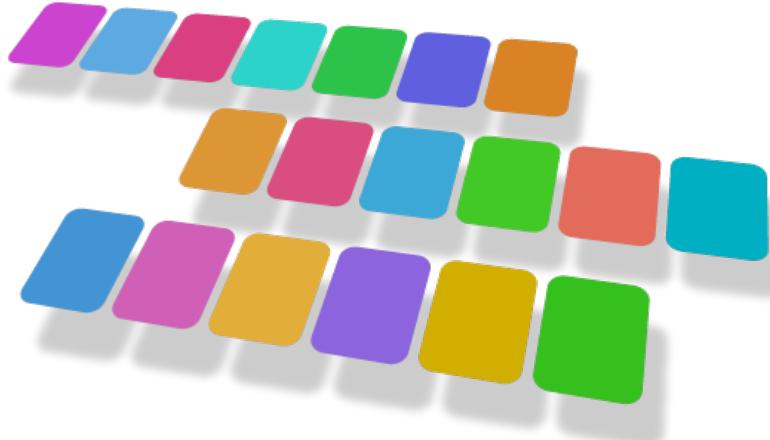


What are these people's jobs?

Listen to these people talking about their jobs. What do they do?

5 ✓ 0 ✗ 0 💰 0

00:00



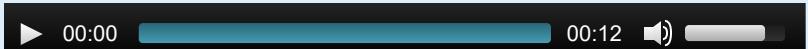
PRESS TO PLAY

write the correct word and press answer. if you doubt, press to continue



Who is speaking?

Listen to these people speaking about their jobs and choose the correct person



Fernando Braña (Clipchamp). Job 1 (CC BY-NC-SA)

► 00:00 00:11

Fernando Braña (clipchamp). Job 2 (CC BY-NC-SA)

► 00:00 00:12

Fernando Braña (Clipchamp). Job 3 (CC BY-NC-SA)

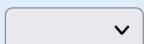
► 00:00 00:08

Fernando Braña (Clipchamp). Job 4 (CC BY-NC-SA)

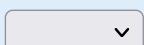
► 00:00 00:12

Fernando Braña (Clipchamp). Job 5 (CC BY-NC-SA)

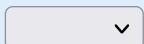
Who spends his days navigating the skies?



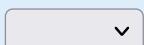
Who guides people through ancient buildings?



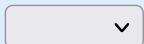
Whose job involves caring for people's smiles?



Who helps customers?



Who works helps patients?



Check



Are they telling the truth?

Listen again and guess if these statement are True or False

► 00:00 00:08

Fernando Braña (Clipchamp). Job 1 (CC BY-NC-SA)

Emma believes that helping others with their oral health is rewarding.

- True False

True



Fernando Braña (Clipchamp). Job 2 (CC BY-NC-SA)

Tom dislikes sharing stories about the city's history.

- True False

False

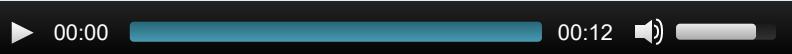


Fernando Braña (Clipchamp). Job 3 (CC BY-NC-SA)

Sophie finds enjoyment in the lively atmosphere of the shop.

- True False

True



Fernando Braña (Clipchamp). Job 4 (CC BY-NC-SA)

When the weather decides to play tricks on them, his job is very funny

- True False

False



Fernando Braña (Clipchamp). Job 5 (CC BY-NC-SA)

Olivia thinks her job is fulfilling

- True False

True



For more information

If you think you could review these contents further, you can access the following links:

[Work and Jobs](#)

[Work and Jobs Cambridge](#)

3.1- Introducing yourself



<https://www.piqsels.com/introducing-cc0>

describing yourself

The following expressions will be useful when **introducing oneself** both at work or whenever I want to give personal information. They will also be useful to understand what other people have to say about themselves.

In the following video, you will find a nice and easy explanation about what points are key when introducing ourselves to other people, so check it out and practice the expressions! I think you will find them useful when it comes to

Introducing yourself

Watch [this video](#) and study this information

EnglishwithLucy. [SELF INTRODUCTION](#) (Licencia estándar de YouTube)

[Alternative description](#)

Name and greetings

Hi, I'm

My name is

Hello, my name is

Allow me to introduce myself. My name is

Occupation

I work as a

I'm a

I'm employed as a

Professionally, I work in

Nationality

I'm

I come/am from

Hobbies/interests

In my free time, I enjoy/love/like

One of my hobbies is

Beyond work, I'm keen on/passionate about/interested in

One of my keen interests is

Education

I studied (Your Field of Study) at (University/College)

I graduated from (University/College) with a degree in (Your Field)

I hold a degree in (Your Field) from (University/College)

Location

I currently live in.....

I'm originally from

Presently, I reside in

I'm originally from

Family

I have siblings.

I'm married/single.

I come from a family ofmembers.
In terms of relationships, I am

Languages

I speak
I am fluent in
I am proficient in
Apart from that, I'm conversant in

Experience

I have years of experience in (field)
I've worked for
Accumulating experience, I've spent years in (Field)
My professional background includes roles at (Company/Organization)

Future Plans

I'm looking forward to (Plans/Goals -ing form)
My future goal is to (Future Aspiration)
Looking ahead, I'm excited about (Future Plans-ing form)
I aspire to achieve (Future Aspiration)

Pleasantries

Nice to meet you!
How about you?
It's a pleasure to make your acquaintance!
May I inquire about you?



What is he talking about?

Understanding personal information

British Council | LearnEnglish Teens: Exam Speaking: Talk about yourself (Standard Youtube License) 

[Alternative description](#) 



Personal and professional introductions

Listen to Laura Thompson talking about herself.



[Image by drobotdean on Freepik. Laura \(Uso gratuito Licencia Freepik\)](#)

▶ 00:00 01:11 🔍

Fernando Braña (Clipchamp). Laura Thompson (CC BY-NC-SA)

everyone! I'm Laura Thompson. I work as an administrative in a local company. Outside of work, I really reading and occasionally trying my hand at painting. One of my favourite things to do is exploring new books at the local library.

I Business Administration at the City College, and I'm originally a small town in the countryside. Currently, I in the city, which been quite an exciting change for me.

I from a family of four – my , my younger , and me. I'm and focusing on my at the moment.

Apart English, I speak a bit of Spanish. I've working in administration about three years, and my previous job was at a service center.

Looking , I'm eager to improve my and maybe take on more responsibilities at work. It's nice to you all, and I'd love to about your interests and experiences. about you?



For more information

If you think you could review these contents further, you can access the following links:

[Introducing yourself](#) 

[Online course introductions](#) 

[Introducing to a friend](#) 

3.2- Describing yourself



chris_kempson. [Man](#)
(CC0)

As well as a picture needs colour, a good description needs adjectives. Adjectives tell us accurately what a person (or an object) is like. The following activities will help you widen your vocabulary and allow you to describe yourself properly. I am sure many of the following adjectives will fit you.

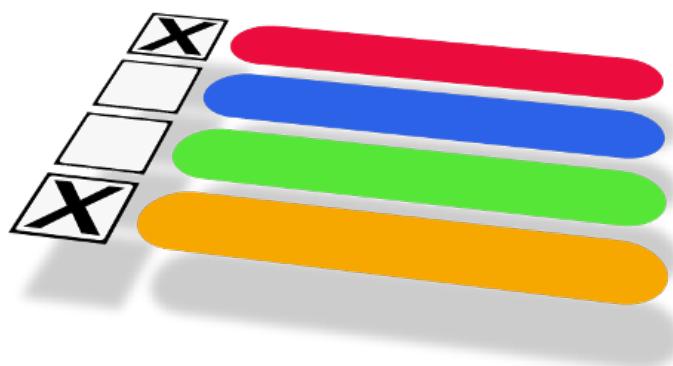


Can you guess the hidden adjectives?

Read the definitions and write the correct adjectives

27 ✓ 0 ✗ 0 💡 0

00:00



PRESS TO PLAY



Can you help me find the adjectives?

FIND THE HIDDEN WORDS WITH THE HELP OF THE DEFINITIONS

- ✓ Ambitious
- ✓ Analytical
- ✓ Assertive
- ✓ Cheerful
- ✓ Conscientious

- ✓ Diplomatic
- ✓ Energetic
- ✓ Enthusiastic
- ✓ Flexible
- ✓ Hardworking

- ✓ Organized
- ✓ Outgoing
- ✓ Polite
- ✓ Productive
- ✓ Professional

- Creative
- Dependable
- Detail-oriented

- Knowledgeable
- Loyal
- Motivated

- Reliable
- Resourceful
- Responsible

24 ✓ 0 💚 0



the game has begun

O	W	F	G	L	B	S	P	Y	A	W	E
A	D	D	A	P	P						
C	A	I	V	E	N	C	F	L	E	X	I
B	L	E	P	R	V						
K	K	M	A	O	L	O	Y	A	L	W	E
L	E	T	N	O	I						
N	H	I	B	E	P	N	S	W	L	H	N
O	I	A	L	F	E						
A	H	D	G	I	U	S	J	A	S	S	E
R	T	I	V	E	T						
E	S	E	Y	C	T	C	C	H	E	E	R
F	U	L	M	S	R						
N	D	P	D	S	R	I	G	M	S	M	G
C	H	-	R	S	E						
T	O	E	I	O	T	E	O	N	O	J	E
V	G	O	E	I	S						

H	R	N	P	Y	U	N	A	U	N	T	T
N	P	R	L	O	O						
U	G	D	L	W	O	T	O	T	S	O	I
J	P	I	I	N	U						
S	A	A	O	M	F	I	G	I	I	K	C
V	E	E	A	A	R						
I	N	B	M	U	H	O	M	O	R	V	S
L	A	N	B	L	C						
A	I	L	A	L	E	U	A	O	I	E	E
D	P	T	L	U	E						
S	Z	E	T	T	W	S	W	I	J	N	V
R	P	E	E	R	F						
T	E	A	I	D	C	D	P	W	I	N	G
E	F	D	J	D	U						
I	D	L	C	P	R	O	D	U	C	T	I
V	E	A	V	Y	L						
C	O	F	C	A	K	N	O	W	L	E	D
G	E	A	B	L	E						
P	D	L	H	H	D	F	R	E	S	P	O
N	S	I	B	L	E						

1. having a strong wish to be successful, powerful,
- or rich
2. a person who likes to examine facts and
- information in a very careful way
3. behaving confidently and not being frightened to
- say what you want or believe

- 4.- happy and positive in feeling or attitude
5. serious about your work and putting a lot of effort
 - into doing it in a careful way
- 6.- producing or using original and unusual ideas
- 7.- deserving of trust or confidence
8. very interested in and paying a lot of attention to
 - details
- 9.- acting in a way that does not cause offence
- 10.- having or involving a lot of energy
- 11.- showing enthusiasm:
 12. able to change or be changed easily according
 - to the situation
 13. always putting a lot of effort and care into your
 - work
 - 14.- knowing a lot
 15. firm and not changing in your friendship with or
 - support for a person or an organization, or in
your belief in your principles
 16. very enthusiastic or determined because you
 - really want to do something
 17. able to plan things carefully, keep things tidy, and
 - work effectively
 - 18.- friendly and willing to meet new people
 19. behaving in a way that is socially correct and
 - shows respect for other people's feelings
 20. producing a large number of goods, crops, profit,
 - etc. or doing a lot of work
 21. a person who has the type of job that needs a
 - high level of education and training
 22. Someone or something that can be trusted or
 - believed because he, she, or it works or behaves
well in the way you expect
 23. skilled at solving problems and making decisions
 - on your own
 24. having good judgment and the ability to act
 - correctly and make decisions on your own

end



Task: What are your strengths?

Choose 3 of your strong points and write a definition as in the example. When you have finished write an entry in the forum and share it with your classmates.

For example

HARDWORKING: I am hardworking because I put a lot of effort and dedication into my work and I like being committed and doing my best. I love working diligently to get things done, even when there are challenges.

Strength #1:

Strength #2:

Strength #3



For more information

If you would like to practise a bit more vocabulary, check out the exercises in the following links:

[Describing character](#) 

[Describing people](#) 

4.- READING COMPREHENSION



Situation

<https://www.youtube.com/embed/xxymxKjweQ>

Fernando Braña Asensio (using Vidnoz). Adam ([CC BY-NC-SA](#))

I have been reading the posts of some of my classmates on the forum and the teacher has told us to read one of them for understanding. I chose the text my friend Emily has written and I would like you to help me understand **what a day in her office is like**.



Reading Activity

A Day in the Office



Emily at work ([CC0](#))

I work in a busy office in the heart of the city. I start my day by arriving at 9 a.m. Every morning, I greet my colleagues with a warm "Good morning" and ask how they are. I believe that a positive start to the day is essential.

My job as an administrative assistant involves handling emails, scheduling meetings, and organizing office events. I have been working in this role for two years and enjoy the variety it brings. Every day is different, and I like that

One of my main tasks is managing the calendar for the team. I ensure that everyone is aware of upcoming meetings and deadlines. I am also responsible for answering phone calls and helping visitors at the front desk.

During my lunch break, I usually take a stroll to a nearby park. It's my way of taking a break from the busy office environment and getting some fresh air. It helps me recharge for the rest of the day,

In the afternoon, I focus on completing my tasks for the day. I collaborate with my team members, and they often share a quick chat about their projects. By 5 p.m., I wrap up my work and say goodbye to my colleagues, wishing them a pleasant evening.

I enjoy my job because it allows me to stay organized and interact with different people.

Every day brings new challenges, but I find it fulfilling.

Read this text about Emily's day at work and then complete the activities listed below



What's the correct option?

What does Emily do?

- She's an administrative assistant

- She's a financial advisor

Show Feedback

Solution

1. Correct
2. Incorrect

Why does Emily believe a positive start to the day is important?

- Because a good breakfast is essential for a good start of the day

- Because being positive is essential to have a good attitude

Show Feedback

Solution

1. Incorrect
2. Correct

How long has Emily been working in her current role?

- She has worked here for 2 years
- She has worked here for 2 months

Show Feedback

Solution

1. Correct
2. Incorrect

What are some of the tasks Emily handles as an administrative assistant?

- She manages the calendar for the team, ensures that everyone is aware of upcoming meetings and deadlines and is also responsible for answering phone calls and helping visitors at the front desk
- She manages the calendar for the team, ensures that everyone is aware of all projects and is also responsible for answering video calls and helping visitors at the

front desk

Show Feedback

Solution

1. Correct
2. Incorrect

Why does Emily take a stroll to the nearby park during her lunch break?

- Because it's her way of taking a break from the busy office environment and doing some sport to keep fit
- Because it's her way of taking a break from the busy office environment and getting some fresh air

Show Feedback

Solution

1. Incorrect
2. Correct

What time does Emily usually finish her work in the afternoon?

- She finishes at five o'clock

- She finishes at 6 o'clock

Show Feedback

Solution

- 1. Correct
- 2. Incorrect

What does Emily enjoy about her job?

- She enjoys staying organized and interacting with different people

- She enjoys her timetable, meeting new people and earning a lot of money

Show Feedback

Solution

- 1. Correct
- 2. Incorrect

In what ways does Emily interact with her colleagues?

- They send emails to each other, talk about their problems and share phonecalls

- She collaborates with her team members, and they share a quick chat about their projects

Show Feedback

Solution

1. Incorrect
2. Correct

How does Emily describe her job as an administrative assistant?

- She thinks it's interesting but boring at times
- She thinks it is fulfilling

Show Feedback

Solution

1. Incorrect
2. Correct

According to Emily, why does every day in her job bring new challenges?

- Because it allows her to stay organized and make new friends

- Because it allows her to stay organized and interact with different people

Show Feedback

Solution

1. Incorrect
2. Correct



EXERCISE 2

Are they True or False?

Emily arrives at the office at 8 a.m. every morning.

- True False

False

Emily's job as an administrative assistant involves managing the team's calendar.

- True False

True

Emily takes a stroll to a nearby park during her lunch break to grab a quick snack.

- True False

False

Emily finishes her work by 6 p.m. every day.

- True False

False

Emily has been working in her current role for three years.

True False

False



What are the missing words?

Find words in the text that match the definitions

1. They are your fellow workers or associates:
2. It is a specific job or assignment that needs to be completed:
3. A planned piece of work that has a specific purpose and usually involves a team of people working together to achieve a goal.
4. the conditions that you or work in and the way that they influence how effectively you can work:
5. The latest time or date by which something must be completed. It represents the time limit for finishing a task or project:



For more information

If you would like to practise a bit more, check out the exercises in the following links:

[Professional profile summaries](#)

[Professional Profile](#)

5.- LISTENING COMPREHENSION



Situation

<https://www.youtube.com/embed/Tipvz6r-caw>

Fernando Braña Asensio (using Vidnoz). Adam ([CC BY-NC-SA](#))

I have read about Emily and understood everything. However, Alex, a classmate couldn't send his writing and sent an audio file instead. Can you help me understand what he says about himself? You can listen to him on the activity below. Apart from Alex, you will watch a video of Carol Reed, a teacher who is a friend of ours. She has very interesting things to tell about her career that will help you **understand other people**.

Hi! I'm Alex and this is my description



Alex at work ([CC0](#))

▶ 00:00 02:24 🔍

Fernando Braña (Clipchamp). Alex description ([CC BY-NC-SA](#))



What is correct about Alex?

Where is Alex originally from, and what aspect of small-town life does he mention?

- He's originally from a small town and the sense of community has always been a significant part of my life
- He comes from a big city where he can stay anonymous and work without being noticed

Correct Option

Wrong

Solution

1. Correct Option
2. Wrong

What did Alex study?

- He studied English Language and Literature
- He studied Business Administration

Wrong

Correct Option

Solution

1. Wrong
2. Correct Option

In which industry is Alex currently employed, and what is his role in the company?

- He is working as a translator in an engineering company and his role is to communicate with other companies around the world.
- He is working in a tech company and his role involves managing various aspects of project development.

Wrong

Correct Option

Solution

1. Wrong
2. Correct Option

What kind of experience did Alex gain before entering this industry? How did this help him?

- He gained experience in sales and customer service and this taught him the importance of effective communication and understanding and meeting customer needs
- He gained experience travelling to other countries and speaking with lots of people with different cultural backgrounds.

Correct Option

Wrong

Solution

1. Correct Option
2. Wrong

What are some of Alex's hobbies, and how does he describe their significance in his life?

- He likes football a lot and on weekends he always goes to see his favourite team
- He's an enthusiastic reader and on weekends, he goes hiking.

Wrong

Correct Option

Solution

1. Wrong
2. Correct Option

What role does family play in Alex's life?

- His family plays a crucial role
- His family is important but they live very far

Correct Option

Wrong

Solution

1. Correct Option
2. Wrong

According to Alex, what are some of his strengths at work?

- His ability to work on his own and work for a long time on the same task
- His ability to foster collaboration within a team and his problem-solving skills

Wrong

Correct Option

Solution

1. Wrong
2. Correct Option



Hi! I'm Carol. Watch my interview for a Youtube channel

[Pavilion ELT: An interview with Carol Read: Part 1 \(Youtube standard license\)](#)

[Alternative Description](#)



For more information

Practice some additional exercises by following the links below if you want to do so.

[Character Traits](#)

[Personal profile](#)



Situation

[https://www.youtube.com/embed/
D12zsTPDCdg](https://www.youtube.com/embed/D12zsTPDCdg)

Fernando Braña Asensio (using Vidnoz). Adam ([CC BY-NC-SA](#))

As part of the course I am taking, my teacher wants me to **write a personal introduction and description** and make sure I can express myself if I have to write a **professional profile**. He has given us a couple of texts about other students that can help me with this. One of them is all mixed up, so I will need extra help. Can you give me a hand to sort it out?



Reading Activity

Hello, I'm Sarah Thompson. I grew up in a small town and always liked making up stories. After finishing my business studies, I got my first job in a local advertising agency. In those early years, I learned a lot about marketing and creating content.

In the last ten years, I worked on different projects, from small local ones to international ones. I enjoyed working with diverse teams and adapting to different styles. It's been a joy professionally, understanding what people like and using that to tell brand stories.

Personally, I also love to travel. Exploring new places helps me get creative ideas. Now, I'm excited to take on new challenges and bring my mix of creativity and experience to the next part of my professional journey. I'd love to hear about your experiences and insights in the marketing world too!

Read this text about Sarah. Then, I would like you to answer the following questions



Are these true or false?

Read the questions and tick the correct answer

Sarah Thompson grew up in a large city.

- True False

False

She grew up in a small town, not a large city.

After finishing business studies, Sarah got her first job in a local advertising agency.

- True False

True

After finishing business studies, she got your first job in a local advertising agency.

In the last ten years, Sarah worked exclusively on small local projects.

- True False

False

She worked on different projects, from small local ones to international ones.

Sarah enjoys working with diverse teams and adapting to different styles.

- True False

True

She says she enjoys working with diverse teams and adapting to different styles.

Traveling is not something Sarah enjoys personally.

- True False

False

She mentioned she personally loves to travel.



Now, look at these words. Can you place them in the correct gap?

Read the paragraph below and fill in the missing words.

advertising|professional|always|helps|grew|worked|take|travel|got|projects|creativity|hello

1. I'm Sarah Thompson. I grew up in a small town and liked making up stories
2. After finishing my business studies, I got my first job in a marketing agency.
3. In the last ten years, I worked on different projects, from small local ones to international ones.
4. Personally, I also love to travel. Exploring new places helps me get creative ideas.
5. Now, I'm excited to take on new challenges and bring my mix of creativity and experience to the next part of my professional journey.

Submit



Linda has mixed up all her description. Can you put the sentences in the correct place?

Read Linda Middleton description. Put the elements in order to write a good text

Tell me about you.

and I'm all about making marketing fun!

Let's make marketing awesome!

and now manage all things digital. It's been a cool journey!

then moved to Krunch Ltd, where I rocked as an executive

I started as an assistant, learned the ropes at Food2Grab Ltd,

Beyond marketing,

Hey, I'm Linda Middleton,

I've been doing this for six years,

starting with small local projects and now leading a little team in the Fast-Moving Consumer Goods sector.

Now, I'm all set for new adventures, ready to mix my creative vibes with my marketing experience.

I love creating cool digital marketing campaigns.

I'm into exploring new places for fresh ideas.



Check



For more information

If you would like to practise a bit more, check out the exercises in the following link:

[A professional profile](#)



Situation

[https://www.youtube.com/embed/
beaaWURra9Q](https://www.youtube.com/embed/beaaWURra9Q)

Fernando Braña Asensio (using Vidnoz). Adam ([CC BY-NC-SA](#))

To fully communicate with other people it's important to speak properly and participate in oral exchanges because this is what I will mainly do in my everyday life when I go to Ireland. To do that, our teacher has asked us to exchange our ideas and introduce ourselves in the Speaking Café although he hasn't set up a time or a date. However, I need to be ready for that and you need, too

Before the teacher establishes the meeting for the Conversation Café you should be ready to talk about:

- Greeting and introduction
- Brief personal details (name, age, origin)
- A sentence about your family/marital status/interests
- Hobbies
- Previous work experience
- Current job or studies
- How long you have been doing it
- Why it is important for you (other pieces of information that you may find useful)



A Piece of Advice

If you are not quite confident to do the task above, you may practice doing the exercises you will find in the following links:

[Test-English](#)

[Talking about your job](#)

