

Language at work | Present simple | Possessives

| 1 Read about the co | mpany Marcegagli | a and complete the profile. | |
|---------------------|------------------|-----------------------------|--|
| Company name: | Marcegaglia | Head office: | |

| Company name | 1vini cegugini | riead office. | |
|--------------|----------------|---------------|--|
| Products: | | CEO: | |

MARCEGAGLIA

Marcegaglia is an Italian company and one of its main products is steel pipes. The company's head office is in Italy, near Milan, but its customers aren't only Italian. They are in countries all over the world. Marcegaglia is a family company. Antonio Marcegaglia and his sister Emma are the Chief Executive Officers. For Emma, the family company isn't her only job. She is also the leader of the oil and gas company Eni.

2 Complete the table in *Language point 1* below. Use the words in **bold** from the text in **1**.

LANGUAGE POINT 1 Positive Negative Questions Short answers Am I ...? am not ... Yes, I am. No, I'm not. 'm not You/We/ Yes, you/we/ Are you/we/ They they ...? they are. No, you/we/ they aren't. He/She/It Yes, he/she/ Is he/she/it ...? it is. No, he/she/it isn't.

- >>> For more information, go to **Grammar reference** on page 87.
- 3 ▶ 1.4 Read the interview about Marcegaglia. <u>Underline</u> the correct verbs in *italics*. Then listen and check.
 - **A** So, ¹is / are Marcegaglia a family company?
 - **B** Yes, it ²*is* / *am*. Steno Marcegaglia started the company in 1959, and his children Antonio and Emma ³*is* / *are* the CEOs.
 - \mathbf{A}^{4} Is / Are they from a big family?
 - **B** No, they ⁵'s / 're from a small family, but Marcegaglia ⁶isn't / 'm not a small company. It ⁷'s / 're a multi-billion euro company with 7,000 employees.
 - **A** And ⁸*is / are* all the employees in Italy?
 - **B** They ⁹*is / are* in Italy and in many other countries, too, such as Brazil and China.
- 4 Complete sentences 1–5 with the correct form of the verb *be*. Make the sentence true about you.

| | Example: I'm not Spanis | sh. (I'm French.) |
|---|-------------------------|---------------------------|
| 1 | I'Spanish. | |
| 2 | My company | Polish. |
| 3 | Our customers | in Asia. |
| 4 | My work colleagues | my friends. |
| 5 | English impo | ortant in my company/job. |

Tip | 'm or am?

We use 'm, 's or 're for speaking or for informal writing (e.g. emails to colleagues):

I'**m** = I am

She's = She is

They're = They are

We use am, is or are for short answers:

Are you at work all the time? Yes, I **am**. NOT Yes, I'm.

Tip | it's or its?

It is = It's:

My company is Toyota. It's a car company.

Its = possessive:

My company is Toyota. **Its** CEO is Akio Toyoda.

5 Read the possessive sentences in *Language point* 2. Use the words in **bold** to complete the table.

LANGUAGE POINT 2

Is your company American?

My company is Italian.

Our company is a steel company.

Its customers are all over the world.

Emma is CEO. Her brother Antonio is also CEO.

Their father started the company. His name was Steno.

| I → | you → | he → | she → |
|-----|-------|------|--------|
| | it → | we → | they → |

6 Work with a partner. Look again at the sentences in 4. Ask and answer questions about the sentences with Is/Are ...?

Example: A Are you Spanish?

B Yes, I am. / No, I'm not.

7 Look at the profile of Sofia Aguilera. Complete the interview with her below. Use words from 5.



Company name: Webmex Solutions

Job: Managing Director

Customers: Small businesses



| Interviewer Is ¹ <u>your</u> | _business a family company? |
|---|---|
| Sofia Yes, it is. ² | husband is the Technical Manager. 3 name |
| is Orial. And ⁴ | _ daughter is the Sales Manager. ⁵ name is |
| Martina. | |
| Interviewer Is it an IT con | npany? |
| Sofia Yes, it is. 6 | customers are small businesses. We work with |
| ⁷ websites. | |

- >>> For more exercises, go to **Practice file 1** on page 87.
- 8 Work with a partner. Look at some profiles on a website. Student A, turn to page 110. Student B, turn to page 115.
- 9 Ask questions to find out about your partner's job. Use the information to write a company profile, similar to Marcegaglia in 1.

Practically speaking | How to spell

| 1 | ▶ 1.5 Listen and repeat | the groups of letters | . Why are they in these groups |
|---|--------------------------|-----------------------|--------------------------------|
| | 1 AHJK | 4 IY | 6 QUW |
| | 2 BCDEGPTV(Z) | 5 O | 7 R |
| | 3 FLMNSX(Z) | | |
| 2 | ▶ 1.6 Listen to two conv | ersations. Write the | names. |
| | 1 | 2 | |

- 3 What is the question in each conversation? _____
- 4 Work with a partner. Say and spell:
 - your name
- your company's name
- your job title

Language at work

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? 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 $I \rightarrow my$ you → your $he \rightarrow his$ she \rightarrow her it \rightarrow 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.

| | C | implete the sentences, questions and answers. | |
|-----------------|---|--|--|
| | | he Italian? | |
| | | No, he He's Japanese. | |
| 2 they Italian? | | | |
| | | No, they Polish. | |
| | 3 Mirelle Brazilian? | | |
| | Yes, she | | |
| | 4 | The company South African, it's Britisl | |
| | | We in Warsaw, in Poland. | |
| | | they technicians? | |
| | | Yes, they | |
| | 7 | you a personal assistant? | |
| | | Yes, I | |
| | 8 | Awad the CEO? | |
| | U | No, he He the Financial | |
| | | Director. | |
| | | | |
| | <u>U</u> | nderline the correct words in <i>italics</i> to complete | |
| | | e sentences. | |
| | 1 | This is my department – Customer Service. Lawris my / his boss. | |
| | 2 | She has an assistant and <i>her / my</i> name is Pauline | |
| | | Your / You desk is next to Pauline's. | |
| | | Control (Inc.) - Inc Introduct Will-Sop - Environmental trace with the Control of Control (Control of Control of Contr | |
| | 4 Next to you is Harald and those are her / his | | |
| | SOLIC PRODUCTS PRODUCTS SCIENCES TO BE SEEN SEEN SEEN SEEN SEEN SEEN SEEN S | | |
| | 5 | biscuits on his desk from a client. The coffee machine is for our / their office only – | |
| | 5 | The coffee machine is for our / their office only – | |
| | | The coffee machine is for <i>our / their</i> office only – not the whole department. | |
| | | The coffee machine is for our / their office only – | |
| | 6 | The coffee machine is for <i>our / their</i> office only – not the whole department. They have <i>their / my</i> coffee machine in the HR kitchen. | |
| | 6 | The coffee machine is for <i>our / their</i> office only – not the whole department. They have <i>their / my</i> coffee machine in the HR kitchen. In the words from the list. | |
| | 6 | The coffee machine is for <i>our / their</i> office only – not the whole department. They have <i>their / my</i> coffee machine in the HR kitchen. In the words from the list. | |
| | 6 C | The coffee machine is for <i>our / their</i> office only – not the whole department. They have <i>their / my</i> coffee machine in the HR kitchen. In the words from the list. | |
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| | 6 C | The coffee machine is for <i>our / their</i> office only – not the whole department. They have <i>their / my</i> coffee machine in the HR kitchen. In the whole department in the HR kitchen. In the words from the list. In the words from the words from the list. In the words from the words | |
| | 6 C | The coffee machine is for <i>our / their</i> office only – not the whole department. They have <i>their / my</i> coffee machine in the HR kitchen. In the whole department in the HR kitchen. In the words from the list. In the words from the words from the list. In the words from the words from the list. In the words from the words from the words from the list. In the words from th | |
| | 6 C | The coffee machine is for <i>our / their</i> office only – not the whole department. They have <i>their / my</i> coffee machine in the HR kitchen. Implete the email with the words from the list. If 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. | |
| | 6 C | The coffee machine is for <i>our / their</i> office only – not the whole department. They have <i>their / my</i> coffee machine in the HR kitchen. Implete the email with the words from the list. In 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 1 a computer company. I | |
| | 6 C | The coffee machine is for <i>our / their</i> office only – not the whole department. They have <i>their / my</i> coffee machine in the HR kitchen. Implete the email with the words from the list. In 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 1 a computer company. I 2 the CEO, and my four colleagues | |
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| | 6 C | The coffee machine is for our / their office only – not the whole department. They have their / my coffee machine in the HR kitchen. Implete the email with the words from the list. If 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 1 a computer company. I 2 the CEO, and my four colleagues 3 the technicians. Pascale is 4 personal assistant. 5 office is in Tunis, but the customers 6 in Spain. Yolanda 7 the new Sales Rep. She | |
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| | 6 C | The coffee machine is for our / their office only – not the whole department. They have their / my coffee machine in the HR kitchen. Implete the email with the words from the list. If 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 1 a computer company. I 2 the CEO, and my four colleagues 3 the technicians. Pascale is 4 personal assistant. 5 office is in Tunis, but the customers 6 in Spain. Yolanda 7 the new Sales Rep. She 8 Spanish, but 9 French | |

Kashyar

Communication activities

Unit 1 | Language at work, Exercise 8

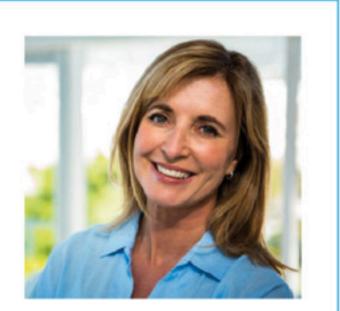
Student A

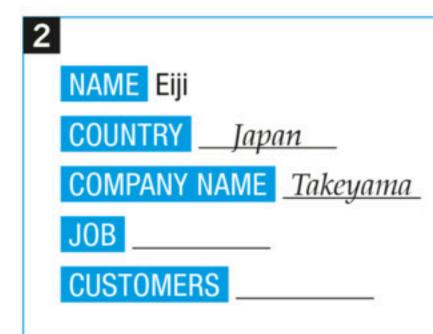
Ask and answer questions about the people below. Use some of the information from the list to complete their profiles.

Germany IT companies TUX Managing Director restaurants Brazil Spain Receptionist supermarkets Excel

Example: Is Renate from Germany?

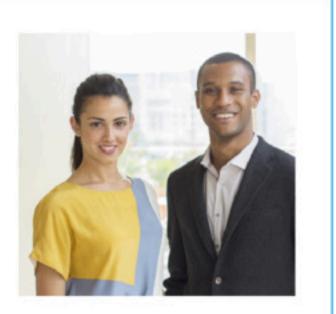
| NAME Renate |
|----------------------------|
| COUNTRY |
| COMPANY NAME |
| JOB Sales Director |
| CUSTOMERS small businesses |







| 3 | | |
|---|------------------|----------|
| | NAMES Ramiro and | d Carmen |
| | COUNTRY | |
| | COMPANY NAME | Sema |
| | JOB Sales Reps | |
| | CUSTOMERS | |



Unit 3 | Practically speaking, Exercise 5

Student A

Ask Student B questions to complete their contact details.

| Student A | Student B |
|-----------------------------|-----------|
| Pacific Exports Head Office | |
| 62 Bay Rd | |
| Wellington | |
| New Zealand | |
| 6011 | |
| dani_jones@nznet.co.nz | |

Unit 2 | Talking point, Task

| Student A | |
|----------------------------|--|
| Company: | |
| Produces: trains and trams | |
| Nationality: | |
| Head office: | |
| Number of employees: | |
| Exports to: | |

- 1 The paper company is Japanese.
- 2 The company with its head office in Tokyo has 13,000 employees.
- 3 The fruit company's head office is in Cape Town.
- 4 Chrysler exports cars to Europe, China, Mexico and Canada.

Unit 3 | Business communication, Exercise 7

Student A

1 You want to order some satnavs for your company. Call your supplier, Student B. Use this information to make your order.

Your company: FR Logistics

Your company address: 26 Mill Road, Durban, South Africa, 4091

Your email address: yourname@frlogistics.co.za

You want to order: 15 satnays

Product code: 282BN

You want:

- delivery as soon as possible
- to pay by credit card
- the supplier to confirm your order by email
- 2 You work for a supplier of kitchen products. Student B calls you. Use this information to take their order. Product CF72 is in stock. Customers can pay by credit card. Delivery is free.

You want:

- the customer's email address
- the delivery address

Unit 10 | Practically speaking, Exercise 4

Student B

Here is your news. Tell your partner.

- 1 Your favourite colleague is leaving the company.
- 2 Your company won a new contract yesterday.
- 3 No one's receiving a pay rise this year.

Unit 11 | Talking point, Task

Travel information:

| | Flights | Train | Car |
|--------------------------------------|---|---|------------|
| Madrid–Paris / Paris–Madrid | 21 flights/day, 2 hours, €80 | 10 hours, €110 return | 11.5 hours |
| Madrid– Lisbon / Lisbon–Madrid | 13 flights/ day, 1 hour, 15 mins, €70 | Overnight sleeper, €150 return | 6 hours |
| Madrid–Lyon / Lyon–Madrid | 2 flights/day, 1 hour, 45 mins, €80 | 20 hours, €150 return | 10.5 hours |
| Lisbon–Lyon / Lyon–Lisbon | 2 flights/day, 2 hours, 25 mins, €100 | 21 hours, €170 return | 16 hours |
| Lisbon–Paris / Paris–Lisbon | 14 flights/day, 2.5 hours, €90 | Overnight sleeper, €200 return | 16 hours |
| Paris–Lyon / Lyon–Paris | 2 flights/day, 1 hour, 45 mins, €80 | 2 hours, €75 return | 4.5 hours |

Accommodation information:

| | Average business hotel | Average Airbnb | |
|--------|---------------------------|----------------|--|
| Lisbon | €130 | €90 | |
| Lyon | €170 | €90 | |
| Paris | €200 | €120 | |

All prices and times are approximate.

Unit 12 | Language at work, Exercise 7

Student A

Here is a list of your tasks for the week. Ask Student B if he/she has done his/her tasks and say if you have done yours.

Example: Have you booked a venue for the annual conference?

| You | Done? | Student B |
|---------------------------------|-------|-----------------------------------|
| order a new computer? | yes | book venue for annual conference? |
| ship delivery to Argentina? | no | write minutes for team meeting? |
| call clients about new product? | no | organize meeting with union rep? |
| email new brochure to clients? | yes | ask boss for some time off? |

Unit 12 | Business communication, Exercise 4

Student A

You are responsible for the schedule. You need to schedule the following stages:

- product details and price list
- design
- printing
- sending the brochures to customers

Find out from Students B and C how long each stage takes. You want to send the brochure to clients by 1st November at the latest. Also find out when Students B and C have time off because this will change the schedule.

Discuss the final schedule and write down the stages with all the important dates.

Unit 1 | Language at work, Exercise 8

Student B

Ask and answer questions about the people below. Use some of the information from the list to complete their profiles.

Japan India Sema small businesses Sales Reps Takeyama multinationals Sales Director Personal Assistant Uchida

Example: Is Renate a Sales Director?

