



Language at work | Present simple | Possessives

1 Read about the company Marcegaglia and complete the profile.

Company name: Marcegaglia Head 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
I	<u>am</u> ...	<u>am not</u> ...	Am I ...?	Yes, I am.
		(<u>'m not</u> ...)		No, I'm not.
You/We/They	_____ ...	_____ ...	Are you/we/they ...?	Yes, you/we/they are.
		(_____ ...)		No, you/we/they aren't.
He/She/It	_____ ...	_____ ...	Is he/she/it ...?	Yes, he/she/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. Underline the correct verbs in *italics*. Then listen and check.
- A So, ¹*is* / *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.
- A ⁴*Is* / *Are* they from a big family?
- B No, they ⁵*'s* / *'re* from a small family, but Marcegaglia ⁶*isn'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 Spanish. (I'm French.)*

- 1 I'_____ Spanish.
- 2 My company _____ Polish.
- 3 Our customers _____ in Asia.
- 4 My work colleagues _____ my friends.
- 5 English _____ important 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 2Is **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 → <u>my</u>	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.

**Name:** Sofia Aguilera**Country:** Mexico**Company name:** Webmex Solutions**Job:** Managing Director**Customers:** Small businesses**Interviewer** Is ¹ your business a family company?**Sofia** Yes, it is. ² _____ husband is the Technical Manager. ³ _____ name is Oriol. And ⁴ _____ daughter is the Sales Manager. ⁵ _____ name is Martina.**Interviewer** Is it an IT company?**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 A H J K | 4 I Y | 6 Q U W |
| 2 B C D E G P T V (Z) | 5 O | 7 R |
| 3 F L M N S X (Z) | | |
- 2 ► 1.6 Listen to two conversations. 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 → 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 the sentences, questions and answers.

1 _____ he Italian?

No, he _____. He's Japanese.

2 _____ they Italian?

No, they _____. They _____ Polish.

3 _____ Mirelle Brazilian?

Yes, she _____.

4 The company _____ South African, it's British.

5 We _____ in Warsaw, in Poland.

6 _____ they technicians?

Yes, they _____.

7 _____ you a personal assistant?

Yes, I _____.

8 _____ Awad the CEO?

No, he _____. He _____ the Financial Director.

2 Underline the correct words in *italics* to complete the sentences.

1 This is my department – Customer Service. Lawrie is *my* / *his* boss.

2 She has an assistant and *her* / *my* name is Pauline.

3 *Your* / *You* desk is next to Pauline's.

4 Next to you is Harald and those are *her* / *his* biscuits on his desk from a client.

5 The coffee machine is for *our* / *their* office only – not the whole department.

6 They have *their* / *my* coffee machine in the HR kitchen.

3 Complete the 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 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 and English are very good.

Send me ¹⁰ _____ phone number so we can meet.

Regards,

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?

1

NAME Renate

COUNTRY _____

COMPANY NAME _____

JOB *Sales Director*

CUSTOMERS *small businesses*



2

NAME Eiji

COUNTRY *Japan*

COMPANY NAME *Takeyama*

JOB _____

CUSTOMERS _____



3


NAMES Ramiro and 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: _____

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

Unit 3 | Business communication, Exercise 7

Student A

- 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 satnavs

Product code: 282BN

You want:

- delivery as soon as possible
- to pay by credit card
- the supplier to confirm your order by email

- 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.

- Your favourite colleague is leaving the company.
- Your company won a new contract yesterday.
- 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?

1

NAME Renate
COUNTRY Germany
COMPANY NAME TUX
JOB _____
CUSTOMERS _____



2

NAME Eiji
COUNTRY _____
COMPANY NAME _____
JOB Managing Director
CUSTOMERS IT companies



3

NAMES Ramiro and Carmen
COUNTRY Brazil
COMPANY NAME _____
JOB _____
CUSTOMERS supermarkets

