# Unit 1 You and your company

### 1.1 People in business

Grammar Vocabulary Communication skills Pronunciation	Present simple The verb <i>be</i> Daily activities Introductions Alphabet	
<image/>	<ul> <li>Bologna. Her comp</li> <li>Two journalists are NameLore NationalityLore Nationality</li></ul>	Lorella Braglia. eggio Emilia. esigner. Dielle. the Marketing Director. alian. nglish and Italian.
<b>B</b> Speaking	<ol> <li>Ask a partner these people.</li> <li>Name</li> </ol>	three questions. Write down the answers. Then ask other
		bout the people you talked to. brielle. She is French. She is a teacher.

### LANGUAGE NOTE

### The verb be

1 The verb *be* is irregular and is often contracted. We use it to talk about age, nationality, job, and status.

I'm (I am) Italian.	She's (she is) married.		
You're (you are) my line manager.	They're (they are) German.		
He's (he is) thirty.	We're (we are) both engineers.		

2 To make a question with the verb be we invert the subject and the verb.

Are you married?	Yes, I am.
Is she American?	No, she isn't.
What is his job and where is he from?	He is a designer. He's from Greece.

### B Reading

Look at the article about Lorella Braglia. Complete the article using the verbs in the box. The first letter of each verb is given.

makes	designs	employs	eat	live	works	do	
produces	travel	presents	plays	uses	are	play	is

## Dielle

2

Listen to the first part of the passage (up to 8). How is the final *s* of the verbs pronounced – /s/, /z/, or /tz/?

/s/ as in *likes* ...... /z/ as in *plays* ...... /ız/ as in *uses* .....

3 Listen again and check. Read the passage aloud, paying particular attention to the pronunciation of the verb endings.

LANGUAGE NOTE

### The present simple

1 When we talk about regular actions or permanent states we use the present simple tense.

I work for Dielle. You live in London. We speak English and French. They travel a lot.

2 We add s to the end of the verb in the third person singular (he, she, or it).

He plays golf. She works at home. It takes two hours to get to work. She knows a lot about computers.

Pronunciation 3 Listen to the alphabet in English. Write the letters in the correct sound groups, as in the examples.

/eɪ/	/i:/	/e/	/əʊ/	/aɪ/	/u:/	/aː/
A	B	F	0	Ľ	Q	R
Н	С	L				

- 2 Listen again and check your answers. Practise saying the letters aloud.
- 3 Work with a partner. Spell your company's or school's name, your town, and your address.
- 4 Now say the following. What do the letters stand for?



E Listening	4	Listen to the fo	Listen to the following dialogues and write the names you hear.				
		1 <b>BA</b>	3	5	7		
		2	4	6	8		
F Speaking	<u>5a</u>	1 Listen to this in	nterview and compl	ete the notes below.			
		Name					
		Company					
		Job					
		Nationality					
		Home					
	<b>5</b> b	2 Listen to the fo	ollowing questions a	nd reply.			

e.g. What is your job? I'm a ...

### LANGUAGE NOTE

#### Meeting someone for the first time

1 Introducing yourself

Let me introduce myself. My name's ... Hello. I'm ...

2 Introducing another person Let me introduce you to ... This is my colleague ...

Nice to meet you.

3 Other questions Where are you from? What do you do? Who do you work for? How do you do? Pleased to meet you. Nice to meet you.

How do you do? or Nice / Pleased to meet vou. Nice to meet you too.

I'm from ... (but I work in ...) I'm a ... What about you? I work for ... And you?

### **G** Listening

6



1





Alessandra Boni



Sally Kent is the editor of Business Monthly magazine. She introduces Simon Hastings to two other people. Listen and fill in the gaps in the table below.

Α	В	C	D
Sally Kent	Simon Hastings	Alessandra Boni	Akiko Takajima
American	British	Italian 3	6
editor	1	4	7
Business Monthly	2	SAP 5	
5			

2 What expressions do A, B, C, D use to make introductions? Listen again and fill in the gaps.

- A: Alessandra, .....<sup>1</sup> you to my colleague, Simon Hastings.
- B: How .....?<sup>2</sup>
- C: How ......<sup>4</sup> you.
- B: Do you work here, Alessandra?
- C: No, I work for SAP. I'm a consultant. .....<sup>5</sup> my colleague Akiko Takajima.
- B: Nice .....<sup>7</sup>, Akiko. Where are you from?
- D: I'm from Osaka, in Japan.
- B: Where do you work?
- B: I'm ......<sup>9</sup> here at *Business Monthly*. Sally's my boss.