

Introductions

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“Bond. James Bond.”

Sean Connery, Scottish actor, in *Dr No*

Starting up



1.1 Listen to four businesspeople. Match the speakers to their business cards.



1



2



3



4

A

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- B** 1.1 Listen again and complete the introductions. Use the words from the box.

from name's My I'm

- Good morning. My *name's* Erika Schulz. I'm a product manager from Germany. I'm in marketing.
- Hello. I'm Nikolai Ivanov. I'm from Russia. an accountant.
- Hi. I'm Bo Cheng China. I'm a university student.
- Hi. I'm from Argentina. I'm a senior manager. name's Eva Rosado.

- C** Talk about yourself.

Hello. I'm from ...

Vocabulary 1**Job titles**

- A** Write the words from the box under the correct heading.

accountant finance marketing manager technician
engineer cashier production director doctor
telephone operator human resources receptionist
lawyer sales assistant personal assistant (PA)

Job	Department
<i>accountant</i>	<i>finance</i>

- B** Work in pairs. Talk about your job or studies.

I'm a technician. / I'm a student. / I'm in finance.



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Vocabulary 2

Nationalities

- A** Complete the chart of countries and nationalities. Use the words from the box. Add other countries and nationalities.

Brazilian Polish Germany Kuwaiti French Oman
Italian Spain Russia Turkey Japanese Swedish
China Greece British American

Country	Nationality	Country	Nationality
	-an		-ish
Brazil	<i>Brazilian</i>	Poland	
<i>Germany</i>	German		Spanish
Italy		Sweden	
.....	Russian		Turkish
	-ese		others
Japan		France	
.....	Chinese		Greek
	-i	the UK	
Kuwait		the US	
.....	Omani		

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- B** Work in pairs. Student A: turn to page 136. Student B: turn to page 143. Ask and answer questions about the nationality of the companies.

A Is Sony Japanese? B Yes, it is.
B Is Givenchy Swedish? A No, it isn't. It's French.

Sony Givenchy Volvo Zara Gucci Aeroflot Michelin
Siemens McDonald's Olympic Airways

- C** Think of three companies you know. Give their nationalities.

Reading

Describing people

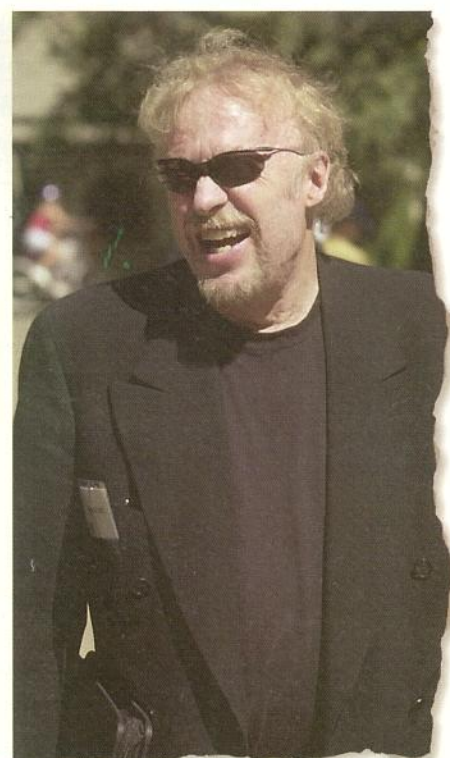
A Read the article. Then complete the chart.

Meet Phil Knight

Phil Knight is the founder and CEO of Nike, a famous sports and fitness company. He is from Oregon, USA. He is 65 and is a very rich man. He is married, and his wife's name is Penny. They have two sons and one daughter. Knight loves sport, including tennis, running and golf. He also likes fast cars. He says, 'I love the fact that Nike is about sports.' He has a tattoo of the Nike logo on his left leg.

Knight's ad agency is Wieden & Kennedy. At his first meeting with Wieden, Knight said, 'Hi, I'm Phil Knight. And I hate advertising.' But they are still partners after 21 years. At meetings with Wieden, Knight is relaxed and tells jokes. He wears blue jeans, a T-shirt and suit jacket, and a pair of Nike shoes.

Knight is interested in Asia, especially Japan. His office is full of objects from Asia. It is in Nike's World Headquarters in Beaverton, Oregon.



Phil Knight	
Age	65
Nationality	
Family	
Job	
Type of company	
Interests	

B Tick the correct sentences. Correct the mistakes in the other sentences.

- Phil Knight is the head of Nike.
- He isn't rich.
- Knight is married with two children.
- His wife's name is Penny.
- Knight's tattoo is on his right leg.
- Wieden is in advertising.
- Knight's office is full of objects from Austria.
- Knight's office is in California.

✓
He is very rich.

C Ask and answer questions about Phil Knight and his office.

- A Is Phil Knight American? B Yes, he is.
B Is his wife's name Sandra? A No, it isn't.

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Language focus 1

to be

- We often use the verb *to be* to describe people.
Phil Knight is head of Nike. He is American. He is married.

I	am	(I'm)	Spanish.
You	are	(You're)	
We		(We're)	
They		(They're)	
He	is	(He's)	
She		(She's)	
It		(It's)	

I	am not	(I'm not)	Italian.
You	are not	(You aren't)	
We		(We aren't)	
They		(They aren't)	
He	is not	(He isn't)	
She		(She isn't)	
It		(It isn't)	

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A Complete the information about Ingrid with short forms of the verb *to be*.

My name.....¹ Ingrid. I.....² a graphic designer. I.....³ German, and I.....⁴ from Munich.

I.....⁵ married with two children. They.....⁶ both in high school. Their school.....⁷ near my office.

My husband.....⁸ an engineer. We.....⁹ interested in travel and the cinema. My sister.....¹⁰ an accountant.

B 1.2 Listen and check your answers.

C Complete the chart about yourself. Then introduce yourself to a partner.

1 Name		4 Nationality	
2 Job	<i>I'm a(n) ...</i>	5 Interests	
3 City	<i>I'm from ...</i>	6 Favourite sports	

D Complete the sentences with negative forms of *to be*.

- I'm Russian, but^{*I'm not*} from Moscow.
- They're Japanese, but from Tokyo.
- He's German, but from Munich.
- I'm in sales, but the manager.
- You're in Poland, but in Warsaw.
- Her name is Sophia, but Italian.

E Match the questions and answers about Sergio.

- | | |
|----------------------------|--|
| 1 Are you Spanish? | a) No, I'm a financial analyst. |
| 2 Are you a sales manager? | b) No, she's Polish. |
| 3 Are you married? | c) No, I'm Italian. |
| 4 Is your wife a manager? | d) No, she's a lawyer. |
| 5 Is she Italian? | e) Yes, I am. That's a picture of my wife. |

F Work in pairs. Ask and answer questions from Exercise A about Ingrid.A *Is Ingrid French?*B *No, she isn't. She's German.***Language focus 2****a/an with jobs;
wh- questions**

- We use *a* before words beginning with a consonant sound such as b, c, d: *a receptionist*.
- We use *an* before words beginning with a vowel sound such as a, e, i, o and u: *an astronaut*.
- We do not use *a* or *an* with plural nouns: *They are architects*.
- We use question words such as *what*, *who* and *where* to ask for information.

*What's your job? I'm a lawyer. (NOT I'm lawyer.)**Who's your boss?**Where are you from? / Where's he from?**What's your job? I'm an engineer.*

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A Write the jobs from the box under the correct heading.

trainee	accountant	executive	optician	lawyer
analyst	director	architect	manager	consultant
	engineer	doctor	pilot	

<i>a</i>	<i>an</i>
<i>trainee</i>	

B Work in pairs. Talk about your job and the jobs of your family and friends.*I'm a sales manager. My husband / wife / partner is a doctor.**My brother is an engineer. My sister is a housewife. My friend is an architect.*

➞ Vocabulary file page 157

Listening**Talking about
yourself****1.3 Three people talk about their jobs. Listen and complete the chart.**

	Pierre	Olga	Anna
1 What is his or her job?	<i>an architect</i>	an engineer	
2 Where is he or she from?	Switzerland		
3 Where is his or her office?	Zurich		Poznan
4 Who is his or her boss?		Eugenia	

Skills

Introducing
yourself and
others

A 1.4 Listen to three conversations. Mark each statement true or false.

Conversation one

- 1 Patrick is a sales assistant. *true*
2 Diana Vincent is a sales manager.

Conversation two

- 3 Hiroshi Ito is Mayumi's assistant.
4 Dan Marshall is in finance.

Conversation three

- 5 Jimmy is pleased to meet Dave.
6 Business is good.

B 1.4 Listen again and complete the conversations. Use words from the Useful language box.

From conversation one

- A Hello. *I'm* ¹ Patrick Keller. ² the new sales assistant.
B Oh, hello. ³ to meet you. I'm Diana Vincent.

From conversation two

- A Good morning. My ⁴ Hiroshi Ito. ⁵ is Mayumi Ni
my assistant.
B Nice to ⁶ you both. I'm Dan Marshall from Marketing.

From conversation three

- A Hello, Jimmy.
B Hi, Dave.
A ⁷ to see you again.
B You, too. ⁸ ?
A Not too good.
B Oh, really? Sorry to hear that. What's the problem?

C Work in pairs. Practise conversations like those in Exercise B. Use phrases from the Useful language box.

Useful language

Introducing people

I'm ...
My name's ...
This is ...
He's / She's in sales.
He's / She's with Nokia.

Asking about business

How's business?

Offering a drink

Would you like a drink?
How about a coffee?
Another drink?

Saying goodbye

See you later.
Nice talking to you.

Greetings

Pleased to meet you.
Nice to meet you.
Good to see you again.
You, too.

Replying

Not bad, thanks.
Fine. / OK. / Not too good.

Thanks very much. I'd love one.
Yes, please. / No, thanks.

Goodbye. See you soon.

Introductions

Vocabulary

A Reorder the letters to make names of countries.

- 1 hanic = ... *China* 4 donlap = P.....
 2 sirasu = R..... 5 yramneg = G.....
 3 dewnes = S..... 6 egrinatan = A.....

B Put in the missing letters to find the nationalities.

- 1 Fadilah is O m a n i. 4 Ms Isabel Caceres is S _ _ n i _ h.
 2 Mr Nakamura is J _ p _ n _ _ _ . 5 Andrew Harrison is E _ _ l _ _ h.
 3 Christophe Boulan is F _ _ n _ h. 6 Vassiliki is G _ _ e _ .

C Complete the words for jobs in the sentences. Then write them in the puzzle and find the hidden job.

- 1 Hi! I'm Vassiliki. I'm from Greece. I'm an *accountant*.
 2 Hello, Andrew. You're the product _____ at SDF Birmingham. Is that right?
 3 This is Christophe. He's a car _____ with Peugeot in Bordeaux.
 4 Meet Isabel. She's a computer _____ from Bilbao.
 5 Hello, I'm Sergei. I'm from Krasnoyarsk, in Russia. I'm an electrical _____.
 6 Hello! My name's Fadilah. I'm the new _____ at head office in Muscat.
 7 And this is Mr Nakamura, chairman and managing _____ of SDF International.



Now complete the definition of the hidden word.

A _____ is a person whose job is to receive and pay out money in a bank, shop, hotel, etc.

Vocabulary +

D Here are six adjectives. Write the names of the corresponding countries.

- | | | | |
|-------------|----------------|--------------|-------|
| 1 Danish | <i>Denmark</i> | 4 Czech | |
| 2 Dutch | | 5 Turkish | |
| 3 Pakistani | | 6 Senegalese | |

E Here are six countries. Write the corresponding adjectives.

- | | | | |
|---------------|------------------|------------|-------|
| 1 Norway | <i>Norwegian</i> | 4 Taiwan | |
| 2 Portugal | | 5 Slovakia | |
| 3 Switzerland | | 6 Thailand | |

F Complete the groups below with the names of countries from the box and their corresponding nationality adjectives.

~~Bahrain~~ Chile Scotland Vietnam Iran Sudan Iraq Finland

Group 1	
Adjectives ending in <i>-an</i>	
Country	Nationality
Brazil	Brazilian
Germany	German
.....	
.....	

Group 2	
Adjectives ending in <i>-ish</i>	
Country	Nationality
Poland	Polish
Spain	Spanish
.....	
.....	

Group 3	
Adjectives ending in <i>-ese</i>	
Country	Nationality
Japan	Japanese
China	Chinese
.....	
.....	

Group 4	
Adjectives ending in <i>-i</i>	
Country	Nationality
Kuwait	Kuwaiti
Oman	Omani
<i>Bahrain</i>	<i>Bahraini</i>
.....	

Language review
The verb *to be*

A Complete the sentences with the correct form from the box.

am 'm are 're is 's

- Lucien and Marie-Claire *are* our agents in Bordeaux.
- Mrs Turner a programmer in Leeds.
- My boss and I from Frankfurt.
- Where your new assistant from?
- Excuse me. you the new technician?
- I Swiss, but my company Italian.

B Put one or two forms from the box at the correct place in each sentence.

am	'm	are	're	is	's
----	----	-----	-----	----	----

- 1 His English very good. *His English is very good.*
- 2 Where they from?
- 3 What her name?
- 4 My office in Paris, but I not French.
- 5 Mrs Lopez a lawyer.
- 6 Alex and Rob from Italy.

C Put the words in the correct order to make questions. You need one form the box for each question.

am	are	is
----	-----	----

- 1 your / Ingrid / name *Is your name Ingrid?* ?
- 2 Spain / Isabel and Luis / from
- 3 a / you / programmer
- 4 Marketing / in / you and Tom
- 5 I / tomorrow / in / Room 16

D Match these sentence halves.

- | | |
|---|---|
| 1 I'm in Sales, | a) but she isn't an accountant. |
| 2 She's in Accounts, | b) so we aren't free. |
| 3 My assistant and I are in a meeting all day, | c) so you aren't late. |
| 4 You aren't in the city centre, | d) but you are very near the conference. |
| 5 It's only 9:50, | e) but I'm not a salesman. |

E Write short answers to the questions.

- 1 Is Ákos from Turkey?
No, he isn't. He's from Hungary.
- 2 Are you in Production too, Maria?
..... I'm the Assistant Production Manager.
- 3 Am I in Room 243 tomorrow?
..... You're in 112.
- 4 Am I late for the meeting?
..... But just by five minutes, so don't worry.
- 5 Is Linda English too?
..... She's from Australia.
- 6 Is the new sales assistant French?
..... He's from Lyons.
- 7 Are you from Switzerland, Brigitte?
..... I'm from Belgium.
- 8 Are you and Lucille in Marketing?
..... We're both in Finance.

Writing Spelling

A Beat the spellchecker! Add the missing letter(s) in each of the sentences below.

- 1 Is your ^rwife a ^dmanger?
- 2 She is married with two children.
- 3 Tom wants to be a layer.
- 4 Is Olympic Airways Geek?
- 5 My boss's favourite spot is football.
- 6 The ales manager is very buy.
- 7 She works for a sipping company.

Editing B Put an apostrophe (') where necessary.

- 1 Her names Paola. *name's*
- 2 Akemis from Japan.
- 3 Her companys in Osaka.
- 4 Its very modern, but it isnt very large.
- 5 'Are you and your colleague from Poland?'
– 'No, we arent. Were from Ukraine.'
- 6 Whats your job?

C Rewrite the sentences, adding capital letters where necessary.

- 1 nikola is from croatia. *Nikola is from Croatia.*
- 2 mrs kimura is japanese.
- 3 is nokia danish?
- 4 paul is married with two children.
- 5 this is george ellis, from marketing.
- 6 mr brown's new boss is from london, ontario.

D You are at an international trade fair in another country. You write an e-mail about the fair to a colleague in your office. Complete the e-mail with items from the box.

a sales manager business is company sells do business
~~is a great city~~ is from Debrecen

Hi!

The *Cyberfair* is very exciting, and Frankfurt *...is a great city...*¹.

There are interesting people from all over the world here at the fair.

Adam Bota ² in Hungary. He's ³.

His ⁴ furniture for hi-tech offices, and he says ⁵ good at the moment.

I think Mr Bota is a very good business contact. I'm sure we can ⁶ with him.

Bye for now.