

Workbook

Ed Pegg

A1

Business Partner

Your Employability Trainer

Vocabulary 1.1 Countries and nationalities

1 Write the nationalities for each country.

- | | | | |
|-------------|-------|------------|-------|
| 1 Argentina | _____ | 6 Mexico | _____ |
| 2 Brazil | _____ | 7 Poland | _____ |
| 3 India | _____ | 8 Spain | _____ |
| 4 Ireland | _____ | 9 the UK | _____ |
| 5 Japan | _____ | 10 the USA | _____ |

2 Complete the dialogues. Use the countries and nationalities in Exercise 1.

A: Where are you from?

B: I'm from New York. I'm ¹ _____. And you?

A: Madrid. I'm from ² _____.

A: Are you ³ _____, Kadesh?

B: Yes. I live in Mumbai. And where are you from?

A: Dublin. I'm ⁴ _____.

A: I'm from ⁵ _____. I live in Buenos Aires. Where are you from?

B: I'm ⁶ _____. I'm from Mexico City.

1.2 Personal details

3 Complete the form with the words and phrases in the box.

Email address First name/Given name Home address ID card/Passport number
Marital status Nationality Phone/Mobile/Cell number Postcode/Zip code
Surname/Last name Title

Employee Registration Form

1 _____ : Mrs

2 _____ : Sandra

3 _____ : Svth

4 _____ : British

5 _____ : 45 Woodlow Court, Petersfield

6 _____ : GU16 5DF

7 _____ : 56789567

8 _____ : 07985677432

9 _____ : s.smith@atqglobal.com

10 _____ : Married



Grammar 1.1 Introductions

1 Complete the sentences with the words in the box.

'm (x2) are (x2) 're (x2) is (x1) 's (x3)

- 1 **A:** _____ you Polish?
B: No, I _____ not.
- 2 **A:** Where _____ you from?
B: I _____ from Spain.
- 3 Marisol _____ not from Argentina. She _____ Mexican.
- 4 _____ he American?
- 5 We _____ from Ireland.
- 6 You _____ French and she's Spanish.
- 7 What _____ your name?

2 Complete the text with 'm/am, 're/are or 's/is.

Sales Division, Milan, Italy

People in my team ¹_____ from many countries. I ²_____ Irish and my manager ³_____ from Germany. There ⁴_____ two British people, Isabel and Matt, and there ⁵_____ one American employee, Ryan. Lucia ⁶_____ from Mexico, and Kate and Daniil ⁷_____ from Russia.

1.3 Describing your company

3 Choose the correct word.

- 1 There *is / are* a canteen in my office.
- 2 There *'s / are* four departments in my company.
- 3 There *is / are* no computers in the office.
- 4 There *'s / are* a meeting tomorrow.
- 5 There *is / are* no gym in our office.
- 6 There *'s / are* ten people in the sales department.
- 7 There *'s / are* a small sales division in Poland.
- 8 There *is / are* no warehouses in your country.

Reading and listening


Filling in a form

1 Read the form below. What is it for? Tick (✓) the correct option.

- to stay in a hotel
- to start a new job
- to go to hospital

Employee Registration Form

Surname	1 _____
First name	2 _____
Gender	³ male <input type="checkbox"/> female <input type="checkbox"/> other <input type="checkbox"/>
Nationality	4 _____
Email address	5 _____
Phone/Mobile/Cell number	6 _____
Emergency contact number	7 _____
ID card / Passport number	8 _____

2  1.01 Listen to the conversation and complete the form in Exercise 1.

3 Listen again. Complete the questions.

- 1 What's your s _____ ?
- 2 _____ spell that please?
- 3 _____ first name?
- 4 _____ you from?
- 5 What's your email _____ ?
- 6 _____ marital status?

4 Complete the sentences with *my, your, his, her, its, our* or *their*. Use the words in brackets to help you.

- 1 He's _____ *my* _____ manager. (I)
- 2 What's _____ email address? (you)
- 3 Is this _____ report? (he)
- 4 This is _____ invoice. (they)
- 5 I'll give you _____ phone number. (we)
- 6 This is _____ office. (she)

Writing A description of a company or workplace

1 Choose the correct words.

My name is Erik. I work for a company called ForTex. The company has three locations in three countries. There ¹*is/are* an office in the USA, a factory in Vietnam and there ²*is/are* a warehouse in Italy. I ³*am/are* a manager in the marketing department. It ⁴*is/are* part of the sales and marketing division. I work in the office in the USA. There ⁵*is/are* a canteen and a gym in the office.

2 Read the text again. Are the sentences *true* (T) or *false* (F)?

- 1 The company has locations in three countries. ___
- 2 The office is in Italy. ___
- 3 There are two factories in Vietnam. ___
- 4 There is one warehouse in Italy. ___
- 5 Erik works in the marketing department. ___
- 6 There isn't a gym in the office. ___

3 Write a description of the company below. Use the description in Exercise 1 to help you.

Company Name: Puelo Alto S.A		
Head Office: Barcelona, Spain <ul style="list-style-type: none"> • sales and marketing department • example job: Marketing Manager • offices – modern • canteen and gym 	Factory: Bogotá, Colombia <ul style="list-style-type: none"> • manufacturing division • production department • example job: Engineer • factory – noisy • canteen 	Warehouse: Porto, Portugal <ul style="list-style-type: none"> • distribution division • shipping department • example job: Warehouse Manager • building – large • restaurants near the warehouse



Functional language

Workplace visits

1 Put the words and phrases in the correct order to make sentences and questions.

a your name, / what's / please / ?

b Elsa / my name's / Wolley / .

c how may / I help you / good morning, / ?

d please / spell that, / could you / ?

e I'm here / Mr Jones / to see / .

f like some / would you / thank you. / tea or coffee / ?

g W-O-L-L-E-Y / it's / yes, / .

2 Put the phrases from Exercise 1 in the correct order to make a conversation.

1 c 2 ___ 3 ___ 4 ___ 5 ___ 6 ___ 7 ___

3  1.02 Complete the conversation with the words in the box. Then listen and check your answers.

are you come in good to see how about no, thanks see you again

A: Hello Elsa. Good to ¹_____ .

B: ²_____ you, too. How ³_____ ?

A: I'm really well, thanks. Please ⁴_____ .

B: Thanks.

A: ⁵_____ a coffee?

B: ⁶_____ . I already have one.

Vocabulary 2.1 The work we do

1 Complete the job descriptions with the words in the box.

check designer make manage production sales specialist solve

- a I'm a ¹_____ Engineer. I ²_____ the production processes are safe.
- b I'm a ³_____ Manager. I ⁴_____ the sales team.
- c I'm a Digital ⁵_____. I ⁶_____ designs for the website.
- d I'm an IT ⁷_____. I ⁸_____ technical problems.

2 Match the sentences (1-4) to the people in Exercise 1 (a-d).

- 1 I work on designs for social media. _____
- 2 I manage a team of five people. _____
- 3 I help people in different departments with their computers. _____
- 4 I work in the production department. _____

2.2 What companies do

3 Complete the sentences with the words in the box.

designs make provides provide sell sells

- 1 Etihad Airways _____ air transport services.
- 2 Ford Motor Company _____, makes and sells cars.
- 3 Inditex and H&M design, make and _____ clothes.
- 4 Many technology companies _____ and sell phones, televisions and other home electronics.
- 5 Amazon _____ books on the internet.
- 6 Banks _____ financial services for people and companies.

4 Write an example of each type of company in Exercise 3.

- 1 British Airways
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____

5 Write the numbers.

- 1 three hundred and forty-seven 347
- 2 one thousand three hundred _____
- 3 thirty-two thousand, six hundred and nine _____
- 4 five hundred thousand _____
- 5 three hundred and seventy-six thousand, eight hundred and twenty _____
- 6 two million, nine hundred thousand _____

Grammar 2.1 Talking about work

1 Complete the sentences with the correct form of the verb in brackets.

- 1 I _____ for an insurance company in Paris. (work)
- 2 She _____ IT problems for a bank. (solve)
- 3 Frank and Heike _____ a team of twelve people. (manage)
- 4 He _____ meetings at work every day. (have)
- 5 We _____ the process is safe for customers. (check)
- 6 You _____ clothes for a small company. (make)
- 7 They _____ e-books online. (sell)
- 8 We _____ hundreds of emails each week. (write)

2 Put the words in the correct order to make sentences.

- 1 electric / Nissan / cars / makes / .

- 2 manage / They / of ten people / a team / .

- 3 every Monday / We / a meeting / have / .

- 4 a bank / She / works for / .

- 5 reports / write / I / the sales / .

- 6 for his company / solves / He / IT problems / .

2.3 Talking about routines

3 Complete the dialogues with the correct form of the verbs in brackets.

- 1 **A:** Which department _____ you _____ in? (work)
B: I _____ in the Marketing department.
- 2 **A:** Does your boss _____ meetings every day? (have)
B: No, she _____ meetings on Fridays.
- 3 **A:** How _____ you _____ problems in your team? (solve)
B: We work together to _____ any problems.
- 4 **A:** _____ you _____ a team? (manage)
B: No, I _____ anyone.
- 5 **A:** How often _____ you _____ your email? (check)
B: I _____ my emails about twenty times a day.
- 6 **A:** What _____ that company _____? (make)
B: They _____ computers.

Reading and listening

Company information

1 Read the company profile and complete the table.

About Perfecta Cars

We are a car manufacturer. We design, make and sell cars. Our head office is in Bonn, Germany. We have a factory in Chengdu in China, and another in the UK. We sell cars all over the world, but our top sales are in Europe and the USA. We have 2,500 staff in ten different countries.

Company name	Perfecta Cars
Business	
Head office	
Factory	
Top sales	
Number of staff	
Number of countries	

2 2.01 Listen to Rosa talking about her company. Are the sentences *true* (T) or *false* (F)?

- 1 Dosa Gurve makes T-shirts. _____
- 2 The head office is in Italy. _____
- 3 The factory is in Milan. _____
- 4 Dosa Gurve sells clothes online. _____
- 5 The company has 800 staff. _____
- 6 The top sales are in Italy and Spain. _____

3 Listen again and complete the sentences.

- 1 I _____ Dosa Gurve.
- 2 We _____ dresses.
- 3 We _____ our dresses in shops.
- 4 We _____ 800 staff all over the world.
- 5 Most of our sales _____ in Italy and Spain.

4 Complete the sentences with *a* or *an*.

- 1 I work for ___ multinational company.
- 2 Lufthansa is ___ airline.
- 3 We are ___ e-commerce company.
- 4 The company is ___ car manufacturer.
- 5 I manage ___ team of five staff.
- 6 The client is ___ international transport company.
- 7 We have ___ office in Bucharest.
- 8 She studies for ___ MBA.

Writing A short blog post for a company intranet

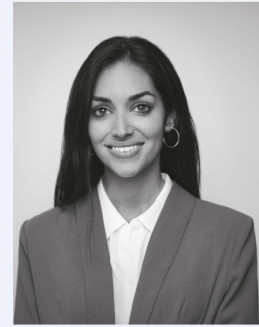
1 Read the blog post and complete the table.

Timosan Pharmaceuticals

Meet our team

Sylvie Petit

Hi, I'm Sylvie. I'm a Production Engineer. I'm based in our production department in Toulouse, in the south of France. In my job I check the production processes are safe and I provide technical solutions. I don't travel a lot for work, but I go to Paris every month to our head office. I spend two days there and have meetings with my manager. I work four days a week, from Monday to Thursday.



Name	
Job	
Company location	
Work tasks	
Work travel	
Work days	

2 Read the text again. Are the sentences *true* (T) or *false* (F)?

- 1 Sylvie works in Toulouse. _____
- 2 Sylvie makes designs for the company website. _____
- 3 Sylvie goes to Paris to have meetings with her manager. _____
- 4 Sylvie is in Paris for two days every month. _____
- 5 Sylvie works on Fridays. _____

3 Use the information in the table below to write a *Meet our team* blog post. Use the text in Exercise 1 to help you.

Name	Max Sidder
Job	Sales Manager
Company Location	Head office, Paris, France
Work tasks	Manage sales team, have meetings with clients, write reports.
Work travel	Frankfurt (two weeks every year)
Work days	Monday to Friday