

Ed Pegg

A1



# Business Partner

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**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 <sup>1</sup>\_\_\_\_\_. And you?

**A:** Madrid. I'm from <sup>2</sup>\_\_\_\_\_.

**A:** Are you <sup>3</sup>\_\_\_\_\_, Kadesh?

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

**A:** Dublin. I'm <sup>4</sup>\_\_\_\_\_.

**A:** I'm from <sup>5</sup>\_\_\_\_\_. I live in Buenos Aires. Where are you from?

**B:** I'm <sup>6</sup>\_\_\_\_\_. 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)
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- 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 <sup>1</sup> \_\_\_\_\_ from many countries. I <sup>2</sup> \_\_\_\_\_ Irish and my manager <sup>3</sup> \_\_\_\_\_ from Germany. There <sup>4</sup> \_\_\_\_\_ two British people, Isabel and Matt, and there <sup>5</sup> \_\_\_\_\_ one American employee, Ryan. Lucia <sup>6</sup> \_\_\_\_\_ from Mexico, and Kate and Daniil <sup>7</sup> \_\_\_\_\_ 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 <sup>1</sup>*is/are* an office in the USA, a factory in Vietnam and there <sup>2</sup>*is/are* a warehouse in Italy. I <sup>3</sup>*am/are* a manager in the marketing department. It <sup>4</sup>*is/are* part of the sales and marketing division. I work in the office in the USA. There <sup>5</sup>*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		
<b>Head Office: Barcelona, Spain</b> <ul style="list-style-type: none"> <li>• sales and marketing department</li> <li>• example job: Marketing Manager</li> <li>• offices – modern</li> <li>• canteen and gym</li> </ul>	<b>Factory: Bogotá, Colombia</b> <ul style="list-style-type: none"> <li>• manufacturing division</li> <li>• production department</li> <li>• example job: Engineer</li> <li>• factory – noisy</li> <li>• canteen</li> </ul>	<b>Warehouse: Porto, Portugal</b> <ul style="list-style-type: none"> <li>• distribution division</li> <li>• shipping department</li> <li>• example job: Warehouse Manager</li> <li>• building – large</li> <li>• restaurants near the warehouse</li> </ul>