

Business English 1: Introducing Yourself



1. Connect the sentence parts below:

- | | |
|--------------|----------------------------------|
| a. My name's | 1. clean energy company. |
| b. I'm a | 2. project manager at Greentech. |
| c. It's a | 3. Hamburg. |
| d. I work in | 4. Peter Jones. |



2. Fill in the gaps below:



Peter Jones
PROJECT MANAGER

+44 645 345 343
23 Smith St., London,
England 34534
peter.jones@greentech.com

Hello, my name's _____ .
I work as a _____ at
_____. Greentech is a
global company with 20 offices
around the world. I work at the
headquarters in _____ ,
England.

3. Take a look at how to read Peter Jones' email address below:

peter.jones@greentech.com

p-e-t-e-r (.) dot j-o-n-e-s (@) at (greentech) g-r-e-e-n-t-e-c-h (.) dot com

.	dot	@	at
-	dash	_	underscore



4. The teacher is going to give you five email addresses. Take turns with your partner reading and writing the email addresses. Compare your answers at the end:

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5. Fill in the blanks with the correct form of the verb BE:

The verb BE

I am = I'm
you are = you're
he is = he's
she is = she's
it is = it's

we are = we're
you are = you're
they are = they're

My name _____ Jill Rivera and I work for *Uma makeup*.
Uma makeup _____ a cosmetic company. The offices
_____ in Amsterdam. *Uma makeup* _____ a big company
with 800 employees.

I _____ a sales representative for *Uma makeup*. I work in
an office with 3 other people. They _____ very nice.

I like my job and my manager. Her name _____ Karen
Stewart and she _____ from Scotland.



6. Now tell your partner about yourself using the phrases below:

My name's...

I am a...

I work for...

I work in...

It is a/an ... company.



7. Match the questions with the correct answer

- Hello, how are you?
- What's your name?
- What do you do?
- Who do you work for?
- Where do you work?
- Is it a big company?
- Where do you come from?
- Do you like your job?

- I am a graphic designer.
- Anna Jones.
- I work in Liverpool.
- I come from the USA.
- I'm fine thanks. And you?
- I work for Golden Graphics.
- Yes, I do.
- No, it isn't. There are 10 employees in total.



8. Match the job to the picture below:

firefighter

teacher

waiter

baker

scientist

engineer

He's a _____



They're _____



She's a _____



They're _____



He's a _____



They're _____





9. Fill in the gaps below:

in
comes

are
works

is x3

at



This is Ravi Nadar. He _____ at *Boxtox*. *Boxtox* _____ a logistics company. It _____ a big company with over 100 offices worldwide. Many offices _____ in China.

Ravi _____ a senior manager _____ *Boxtox* and he is based at the headquarters _____ London. He _____ from Birmingham.



10. Work with a new partner if possible and ask them the questions from exercise 7. Take notes below:

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11. Share some of the information about your partner in exercise 10 with the class.