

Business English 1: Introducing Yourself



1. Connect the sentence parts below:

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



2. Fill in the gaps below:

Greentech

Peter Jones
PROJECT MANAGER

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

Hello, my name's *Peter Jones* . I work as a *project manager* at *Greentech*. Greentech is a global company with 20 offices around the world. I work at the headquarters in *London* , 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:

NOTE TO TEACHER: Please find a list of emails to cut up and give to the students at the end of this document.

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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 *'s/is* Jill Rivera and I work for *Uma makeup*. *Uma makeup* *'s/is* a cosmetic company. The offices *are* in Amsterdam. *Uma makeup* *'s is* a big company with 800 employees.

I *'m/am* a sales representative for *Uma makeup*. I work in an office with 3 other people. They *'re/are* very nice.

I like my job and my manager. Her name *'s/is* Karen Stewart and she *'s/is* 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

- | | | |
|----------------------------|---|---|
| a. Hello, how are you? | 5 | 1. I am a graphic designer. |
| b. What's your name? | 2 | 2. Anna Jones. |
| c. What do you do? | 1 | 3. I work in Liverpool. |
| d. Who do you work for? | 6 | 4. I come from the USA. |
| e. Where do you work? | 3 | 5. I'm fine thanks. And you? |
| f. Is it a big company? | 8 | 6. I work for Golden Graphics. |
| g. Where do you come from? | 4 | 7. Yes, I do. |
| h. Do you like your job? | 7 | 8. 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 *baker*



They're *engineers*



She's a *teacher*



They're *scientist*



He's a *waiter*



They're *firefighters*





9. Fill in the gaps below:

in
comes

are
works

is x3

at



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

Ravi is a senior manager at *Boxtox* and he is based at the headquarters in London. He comes 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.

Resources for exercise 4:



Student A	Student B
alba.garcia@wind-tech.com richard_davis@blue-power.co.uk cindy-wright@goggle.com jan-schmidt@streem.de linda.hill@rod_pod.com	thomas.campbell@owl_whiskey.co.uk jill-rivera@uma-makeup.com juan-cruz@blue_tech.com tim-bailey@music-flow.de kelly.reed@fix-rix.com