

Business English 2: Business Cards



1. Fill in the blanks with the correct form of the verb *BE* (*am/is/are*).



Hello, my name is Anna Jones. I am the co-founder of *Vegan Bites* a vegan food delivery company.

The company is very small with 6 employees in total.

We work in an open office. We are very happy to work in an open office. My colleagues are like my friends.

The company is in the centre of Manchester. Manchester is a great city to start a new company. The people in Manchester are very friendly.



2. Write the words below under the correct heading.

personal assistant (PA)
human resources (HR)
Customer service

logistics
accountant
marketing

engineer
finance
manager

doctor
technician
production

receptionist
sales
CEO

Job	Department
<p>personal assistant (PA) accountant engineer doctor receptionist technician manager CEO</p>	<p>logistics human resources (HR) finance sales customer service marketing production</p>



3. Work in pairs and tell your partner about your job.

For example:

I work in marketing. I'm a graphic designer.



4. Read the dialogue below and answer the following questions.

Sofia: Hello, I'm Sofia. Pleased to meet you.

Becky: Hello Sofia, I'm Becky. Pleased to meet you too. Where are you from?

Sofia: I am from Barcelona in Spain.

Becky: Oh you're Spanish. Do you live here?

Sofia: Yes, I do. I live in Brixton London.

Becky: That's great. I live in Brixton too!

Sofia: Oh really? And what do you do?

Becky: I am an engineer for a wind energy company. How about you?

Sofia: I am an engineer too! We should meet up for a coffee some time!

Becky: Yes, I would like that.

True or false:

- | | |
|--|--------------|
| 1. Sofia and Becky are friends. | <i>False</i> |
| 2. Sofia is from London. | <i>False</i> |
| 3. Becky lives in London. | <i>True</i> |
| 4. Becky and Sofia are both engineers. | <i>True</i> |

Grammar Note:

In English we like to cut the verb be to speak faster. Take a look below and complete the following exercise:
I am – I'm He is – he's You are – you're



4. Rewrite the sentences below in the short form of the verb be.

- | | |
|-----------------------------------|--|
| 1. Jane is a police officer. | <i>_Jane's a police officer._</i> |
| 2. They are here for the weekend. | <i>_They're here for the weekend._</i> |
| 3. I am sick. | <i>_I'm sick._</i> |
| 4. You are a graphic designer. | <i>_You're a graphic designer._</i> |
| 5. My name is Nick Jenkins. | <i>_My name's Nick Jenkins._</i> |
| 6. We are happy to work with you. | <i>_We're happy to work with you._</i> |
| 7. Jack is the CEO of FreeBox. | <i>_Jack's the CEO of FreeBox._</i> |



5. Work with a partner. Pick a business card and answer the following questions.

- What is your name?
- How do you spell your first name/Surname?
- What do you do?
- Who do you work for?
- Where do you work?
- What is your email address?
- What is your telephone number?
- What is your website?

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6. Write the country in the gaps below.



1. Jon is from Ireland. He is Irish.



2. Daniela is from England. She is English.



3. Isabella is from Spain. She is Spanish.



4. Richard is from the USA. He is American.



5. They are from China. They are Chinese.



6. They are from Italy. They are Italian.



7. Jan is from Germany. He is German.



8. Pierre is from France. He is French.

9. Where are you from?