

Business English: 1-10 Review



1. Fill in the gaps with the correct form of the verb BE

My name*is*..... Terry Chenteng. I*am*..... an HR manager at *Goldiplex*.
Goldiplex*is*..... an international company. The head office*is*..... in Dublin
 but we have offices all over the world. The offices*are*..... usually in big cities.
 I*am*..... based in Paris. Two people work in my office, they*are*..... Peter
 Jacobs and Deborah Milling. Peter*is*..... from Ireland and Deborah*is*.....
 from Scotland.



2. Work with a partner. Student B should go to the next page.

Take it in turns asking the questions and answering using your business card. Take notes and check your answers when you are ready.

- 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?

Student A's business card.





Take it in turns asking the questions and answering using your business card. Take notes and compare the notes when you have finished the activity.

- 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?

Student B's business card.



3. Put the correct indefinite article (a or an) before the noun.

- | | | |
|-----------------------------------|---------------------------------------|---------------------------------------|
| 1. a desk | 7. an umbrella | 12. an airplane |
| 2. a chair | 8. an object | 13. an orange juice |
| 3. a door | 9. a pen | 14. an email |
| 4. an assistant | 10. an ink cartridge | 15. a company |
| 5. an office | 11. a printer | 16. a CEO |
| 6. a key | 12. an idea | 17. a hotel |



4. Look at the three brands below. Where do they come from?

1. Lindt Chocolate *Switzerland*

2. Apple *the USA*

3. Mercedes *Germany*



5. Complete the table below.

Noun	Adjective	Noun	Adjective
The USA	<i>American</i>	Japan	<i>Japanese</i>
England	<i>English</i>	Argentina	<i>Argentinian</i>
France	<i>French</i>	Germany	<i>German</i>
Spain	<i>Spanish</i>	Ireland	<i>Irish</i>
Italy	<i>Italian</i>	Scotland	<i>Scottish</i>
Switzerland	<i>Swiss</i>	India	<i>Indian</i>
China	<i>Chinese</i>	Canada	<i>Canadian</i>



6. Fill in the gaps with the correct form of the present simple.

My name *is* (be) Amy and I *am* (work) in marketing for *Megamix*. *Megamix* *is* (be) a very big company.

We *have* (have) offices all over the world. I *am* (be) based in New York but the head office *is* (be) in the Netherlands.

I *go* (go) to work by car and I usually *start* (start) work at 8:00am. My colleague, Jan, *starts* (start) at 8:45am.

Jan *has* (have) two children so his mornings are very busy.

In the morning I *read* (read) and *answer* (answer) my emails. I *have* (have) lunch with Jan in the afternoon and *go* (go) for a thirty minute walk after.

My workday *finishes* (finish) at 5:30pm. I always *arrive* (arrive) home after 6:00pm. Monday to Friday evenings *are* (be) very quiet. At the weekend I sometimes *meet* (meet) friends or *visit* (visit) museums in the city. New York *has* (have) so many museums!



7. Put the following *present simple* sentences into the negative form.

For example:

Positive: They are in a meeting.

Negative: They aren't in a meeting.

Positive: She works on Sundays.

Negative: She doesn't work on Sundays.

1. Hannah works from home on Mondays and Fridays.

.....*Hannah doesn't work from home on Mondays and Fridays.*

2. Ms. Schalper is the CEO of *Frameworks*.

.....*Ms. Schalper isn't the CEO of Frameworks.*

3. Peter and Marie work in marketing.

.....*Peter and Marie don't work in marketing.*

4. Janet and Sarah are from England.

.....*Janet and Sarah aren't from England.*

5. Mr. Jones has three companies in Taiwan.

.....*Mr. Jones doesn't have three companies in Taiwan.*



8. Work with a partner and ask and answer the questions below.

Who			go to work?
What			eat lunch in a canteen?
Where			leave home?
What time	do	you	start work?
What			get to work?
How			work?
How often			work outside?
			do?
			work for?
			get home?
			take the bus to work?
			have lunch?



9. Work with a partner and role play going to the restaurant. Use the language below to help you.

Waiter	Customer
<ul style="list-style-type: none"> • Hello, welcome to Harvey Food Club. • Follow me and I will take you to your seat. • Are you ready to order? • Would you like any starters? • And for the main course? • What can I get you to drink? • So, that's one chicken soup... 	<ul style="list-style-type: none"> • I would like a table for two please. • We have a table for two reserved. • Yes, I am ready to order. • No, I am not ready to order. • I would like... • Please. • Thanks.





10. Work with a partner. Ask and answer the following questions using can. Take notes and tell the class what your partner *can* and *can't* do.

For example:

Question: *Can you speak Chinese?* Answer: *Yes, I can. or No, I can't.*

Questions.

1. Can you speak Chinese?
2. Can you speak any other languages?
3. Can you play an instrument?
4. Can you use Excel very well?
5. Can you fly a plane?
6. Can you work from home?

Notes:

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Now share some points about your partner to the class.

For example:

Juana can speak Spanish and she can use Excel.

Juana can't fly a plane.



11. Work with a partner. Student B go to the following page.

Take turns telling and writing down the time. Compare your list of times at the end.

Student A's times	Student B's times
1. 08:30 am	1.
2. 5:45 pm	2.
3. 7:10 pm	3.
4. 6:15 am	4.
5. 9:55 am	5.
6. 3:20 pm	6.
7. 4:35 am	7.
8. 10:40 pm	8.
9. 2:50 pm	9.
10. 11:30 pm	10.

Take turns telling and writing down the time. Compare your list of times at the end.

Student B's times	Student A's times
1. 3:20 pm	1.
2. 5:10 pm	2.
3. 9:30 am	3.
4. 10:10 am	4.
5. 8:55 pm	5.
6. 8:40 pm	6.
7. 10:55 pm	7.
8. 1:20 pm	8.
9. 6:50 pm	9.
10. 5:45 pm	10.



12. Work with a partner. Ask and answer the following closed questions.

1. Are you from Germany?
2. Are you good at giving presentations?
3. Are you late for something?
4. Is your teacher from Canada?
5. Are your colleagues international?
6. Do you work for Amazon?
7. Do you work for a big company?
8. Do you have experience in marketing?
9. Does your manager come from Europe?
10. Does your company have offices in Japan?



13. Work with a partner. Ask and answer the following open questions.

1. Where do you work?
2. Who do you work for?
3. Where do you live?
4. How many people are there in your office?
5. How often do you work from home?
6. What time do you usually wake up?
7. What time do you usually start work?
8. How do you go to work?
9. How often do you take the bus?
10. How often do you go on business trips?
11. How often do you work on the weekends?
12. Why do you want to learn English?
13. How many emails do you send per day?
14. How many languages can you speak?
15. How often do you speak to clients?
16. Why do you like your job?