

# 03

## F

There is only one boss.  
The customer.

Sam Walton, founder of  
Walmart

According to Sam  
Walton, how  
important is the  
customer? Circle the  
correct answer.

Very important /  
quite important /  
not very important

### Learning objectives: Unit 3

#### Business communication skills

Looking at jobs and companies  
Fluency: Talking about your job  
and your company

**Reading** Work the Net profiles

**Listening** Conversations about  
jobs, sectors and companies

**Vocabulary** Jobs, sectors and  
numbers 10–100 (tens),  
100–1,000 (hundreds),  
10,000–50,000 (thousands)

**Grammar** Questions with  
do/does

**Phrase bank** Describing your  
job and company

# Where do you work?



## Talking about work

1 **1.24** Listen to a conversation at a conference and circle the correct answer.

- a Daniel Almeida is from *Paris / São Paulo / St Lucia*.  
b Daniel works for *Appetizer / Apple / Acer*.  
c He's a *computer programmer / receptionist / technician*.

2 **1.24** Listen again and complete the sentences using *do* or *are*.

- a Where \_\_\_\_\_ you from? **1** \_\_\_\_\_  
b Where \_\_\_\_\_ you work? **2** \_\_\_\_\_  
c What \_\_\_\_\_ you do? **3** \_\_\_\_\_

3 Write these answers to the questions on the correct lines in 2 above.

*I'm a technician. I'm from São Paulo. I work for Appetizer.*

4 Read the listening script on page 90 and check your answers.

5 Talk to five other students. Ask and answer the questions below.

Where are you from?

Where do you work?

## Jobs

1 Match the jobs in the box to the photos and circle *a* or *an*.

engineer hotel manager human resources manager  
receptionist sales manager taxi driver



- a She's a / an \_\_\_\_\_ b He's a / an \_\_\_\_\_ c She's a / an \_\_\_\_\_



- d She's a / an \_\_\_\_\_ e He's a / an \_\_\_\_\_ f She's a / an \_\_\_\_\_



**Writing tips**

Use a full stop at the end of sentences.

*I'm from Hong Kong.*

*I work for HSBC.*

Use a question mark at the end of questions.

*Where do you work?*

*What do you do?*

Write the correct punctuation (full stop or question mark) in these sentences.

- a I'm a technician
- b What's your name
- c Can you speak Spanish
- d She's from Brazil

**2** **1.25** Listen to the two conversations and write the people's jobs.

**Michael:** He's a \_\_\_\_\_.

**Sara:** She's a \_\_\_\_\_.

**3** **1.25** Listen again and complete the sentences.

Michael works for Emirates Airlines.

**a** Michael \_\_\_\_\_ the phone.

**b** Sara \_\_\_\_\_ company training sessions.

**4** Work in groups. Ask and answer the questions below.

Where are you from?

I'm from Moscow.

What do you do?

I'm a technician.

**Work profiles**

**1** Read the Work the Net profiles and answer the questions.

**a** Where is Misha Watanabe from? \_\_\_\_\_

**b** What does Antony Bradley do? \_\_\_\_\_

**c** Where does Misha Watanabe work? \_\_\_\_\_



**Misha Watanabe**

Human Resources Manager  
Tokyo, Japan  
Current Sony



**Antony Bradley**

Website Designer  
London, UK  
Current PrimeSite

**2** Choose one profile. Write sentences about him/her.

*Antony is from London. He's a ...*

\_\_\_\_\_

\_\_\_\_\_

**3** Work with a new partner and take turns to ask and answer the questions below. Take notes.

Where are you from?

Where do you work?

What do you do?

**4** Complete the description about your partner.

\_\_\_\_\_ (name and surname) is from \_\_\_\_\_ (city/country).

\_\_\_\_\_ (first name) works for \_\_\_\_\_ (company).

He's/She's a \_\_\_\_\_ (job).

**5** Tell the class about your partner.