



MARKET

LEADER

a new language course for tomorrow's business leaders

体验[®]商务英语

综合教程 1 *Course Book*

Elementary Business English



David Cotton David Falvey Simon Kent

《体验商务英语》改编组



高等教育出版社
Higher Education Press

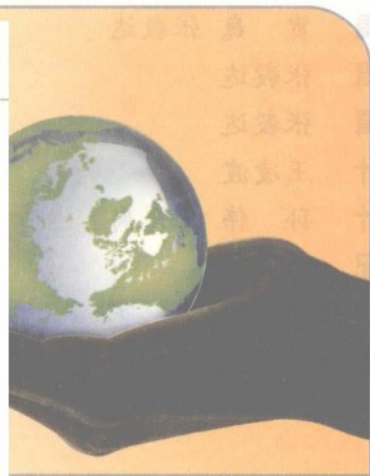
MARKET LEADER

a new language course for tomorrow's business leaders

体验[®]商务英语

综合教程 1 Course Book

Elementary Business English



David Cotton David Falvey Simon Kent

《体验商务英语》改编组



高等教育出版社
Higher Education Press

图字: 01-2005-3329 号

Authorized Adaptation from the English language edition, entitled *Market Leader: Course Book (Elementary Level)*, first edition, 058277327X by David Cotton, David Falvey and Simon Kent published by Pearson Education, Inc., publishing as Pearson Education Limited Copyright© 2004.

All right reserved. No part of this book may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording or by any information storage retrieval system, without permission from Pearson Education Inc.

China Adapted edition published by Pearson Education Asia Limited and Higher Education Press, Copyright© 2005

This Adapted edition is manufactured in the People's Republic of China, and is authorized for sale only in the People's Republic of China (excluding Taiwan and the Special Administrative Regions of Hong Kong and Macau).

此书是高等教育出版社自培生教育出版集团引进改编的版本。

For sale and distribution in the People's Republic of China exclusively (except Taiwan, Hong Kong SAR and Macau SAR).

仅限于中华人民共和国境内(但不允许在中国香港、澳门特别行政区和中国台湾地区)销售发行。

本书封面贴有 Pearson Education (培生教育出版集团) 激光防伪标签。无标签者不得销售。

图书在版编目 (CIP) 数据

体验商务英语综合教程 .1/ (英) 科顿 (Cotton, D.), (英) 法尔维 (Falvey, D.), (英) 肯特 (Kent, S.) 编; 《体验商务英语》改编组改编. —北京: 高等教育出版社, 2005.6

书名原文: Market Leader Course Book (Elementary)

ISBN 7-04-016319-5

I. 体... II. ①科... ②法... ③肯... ④体...

III. 商务-英语-高等学校-教材 IV. H31

中国版本图书馆 CIP 数据核字(2005)第 060818 号

出版发行 高等教育出版社

社 址 北京市西城区德外大街 4 号

邮政编码 100011

总 机 010-58581000

经 销 北京蓝色畅想图书发行有限公司

印 刷 北京凌奇印刷有限责任公司

开 本 889×1194 1/16

印 张 11.25

字 数 430 000

购书热线 010-58581118

免费咨询 800-810-0598

网 址 <http://www.hep.edu.cn>

<http://www.hep.com.cn>

网上订购 <http://www.landrac.com>

<http://www.landrac.com.cn>

版 次 2005 年 6 月第 1 版

印 次 2005 年 6 月第 1 次印刷

定 价 35.00 元(含光盘)

本书如有缺页、倒页、脱页等质量问题, 请到所购图书销售部门联系调换。

版权所有 侵权必究

物料号 16319-00

《体验[®]商务英语》系列教材改编委员会

总主编：李平 陈洁

总策划：刘援

主任：陈准民 陈建平

副主任（以姓氏笔画为序）：

王关富 李平 陈洁 宫桓刚 蔡芸

编委（以姓氏笔画为序）：

王关富 车丽娟 龙梦晖 刘援 李平 李俊儒 吴云娣 杨洁 陈洁 宫桓刚
唐桂民 宿玉荣 蔡芸

《体验[®]商务英语综合教程1》

主编：龙梦晖

编者（以姓氏笔画为序）：

王福平 龙梦晖 李金香 杨伶俐 杨俊青

策划编辑 贾巍 张毅达

项目编辑 张毅达

责任编辑 张毅达

封面设计 王凌波

版式设计 孙伟 王东岗

插图选配 张毅达

责任校对 张毅达 梁宇

责任印制 宋克学



Acknowledgements

We are grateful to the following for permission to reproduce copyright material:

Financial Times Limited for extracts adapted from "Creative Business: Looking Up Hots Up" by Fiona Harvey published in the Financial Times 2 July 2002 © Financial Times 2002, "Stella Qualities" by Adrian Michaels published in the Financial Times 20 September 2002 © Financial Times 2002, and "LVMH Reports Sparkling Sales" by Jo Johnson and Martin Arnold published in the Financial Times 24 January 2003 © Financial Times 2003; Professor Adrian Furnham for his article "Take a Tip from Restaurants" published in the Financial Times 24 May 2002; and NI Syndication Limited for extracts adapted from "China Car Sales Set to Shift into Overdrive" by Oliver August published in The Times 28 November 2002 © NI Syndication, London 2002, and "Day in the Life of Michael Dell" published in The Sunday Times 1 December 2002 © NI Syndication, London 2002.

Illustrations Acknowledgements

Nick Baker for 44.

Photo Acknowledgements

We are grateful to the following for their permission to reproduce copyright photographs:

Associated Press/Douglas C. Pizac for page 9; Paul Edmonson for page 29, Paul A. Souders for page 28, Dell Computers (www.dell.com) for page 16; Getty Image Bank/Jody Dole for page 77; Robert Harding Picture Library for page 80; Kobal Collection/EON /United Artists for page 6 (top); Masterfile for page 105 (both); Anna Nabirukhina/David Cotton for page 74; Overture Services Ltd (www.overture.com) for page 94; Hilary Luckcock for page 54 (bottom); Phoenix Publishing Services for page 79 (top); Photos For Books for page 81; Reuters for page 62; Tony Kyriacou for page 79 (bottom); Erik C. Pendzich for page 65; Sinopix/Lou Linwei for page 72; Ray Tang (RTR) for page 82; SIPA for page 17.

The cover photograph has been supplied by Photonica and Pearson Education/Trevor Clifford.

In some instances we have been unable to trace the owners of copyright material and we would appreciate any information that would enable us to do so.

体验商务英语系列教材

书号	书名	出版日期	估定价(元)
16319	体验商务英语综合教程 1 (附 MP3)	2005 年 6 月	35.00
16321	体验商务英语教师用书 1	2005 年 6 月	32.00
0058	体验商务英语综合教程 1 录音带	2005 年 6 月	14.00
17465	体验商务英语同步练习 1 (附 MP3)	2005 年 6 月	19.50
0066	体验商务英语同步练习 1 录音带	2005 年 6 月	14.00
16320	体验商务英语综合教程 2 (附 MP3)	2005 年 6 月	36.00
16322	体验商务英语教师用书 2	2005 年 6 月	32.00
0059	体验商务英语综合教程 2 录音带	2005 年 6 月	14.00
17466	体验商务英语同步练习 2 (附 MP3)	2005 年 6 月	20.00
0067	体验商务英语同步练习 2 录音带	2005 年 6 月	14.00
17467	体验商务英语综合教程 3 (附 MP3)	2005 年 7 月	38.00
17468	体验商务英语教师用书 3	2005 年 7 月	38.00
0060	体验商务英语综合教程 3 录音带	2005 年 7 月	14.00
17469	体验商务英语同步练习 3 (附 MP3)	2005 年 7 月	22.50
0068	体验商务英语同步练习 3 录音带	2005 年 7 月	14.00
17470	体验商务英语综合教程 4 (附 MP3)	2005 年 7 月	38.00
17471	体验商务英语教师用书 4	2005 年 7 月	38.00
0061	体验商务英语综合教程 4 录音带	2005 年 7 月	14.00
17472	体验商务英语同步练习 4 (附 MP3)	2005 年 7 月	21.50
0069	体验商务英语同步练习 4 录音带	2005 年 7 月	14.00
17713	体验商务英语听说教程 1 (附 MP3)	2005 年 12 月	29.00
17714	体验商务英语听说教程教师用书 1	2005 年 12 月	30.00
	体验商务英语听说教程 1 录音带	2005 年 12 月	14.00
17715	体验商务英语听说教程 2 (附 MP3)	2005 年 12 月	29.00
17716	体验商务英语听说教程教师用书 2	2005 年 12 月	30.00
	体验商务英语听说教程 2 录音带	2005 年 12 月	14.00

商务英语系列教材

书号	书名	出版日期	定价(元)
11539	商务英语听说 (上) (附 MP3)	已出版	34.00
13342	商务英语听说 (下) (附 MP3)	已出版	34.50
11263	商务英语阅读	已出版	28.80
11259	商务英语写作	已出版	19.20
11537	商务英语翻译 (英译汉)	已出版	23.60
11538	商务英语口译	已出版	27.00
11260	工商导论	已出版	23.80
11261	国际经济导论	已出版	35.80
11262	国际贸易实务	已出版	22.00

前 言

自加入世界贸易组织以来,我国的国际经济贸易地位不断提升,国际商务交往更加频繁,对具有国际竞争力的复合型商务人才的需求越来越旺盛,对商务人才的培养提出了更高的要求,也对商务英语教材提出了更高的要求。

培生教育出版集团出版的Market Leader 商务英语系列教材由David Cotton、David Falvey、Simon Kent等商务英语教育专家联合《金融时报》编写,Powerhouse系列教材由商务英语教学专家David Evans等编写。自出版以来,这两套教材以其独特的编写风格、新颖的内容编排、原汁原味的材料、真实的商务场景以及简明实用的商务知识而广受欢迎和好评。为了更好地满足我国相关院校和广大学习者的需求,高等教育出版社引进改编了这两套教材。

《体验商务英语》系列教材由《综合教程》、《同步练习》、《听说教程》、《教师用书》以及配套的录音带和录像资料组成。该系列教材为学习者提供了全新的学习方式,即在体验中学习商务英语,进而提高运用英语进行商务交际的能力。针对中国人学习商务英语的特点,改编组在原教材的基础上补充了有关商务知识的注释和有中英文注释的词汇表。

《体验商务英语》系列教材是具有全球化视野和鲜明时代特色的新一代综合性商务英语教材,其特色主要表现在以下几个方面:

将国际商务活动的真实内容引入课堂教学,体验真实的商务世界。在商务英语教学中,缺少真实的商务活动,商务活动与英语教学不能充分融合,这一直是困扰教师的难题。本系列教材为商务英语教学提供了大量真实、生动的素材,使学生在掌握语言技能的同时,了解现代国际商务的现状,以达到在体验商务中学习语言、提高商务交际能力的目的。这一特色反映在选材上是丰富多彩的国际商务内容,涉及现代市场经济条件下商务活动的各个方面和时代课题,如全球化、国际营销、技术创新、营销策略、企业文化、市场竞争、经营风险、危机管理、电子商务等等。

角色扮演和案例学习将体验式学习引向深入。本系列教材的突出特色是任务式、体验式的教学活动设计。《综合教程》和《听说教程》的每个单元都有角色扮演和案例学习等交际任务。每个交际任务都以真实的商务交际情景为参照,交际任务目标明确,鼓励学习者在完成交际任务的过程中复用所学语言知识,提高交际能力,将自己的经历和观点融入交际活动之中。

教学设计严谨,为体验式学习打好基础。《综合教程》的每个单元通过讨论与学习者相关的话题导入教学。然后是相关商务词汇、听力和阅读、语法和商务技能的学习。中间穿插形式多样的任务活动。最后,在充分学习、掌握相关内容和技能的基础上,进行案例学习和商务写作练习。《听说教程》的单元设计以语言和商务技能为主线,商务词汇、语法的学习与讨论相结合,听力和阅读部分配有角色扮演等交际活动,最后是案例分析或技能运用。整体编排层层递进,前面的学习为角色扮演、案例学习等实践型交际训练打下了基础。

教学资源丰富,为体验式教学提供有力支持。《综合教程》和《听说教程》主要供课堂教学使用。《综合教程》的大部分素材源自《金融时报》等著名财经报刊近年的文章,具有时效性,语言简练、鲜活。《听说教程》的素材比较多样,有当代电影中的对白节选和小说片断等。与《综合教程》配套的《同步练习》可供自主学习和测试使用,《教师用书》还提供了可复印的补充阅读、补充技能练习等课外学习资料,教师可选择使用。配套录音和录像资料(包括短片、著名企业家访谈等)提供了生动的视听素材,可作为课堂教学或补充学

习使用。

从学习者的需求和兴趣出发编写,使体验式学习更方便。《综合教程》中的主题全部通过在师生中广泛调研精心挑选,反映了大部分学习者的需要和兴趣,可激发学生进一步学习、探索。词汇、语法的学习和语言技能训练与商务话题紧密结合,在规范语言的同时增添了针对性和趣味性。语法学习部分篇幅短小,内容精练,例句生动,书后还附有语法复习部分,使语法学习更加方便。此外,活泼的版式,具有启发性的图片,使商务英语的学习更加形象、直观。

本书是《综合教程》第1册,有12个单元和4个复习课,内容涉及日常工作和商务活动,包括介绍、工作与休闲、问题、旅行、餐饮娱乐、销售、人事、市场、公司、网络、文化和求职等主题。每单元围绕主题进行相关语言和技能的学习。书后附语法总结(Grammar reference)、写作活动(Writing file)、角色扮演(Activity file)、分类词汇表(Vocabulary file)、改编的词汇和注释(Glossary and notes)以及不规则动词表(Irregular verbs)。

《体验商务英语》系列教材的适用面广,既可以作为国际经贸、国际金融等涉外专业的商务英语教材,也可以作为英语专业商务英语教材,还可以作为大学英语选修课教材和行业培训教材。

我们相信本系列教材的出版将促进我国的商务英语教学和研究,为更好地满足社会需求,培养新一代的具有全球视野和国际竞争力的商务人才做出贡献。

改编组

2005年4月

Introduction

What is Market Leader and who is it for?

Market Leader is an elementary level business English course for businesspeople and students of business English. It has been developed in association with the *Financial Times*, one of the leading sources of business information in the world. It consists of 12 units based on topics of great interest to everyone involved in international business.

If you are in business, the course will greatly improve your ability to communicate in English in a wide range of business situations. If you are a student of business, the course will develop the communication skills you need to succeed in business and will enlarge your knowledge of the business world. Everybody studying this course will become more fluent and confident in using the language of business and should increase their career prospects.

What is in the units?

Starting up

You are offered a variety of interesting activities in which you discuss the topic of the unit and exchange ideas about it.

Vocabulary

You will learn important new words and phrases which you can use when you carry out the tasks in the unit.

Discussion

You will build up your confidence in using English and will improve your fluency through interesting discussion activities.

Reading

You will read adapted articles on a variety of topics from the *Financial Times* and other newspapers. You will develop your reading skills and learn essential business vocabulary. You will also be able to discuss the ideas and issues in the articles.

Listening

You will hear interviews with businesspeople. You will develop listening skills such as listening for information and note-taking.

Language review

This section focusses on common problem areas at elementary level. You will become more accurate in your use of language. Each unit contains two Language review boxes which provide a review of key grammar items.

Skills

You will develop essential business communication skills such as making presentations, taking part in meetings, negotiating, telephoning and using English in social situations. Each Skills section contains a Useful language box which provides you with the language you need to carry out the realistic business tasks in the book.

Case study

The Case studies are linked to the business topics of each unit. They are based on realistic business problems or situations and allow you to use the language and communication skills you have developed while working through the unit. They give you opportunities to practise your speaking skills in realistic business situations. Each Case study ends with a writing task. A full writing syllabus is provided in the Market Leader Practice File.

Revision units

Market Leader Elementary also contains four revision units, based on material covered in the preceding three Course Book units. Each revision unit is designed so that it can be done in one go or on a unit-by-unit basis.

Map of the book

	Discussion	Texts	Language work	Skills	Case study
Unit 1 Introductions page 6	Jobs and studies	Reading: Profile of a CEO Listening: Talking about yourself	Job titles Nationalities <i>to be</i> <i>a /an</i> with jobs; <i>wh-</i> questions	Introducing yourself and others	Aloha in Hawaii: Meet conference attendees Writing: e-mail
Unit 2 Work and leisure page 14	Work and leisure activities	Reading: A daily routine	Days, months, dates Leisure activities Present simple Adverbs and expressions of frequency	Socialising 1: talking about work and leisure	Independent Film Company: Interview employees about working conditions Writing: list
Unit 3 Problems page 22	Problems where you live	Reading: Survey of problems at work	Adjectives describing problems Present simple: negatives and questions <i>have got</i>	Telephoning: solving problems	Blue Horizon: Complain about holiday problems Writing: telephone message
Revision Unit A page 30					
Unit 4 Travel page 34	A place you know well	Reading: A business hotel brochure Listening: Travel information	Travel details: letters, numbers, times <i>can /can't</i> <i>there is /there are</i>	Making bookings and checking arrangements	Pacific Hotel: Book guests into a hotel Writing: fax
Unit 5 Food and entertaining page 42	Tipping	Reading: Tipping in restaurants Listening: Ordering a meal	Eating out: food and menu terms <i>some /any</i> Countable and uncountable nouns	Socialising 2: entertaining	Which restaurant?: Choose a restaurant for a business meal Writing: e-mail
Unit 6 Sales page 50	A job as a sales rep	Reading: Job advertisement for sales rep Listening: An interview with a corporate vice president	Buying and selling Past simple Past time references	Presentation 1: presenting a product	Link-up Ltd: Sell a mobile phone and service package Writing: e-mail
Revision Unit B page 58					

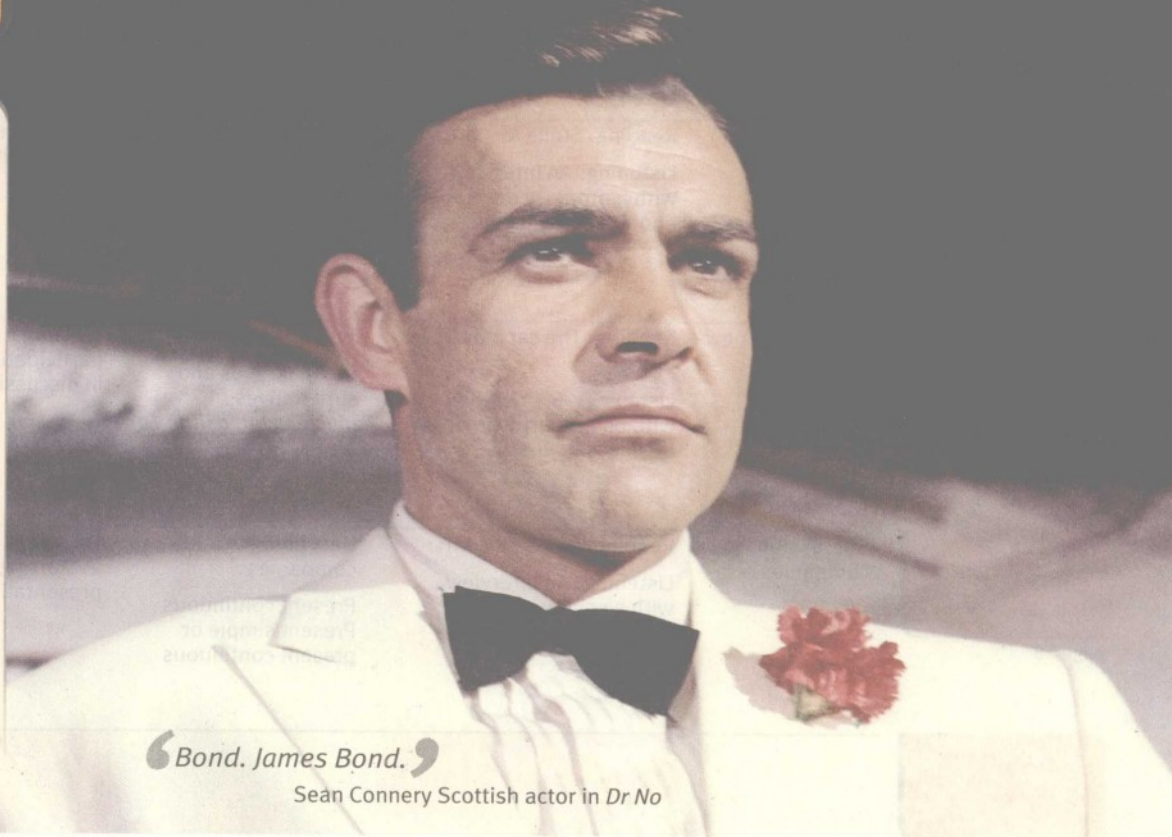
introductions

	Discussion	Texts	Language work	Skills	Case study
Unit 7 People page 62	Types of colleagues Starting a business	Reading: Stella McCartney Listening: An interview with a property developer about a difficult colleague	Describing people Past simple: negatives and questions Question forms	Negotiating: dealing with problems	A people problem: Negotiate a solution to a problem with an employee Writing: memo
Unit 8 Markets page 70	Marketing a new cereal	Reading: The car market in China Listening: An interview with an authority on doing business in Russia	Types of market Comparatives and superlatives <i>much / a lot, a little / a bit</i>	Meetings: participating in discussions	Cara Cosmetics: Launch a new product Writing: catalogue description
Unit 9 Companies page 78	Successful companies	Reading: Sales at LVMH Listening: An interview with a communications manager at BMW	Describing companies Present continuous Present simple or present continuous	Presentation 2: starting a presentation	You and your company: Prepare an introduction to a presentation Writing: company profile
Revision Unit C page 86					
Unit 10 The Web page 90	Using the Internet Plans for the future	Reading: Internet companies Listening: An interview with a website designer	Internet terms Time expressions Talking about future plans (present continuous and <i>going to</i>) <i>will</i>	Making arrangements	Isis Books plc: Plan a sales trip Writing: e-mail
Unit 11 Cultures page 98	Company cultures Cultural mistakes	Reading: A franchise in Japan Listening: Three people talking about cultural mistakes	Company cultures <i>should / shouldn't</i> <i>could / would</i>	Identifying problems and agreeing action	A change of culture: Discuss changes in a bank Writing: action minutes
Unit 12 Jobs page 106	Skills you need for a job	Reading: A curriculum vitae Listening: An interview for a job	Skills and abilities Present perfect Past simple or present perfect	Interview skills	High Profile Inc.: Choose a candidate for a job Writing: letter
Revision Unit D page 114					

Introductions

OVERVIEW ▼

- Vocabulary 1**
Job titles
- Vocabulary 2**
Nationalities
- Reading**
Describing people
- Language focus 1**
to be
- Language focus 2**
a / an with jobs, wh-questions with to be
- Listening**
Talking about yourself
- Skills**
Introducing yourself and others
- Case study**
Aloha in Hawaii



“Bond. James Bond.”

Sean Connery Scottish actor in *Dr No*

Starting up

A 1.1 Listen to four businesspeople. Match the speakers to their business cards.



1



2



3



4

A

BALTPROF Consulting Group

Nikolai Ivanov
Accountant

PO Box 103,
St. Petersburg,
193015 RUSSIA

Tel: (812) 275-5626
Tel/fax: (812) 101-4046
E-mail: ni@accounts.ru

B

Habermos GmbH

Erika Schulz
Product Manager

Steintwiete 47
20459 Hamburg
Germany
Tel: +49 (0) 40-56 91 65 56
Fax: +49 (0) 40-56 91 65 66
Mobile: +49 (0) 177-7 46 94 36
E-mail: eschulz@habermos.de

C

Baires Seguros S.A.

Eva Rosado
Senior Manager

Cerviño 4924
(B1765ETL) Isidro Casanova Buenos Aires, Argentina

+ (5411) 4625-1796
E-mail: rosado@baires.com.ar


D

Bo Cheng

88 Xue Yuan Road, Hangzhou, Zhejiang Province, P.R. China 310012

Tel: (0086-571) 2152433
E-mail: boc@mail.zjzs.edu.cn



B  **1.1 Listen again and complete the introductions. Use the words from the box.**

from name's My I'm

- Good morning. My *name's* Erika Schulz. I'm a product manager from Germany. I'm in marketing.
- Hello. I'm Nikolai Ivanov. I'm from Russia. an accountant.
- Hi. I'm Bo Cheng China. I'm a university student.
- Hi. I'm from Argentina. I'm a senior manager. name's Eva Rosado.

C **Talk about yourself.**
Hello. I'm from ...

Vocabulary 1
Job titles

A **Write the words from the box under the correct heading.**

accountant finance marketing manager technician
engineer cashier production director doctor
telephone operator human resources receptionist
lawyer sales assistant personal assistant (PA)

Job	Department
<i>accountant</i>	<i>finance</i>

B **Work in pairs. Talk about your job or studies.**
I'm a technician. / I'm a student. / I'm in finance.

Vocabulary 2
Nationalities

A Complete the chart of countries and nationalities. Use the words from the box. Add other countries and nationalities.

Brazilian Polish Germany Kuwaiti French Oman
Italian Spain Russia Turkey Japanese Swedish
China Greece British American



Country	Nationality	Country	Nationality
	-an		-ish
Brazil	<i>Brazilian</i>	Poland
<i>Germany</i>	German	Spanish
Italy	Sweden
.....	Russian	Turkish
	-ese		others
Japan	France
.....	Chinese	Greek
	-i		the UK
Kuwait	the US
.....	Omani		

Vocabulary file page 148



B Work in pairs. Student A: turn to page 136. Student B: turn to page 143. Ask and answer questions about the nationality of the companies.

A Is Sony Japanese? B Yes, it is.
B Is Givenchy Swedish? A No, it isn't. It's French.

Sony Givenchy Volvo Zara Gucci Aeroflot Michelin
Siemens McDonald's Olympic Airways

C Think of three companies you know. Give their nationalities.

Reading

Describing people

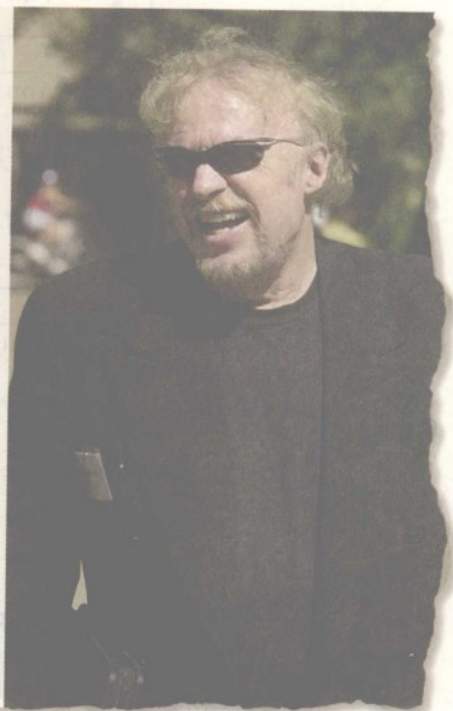
A Read the article. Then complete the chart.

Meet Phil Knight

Phil Knight is the founder and CEO of Nike, a famous sports and fitness company. He is from Oregon, USA. He is 65 and is a very rich man. He is married, and his wife's name is Penny. They have two sons and one daughter. Knight loves sport, including tennis, running and golf. He also likes fast cars. He says, 'I love the fact that Nike is about sports.' He has a tattoo of the Nike logo on his left leg.

Knight's ad agency is Wieden & Kennedy. At his first meeting with Wieden, Knight said, 'Hi, I'm Phil Knight. And I hate advertising.' But they are still partners after 21 years. At meetings with Wieden, Knight is relaxed and tells jokes. He wears blue jeans, a T-shirt and suit jacket, and a pair of Nike shoes.

Knight is interested in Asia, especially Japan. His office is full of objects from Asia. It is in Nike's World Headquarters in Beaverton, Oregon.



Phil Knight	
Age	65
Nationality	
Family	
Job	
Type of company	
Interests	

B Tick the correct sentences. Correct the mistakes in the other sentences.

- Phil Knight is the head of Nike. ✓
- He isn't rich. *He is very rich.*
- Knight is married with two children.
- His wife's name is Penny.
- Knight's tattoo is on his right leg.
- Wieden is in advertising.
- Knight's office is full of objects from Austria.
- Knight's office is in California.

C Ask and answer questions about Phil Knight and his office.

- A *Is Phil Knight American?* B *Yes, he is.*
 B *Is his wife's name Sandra?* A *No, it isn't.*

➔ Vocabulary file page 149

Language focus 1

to be

- We often use the verb *to be* to describe people.
Phil Knight is head of Nike. He is American. He is married.

I	am	(I'm)	Spanish.
You	are	(You're)	
We		(We're)	
They		(They're)	
He	is	(He's)	Italian.
She		(She's)	
It		(It's)	

I	am not	(I'm not)	Italian.
You	are not	(You aren't)	
We		(We aren't)	
They		(They aren't)	
He	is not	(He isn't)	Italian.
She		(She isn't)	
It		(It isn't)	



A Complete the information about Ingrid with short forms of the verb *to be*.

My name...¹ Ingrid. I...² a graphic designer. I...³ German, and I...⁴ from Munich.

I...⁵ married with two children. They...⁶ both in high school. Their school...⁷ near my office.

My husband...⁸ an engineer. We...⁹ interested in travel and the cinema. My sister...¹⁰ an accountant.

B 1.2 Listen and check your answers.

C Complete the chart about yourself. Then introduce yourself to a partner.

1 Name	4 Nationality
2 Job	<i>I'm a(n) ...</i>	5 Interests
3 City	<i>I'm from ...</i>	6 Favourite sports

D Complete the sentences with negative forms of *to be*.

- I'm Russian, but ... *I'm not* from Moscow.
- They're Japanese, but from Tokyo.
- He's German, but from Munich.
- I'm in sales, but the manager.
- You're in Poland, but in Warsaw.
- Her name is Sophia, but Italian.

E Match the questions and answers about Sergio.

- | | |
|----------------------------|--|
| 1 Are you Spanish? | a) No, I'm a financial analyst. |
| 2 Are you a sales manager? | b) No, she's Polish. |
| 3 Are you married? | c) No, I'm Italian. |
| 4 Is your wife a manager? | d) No, she's a lawyer. |
| 5 Is she Italian? | e) Yes, I am. That's a picture of my wife. |

F Work in pairs. Ask and answer questions from Exercise A about Ingrid.

A *Is Ingrid French?* B *No, she isn't. She's German.*

Language focus 2**a/an with jobs;
wh- questions**


- We use *a* before words beginning with a consonant sound such as b, c, d: *a receptionist*.
- We use *an* before words beginning with a vowel sound such as a, e, i, o: *an astronaut*.
- We do not use *a* or *an* with plural nouns: *They are architects*.
- We use question words such as *what*, *who* and *where* to ask for information.

What's your job? I'm a lawyer. (NOT *I'm lawyer.*)

Who's your boss?

Where are you from? / Where's he from?

What's your job? I'm an engineer.

 page 118

A Write the jobs from the box under the correct heading.


trainee	accountant	executive	optician	lawyer
analyst	director	architect	manager	consultant
	engineer	doctor	pilot	

<i>a</i>	<i>an</i>
<i>trainee</i>	

B Work in pairs. Talk about your job and the jobs of your family and friends.

I'm a sales manager. My husband / wife / partner is a doctor.

My brother is an engineer. My sister is a housewife. My friend is an architect.

 Vocabulary file page 150

Listening**Talking about yourself****1.3 Three people talk about their jobs. Listen and complete the chart.**

	Pierre	Olga	Anna
1 What is his or her job?	<i>an architect</i>	an engineer	
2 Where is he or she from?	Switzerland		
3 Where is his or her office?	Zurich		Poznan
4 Who is his or her boss?		Eugenia	