



مجموعة جامعة
الجميع الذكية
للتعليم القابضة



English Language 1

Lecture 1

ENG 101

Prepared by
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www.midocean.ae

UNIT

1

Introductions

'James Bond, Universal Exports.'

Sean Connery, British actor, in From Russia With Love

OVERVIEW

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Meeting business
contacts

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Angela Ahrendts

LANGUAGE FOCUS 1

to be

LANGUAGE FOCUS 2

a/an with jobs,
wh- questions

SKILLS

Introducing
yourself and others

CASE STUDY

A job fair in
Singapore



STARTING UP

A

Work in pairs. Complete the sentences below with words from the box.
There are two words you do not need.

from I'm my name's she you

- 1 Emma. Emma Schneider, from Habermos in Hamburg.
- 2 Good morning..... name's Shi Jiabao.
- 3 My Akim, by the way. Akim Anyukov.
- 4 How do you do. I'm Nuria Sosa, RTA Seguros.

STARTING UP

A

Work in pairs. Complete the sentences below with words from the box.
There are two words you do not need.

from I'm my name's she you

- 1 ..I'm.... Emma. Emma Schneider, from Habermos in Hamburg.
- 2 Good morning.....my.... name's Shi Jiabao.
- 3 My name's Akim, by the way. Akim Anyukov.
- 4 How do you do. I'm Nuria Sosa, ..from. RTA Seguros.



Listen and match the speakers to their business cards

UNIT 1 → INTRODUCTIONS

A ☐

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Listen and match the speakers to their business cards

UNIT 1 → INTRODUCTIONS

A 3

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E

 **CD1.5 Listen to these letters and practise saying them.**

AHJK

FLMNSXZ

O

R

BCDEGPTV

IY

QUW

F

 **CD1.6 Listen and write the words that are spelled.**

1

2

3

4

E  **CD1.5 Listen to these letters and practise saying them.**

AHJK

FLMNSXZ

O

R

BCDEGPTV

IY

QUW

F  **CD1.6 Listen and write the words that are spelled.**

1 Emma

2 Payton

3 Anyukov

4 Davieson

sosa@rtas.com.ar

VOCABULARY
Nationalities

A

Complete the chart of countries and nationalities below using 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 Indian Mexican Korean

Country	Nationality
	-an
Brazil	<i>Brazilian</i>
<i>Germany</i>	German
India	
Mexico	
Italy	
.....	Russian
Korea	
	-ese
Japan	
.....	Chinese
	-i
Kuwait	
.....	Omani

Country	Nationality
	-ish
Poland	
.....	Spanish
Sweden	
.....	Turkish
	others
France	
.....	Greek
the UK	
the USA	



LISTENING

**Meeting
business
contacts**



A

 **CD1.8** Jeremy Keeley is a consultant. Listen to him introducing himself in the first part of the interview and decide whether these statements are true (T) or false (F). Correct the false ones.

- 1 He lives in London.
- 2 He has three very young children.
- 3 He runs his own business.
- 4 His business works for organisations across the USA and Asia.
- 5 He helps leaders become better leaders.
- 6 He always shakes hands when he meets people.



LISTENING

**Meeting
business
contacts**



A CD1.8 Jeremy Keeley is a consultant. Listen to him introducing himself in the first part of the interview and decide whether these statements are true (T) or false (F). Correct the false ones.

- 1 He lives in London. **F. near London**
- 2 He has three very young children. **F. teenagers**
- 3 He runs his own business. **T**
- 4 His business works for organisations across the USA and Asia. **F. the UK and Europe**
- 5 He helps leaders become better leaders. **T**
- 6 He always shakes hands when he meets people. **T**



B  **CD1.9 Listen to the second part. Complete what Jeremy says about meeting new business contacts and exchanging business cards.**

I usually say, 'Hello,¹ are you?', '.....² do you come from?', '.....³ do you do?'. I usually find out⁴'s important to them,⁵ they're there. I usually wait until they've asked me a question before I talk too much about myself.

I usually⁶ until the person I'm meeting⁷ me a business card before I offer them mine, so we'll⁸ them at that point.



B  **CD1.9 Listen to the second part. Complete what Jeremy says about meeting new business contacts and exchanging business cards.**

I usually say, 'Hello,¹ How are you?', '.....² Where do you come from?', '.....³ What do you do?'. I usually find out⁴ what's important to them,⁵ why they're there. I usually wait until they've asked me a question before I talk too much about myself.

I usually⁶ wait until the person I'm meeting ...⁷ offers me a business card before I offer them mine, so we'll⁸ exchange them at that point.

READING

Angela Ahrendts

A

Read this article. Then complete the chart below.

From small town to global leader

Angela Ahrendts is the American CEO* of Burberry, the \$2.2 billion fashion company. Burberry is one of the biggest luxury brands in the world. The headquarters of this British company are in London, and it has more than 270 stores in 80 countries.

Fifty-year-old Ahrendts is from a small town in Indiana. She is married to Greg, her high-school sweetheart. They have a son (15) and two daughters (14 and 11). Their son, Jennings, dreams of being a rock star. The children are at an American international school in London.

Ahrendts is always elegant. Most days she wears Burberry – usually something from its Prorsum range.

She usually gets up around 4.30. 'I need a quiet time in the morning to answer e-mails,' she explains. On days when Ahrendts is in London, she often has back-to-back meetings for 10 hours. She keeps going by drinking six Diet Cokes a day. She travels on business one week a month, but tries to get home for weekends.

Family is important for Ahrendts. 'I'm at work or with my family. I don't have time for other things.' When she is not working, she likes to eat a takeaway pizza with her children or play basketball with them. Ahrendts and the family go back to Indiana for holidays several times a year. 'We want our children to stay in contact with their cousins,' she says.



* A CEO (chief executive officer) is the person with most authority in a company.

Angela Ahrendts	
Age	50
Job	
Nationality	
Family	
Interests outside work	

B

Decide whether these statements are true (T) or false (F). Correct the false ones.

- 1 Burberry is an American company. *F (It's a British company.)*
- 2 Burberry is a global fashion company.
- 3 All Ahrendts's children are teenagers.
- 4 They are at school in America.
- 5 Most mornings, Ahrendts is up before 5 a.m.
- 6 She is away on business most weeks.
- 7 She has a lot of interests outside work.
- 8 For Ahrendts, keeping in contact with relatives is important.

* A CEO (chief executive officer) is the person with most authority in a company.

Angela Ahrendts	
Age	50
Job	CEO
Nationality	American
Family	5
Interests outside work	Having Pizza and playing basketball with her children

B

Decide whether these statements are true (T) or false (F). Correct the false ones.

- Burberry is an American company. *F (It's a British company.)*
- Burberry is a global fashion company. *T*
- All Ahrendts's children are teenagers. *T*
- They are at school in America. *F. in London*
- Most mornings, Ahrendts is up before 5 a.m. *F. around 4:30*
- She is away on business most weeks. *F. one week a month*
- She has a lot of interests outside work. *F. she doesn't have time for other things*
- For Ahrendts, keeping in contact with relatives is important. *T*

LANGUAGE FOCUS 1

to be

We often use the verb *to be* to describe people.

Angela Ahrendts **is** CEO of Burberry. She **is** American. She **is** married.

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

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

to be Form

+	I'm (= am) He's/She's/It's (= is) You're/We're/They're (= are)	a student. from Poland. at work.
-	I'm not (= am not) He/She/It isn't (= is not) or He's/She's/It's not You/We/They aren't (= are not) or You're/We're/They're not	American. here. Chinese. lawyers.
?	Am I Is he/she/it Are you/we/they	late? at the office? tired?

Questions with to be

- We put the form of the verb *to be* at the beginning.

Am I early?

Is it here?

Is he a manager?

Are you Spanish?

- We do not use the short form of the verb in answers.

Are you a consultant?

Yes, I **am**. (NOT ~~Yes, I'm.~~)

Is she married?

Yes, she **is**. (NOT ~~Yes, she's.~~)

Are they OK?

Yes, they **are**. (NOT ~~Yes, they're.~~)



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

My name's.....¹ Maristella. I.....² Brazilian and I.....³ from São Paulo. I.....⁴ a research analyst for an investment bank in New York. I.....⁵ married with two children, a boy and a girl. They.....⁶ at high school in Scarsdale. My husband.....⁷ American and he.....⁸ a doctor. My sister.....⁹ in New York, too. She.....¹⁰ a student at Columbia University. We.....¹¹ all interested in sports and movies. My son.....¹² a good tennis player.

B CD1.10 Listen and check your answers.

C Complete this 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 Now write a paragraph about your partner. Use the text in Exercise A as a model.

My partner's name is ...

E Complete these sentences with negative forms of *to be*.

- 1 She's Russian, but she isn't from Moscow.
- 2 They're Japanese, but from Tokyo.
- 3 He's German, but from Munich.
- 4 I'm in sales, but the manager.
- 5 The office is in Paris, but in the centre.
- 6 Her name is Sophia, but Italian.

F Match the questions and answers about Sergio.

- | | |
|----------------------------|--|
| 1 Are you Spanish? | a) No, I'm a marketing manager. |
| 2 Are you a sales manager? | b) No, she's Mexican. |
| 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

Match the questions and answers about Sergio.

- | | |
|----------------------------|--|
| 1 Are you Spanish? | a) No, I'm a marketing manager. |
| 2 Are you a sales manager? | b) No, she's Mexican. |
| 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. |

LANGUAGE FOCUS 2

***a/an* with jobs; *wh-* questions**

- We use *a* before words beginning with a consonant sound (e.g. *b*, *c*, etc.):
a receptionist
- We use *an* before words beginning with a vowel sound (e.g. *a*, *e*, etc.):
an architect
- 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.~~)
 'What's your wife's job?' 'She's **an** engineer.'
 'Where's your office?' 'It's in New York.'
 'Who's your boss?' 'Julio Cerdón.'
 'Where are you from?' 'I'm Russian.' / 'Where's he from?' 'He's Spanish.'

a/an

1 a/an with singular nouns

- We use **a** before words beginning with a consonant sound (for example *c, p, y, j*).
a city **a** European **a** picture **a** problem **a** university
- We use **an** before words beginning with a vowel sound (for example *a, e*).
an address **an** answer **an** hour **an** interest **an** office

2 a/an with jobs

We use **a/an** with jobs.

He's **a** designer. (NOT ~~He's designer.~~)

She's **an** architect. (NOT ~~She's architect.~~)

3 We don't use **a/an** with plural nouns.

wh- questions

What	's	your job?
	are	their names?
Who	's	your boss?
	are	they?
Where	's	my case?
	are	the files?



Write the correct article (*a/an*) for each job.

accountant architect artist cashier consultant director doctor

engineer executive journalist lawyer manager office worker

optician personal assistant (PA) pilot receptionist research analyst

sales assistant technician telephone operator trainee



UNIT 1 >> INTRODUCTIONS

SKILLS

Introducing yourself and others



A

 **CD1.14–1.16** Listen to three conversations. Decide whether these statements are true (T) or false (F). Correct the false ones.

- | | | |
|------|----------|---|
| CD | 1 | Jim Davis works in the advertising department. |
| 1.14 | 2 | Paula will be an intern in the company for three weeks. |
| CD | 3 | Lucy Collins works in finance. |
| 1.15 | 4 | Jonathan Ross is Jenny Bradshaw's assistant. |
| CD | 5 | Jeff and Susan work for different companies. |
| 1.16 | 6 | Jeff's boss is Richard Mason. |



UNIT 1 >> INTRODUCTIONS

SKILLS

Introducing yourself and others



A

 CD1.14–1.16 Listen to three conversations. Decide whether these statements are true (T) or false (F). Correct the false ones.

CD
1.14

- 1 Jim Davis works in the advertising department. **F. Sales department**
- 2 Paula will be an intern in the company for three weeks. **F. three months**

CD
1.15

- 3 Lucy Collins works in finance. **T**
- 4 Jonathan Ross is Jenny Bradshaw's assistant. **T**

CD
1.16

- 5 Jeff and Susan work for different companies. **F. the same company**
- 6 Jeff's boss is Richard Mason. **T**

Case Study 1

A job fair in Singapore

A film company is looking for a sales assistant



Background

You and a colleague work for the Treadlight Film Company, a television production company. You are both at a job fair in Singapore. You want to find an assistant for your sales manager in Singapore. On a website, you read information about three young people at the fair looking for a job in sales. Read about them, then do the task below.



Jenny Wong

Age: 20 **Born:** Taiwan

Education: high-school certificate

Work experience: sales assistant in bookshop

Languages: fluent Chinese, basic knowledge of English

Personality/appearance: elegant, friendly

Interests: music, international cinema



Cindy Tan

Age: 21

Born: Hong Kong

Education: university graduate (geography)

Work experience: –

Languages: fluent Chinese, good standard of English

Personality/appearance: well-dressed, confident

Interests: conversation, people



David Chong

Age: 24

Born: Singapore

Education: university graduate (computing)

Work experience: website designer

Languages: fluent Chinese and English

Personality/appearance: serious, hard-working

Interests: computer games, karate



Task

Work in pairs.

- 1 Talk about the people in the profiles.

Jenny Wong is from Taiwan.

She isn't a university graduate.

Cindy Tan has no work experience.

David Chong is interested in computer games.

- 2 Imagine you have time to talk to only one of the candidates. Decide which person you want to meet.

A: I'd like to talk to because

B: I agree / don't agree. I think

- 3 You meet at the job fair and talk about the sales position.

Student A

You are a director of Treadlight Film Company. Ask the job seeker questions based on these prompts:

- Where / you come / from?
- Why / you want / job?
- What / your best quality?
- What / your favourite film or television programme?
- Why / you like the film / television programme?

Student B

You are a job seeker. Think of answers to Student A's questions.

Writing

Write an e-mail to your boss about the person you talked to at the conference.

→ Writing file page 126

Hi Bob,

I met an interesting person at a conference in Singapore.
Here is some information about him/her ...

Formal Email

E-mails

E-mails can have a formal business style or a very informal style, similar to spoken English.

This formal e-mail is similar to a standard business letter, but usually it is shorter. The e-mail should begin with *Dear ...* and finish with *Best wishes* or *Best regards*.

You use this style if you are writing to somebody outside the company or somebody you do not know well.

From: e.lee@bilder.com
To: tobias.schmidt@schneemans.de
Subject: Dinner invitation

Dear Mr Schmidt

I would like to invite you to dinner after your visit to our company next week if you have time. Our Managing Director, Alison McDermott, will also come.

I will book a table at an Italian restaurant, Via Venezia, for 8 p.m. on Tuesday evening. The restaurant is next to your hotel in Barchester Road.

I hope you can join us. Please can you let me know this week?

Best wishes
Emily Lee

Emily Lee
Head of PR
Bilder Construction PLC
Box 62
London W1

Informal Email

This informal e-mail is for people you know well inside or outside the company. The e-mail often begins with *Hi* or *Hello* and finishes with *Regards* or *CU*. *CU* means *See you*.

Other short forms are:

TX/TNX = thanks

RUOK = Are you OK?

FYI = for your information

BTW = by the way

ASAP = as soon as possible

From: e.lee@bilder.com

To: s.carpenter@bilder.com

Subject: Seminar contact

Hello Sally

I made an interesting contact at the seminar last week. Pablo Almeida is in charge of Research and Development at Rozlin Electronix in Seville. He is very interested in our new training software and wants you to contact him. Here is his e-mail address:

pablo.almeira@rozelex.com

Hope he's useful for you!

CU

Emily

Formal and informal emails

Formal	Informal
An email to a customer	A birthday greeting to a colleague
A job application	An email to a colleague who is also a good friend
An email to your manager	A social invitation to a friend at your workplace
A complaint to a shop	An email with a link to a funny YouTube clip
An email from one company to another company	A message to a friend on a social networking site

Formal	Informal
Dear Mr Piper, I am writing to thank you for all your help. I look forward to seeing you next week. With best wishes, John Smith	Hi Tim, Many thanks for your help. See you next week. Cheers, John

Extra Practice

B Rewrite the sentences with the correct form(s) of the verb *to be* in the correct place(s).

1 His English very good.

His English is very good.

2 Where they from?

.....

3 What her name?

.....

4 My office in Paris, but I not French.

.....

5 Mrs Lopez a lawyer.

.....

6 Alex and Rob from Italy.

.....

C Write the words in the correct order to make questions. You need one word from the box for each question.

am are is

1 your / Ingrid / name / ?

Is your name Ingrid?

2 Spain / Isabel and Luis / from / ?

.....

3 a / you / programmer / ?

.....

4 Marketing / in / you and Tom / ?

.....

5 I / tomorrow / in / room 16 / ?

.....

E

Write short answers to the questions.

- 1 Is Ákos from Turkey?
No, he isn't...... He's from Hungary.
- 2 Are you in Production too, Maria?
..... I'm the assistant production manager.
- 3 Am I in room 243 tomorrow?
..... You're in room 112.
- 4 Am I late for the meeting?
..... But just by five minutes so don't worry.
- 5 Is Linda English, too?
..... She's from Australia.
- 6 Is the new sales assistant French?
..... He's from Lyons.
- 7 Are you from Switzerland, Brigitte?
..... I'm from Belgium.
- 8 Are you and Lucille in Marketing?
..... We're both in Finance.

WRITING
Editing

A Rewrite the sentences with the words from the box in the correct places.

a are do from is (x3)

- | | |
|---|---|
| <p>1 Is your wife manager?
<i>Is your wife a manager?</i></p> <p>2 She married with two children.
.....</p> <p>3 Lucas and Mirjana interested in travel.
.....</p> <p>4 Wizz Air a Hungarian company?
.....</p> | <p>5 How you do? I'm Ana Kostic, from RTVS.
.....</p> <p>6 The sales manager very busy today.
.....</p> <p>7 My best friend is Brazilian. He is Porto Seguro.
.....</p> |
|---|---|

B Put apostrophes (') where necessary.

- 1 Her name's Paola.
- 2 Akemis from Japan.
- 3 Her companys in Osaka.
- 4 Whats your job?
- 5 Its very modern, but it isnt very large.
- 6 'Are you and your colleague from Poland?' – 'No, we arent. Were from Ukraine.'

Capitalization Rules + Examples

Capitalize:

1- The first word in a Sentence

Ex: You haven't told me the answer yet.

2- Names of people

John/ William / Smith/ Ahmed/ Sally/.....

Ex: John attended the lecture yesterday.

3- Proper Adjectives

Ex: Have you ever tried Chicago-style pizza?

4- The Pronoun "I"

Sandra and I are going to the movies later tonight.



5- Countries/ cities

Egypt, Saudi Arabia, Sudan, America, Paris, Cairo, New York ,

6- Nationalities

He is American.

7- Languages

Arabic, English, French,...

8- Days and months; historical eras and named events; holidays

- a Monday in July
- the Middle Ages
- the Napoleonic Wars
- Christmas Day



9- Schools, colleges, and universities

Adam has joined Midocean University.

10- Names of companies and trademarks

Coca-Cola / Pepsi / Sony/ starbucks

11- Monuments

the Eiffel Tower

12- Acronyms and Initials

Ex: The scientists at NASA launched a new mission.
(National Aeronautics and Space Administration)

C

Rewrite the sentences with capital letters where necessary.

1 nikola is from croatia.

Nikola is from Croatia.

2 mrs kimura is japanese.

.....

3 is nokia danish?

.....

4 paul is married with two children.

.....

5 this is george ellis, from marketing.

.....

6 mr brown's new boss is from london, ontario.

.....



مجموعة جامعة
الجميع الذكية
للتعليم القابضة

MIDOCEAN
UNIVERSITY
BY EVERYONE'S SMART UNIVERSITY



Thank You

