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Aa



# ENGLISH

## FOR EVERYONE

COURSE BOOK LEVEL 1

### BUSINESS ENGLISH

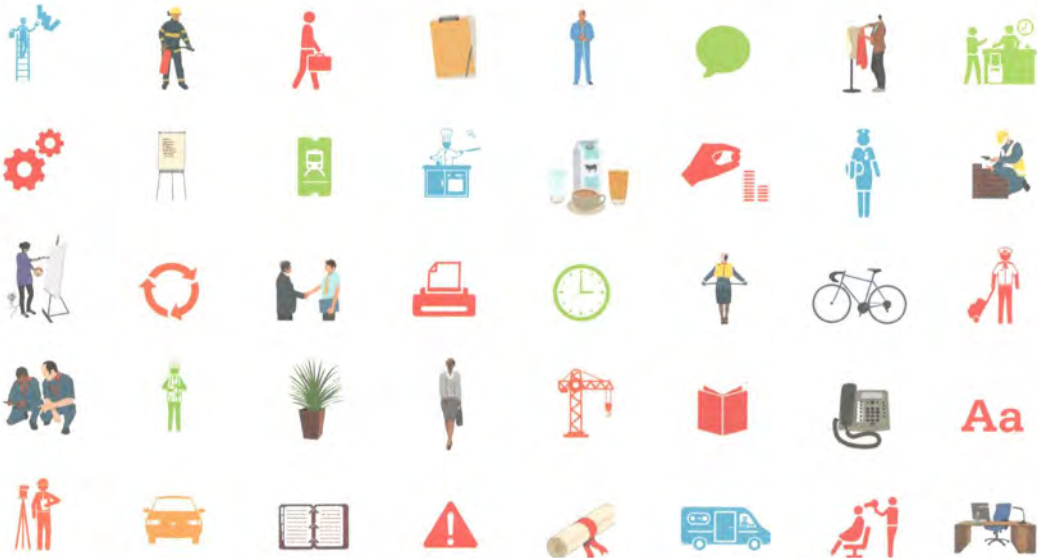


## A COMPLETE SELF-STUDY PROGRAMME

# ENGLISH FOR EVERYONE

COURSE BOOK **LEVEL 1**

**BUSINESS ENGLISH**





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You can use formal or informal English to introduce yourself and greet colleagues or co-workers, depending on the situation and the people you are meeting.

-  **New language** Alphabet and spelling
- Aa Vocabulary** Introductions and greetings
-  **New skill** Introducing yourself to co-workers

## 1.1 KEY LANGUAGE INTRODUCING YOURSELF

English uses a variety of polite phrases for introducing yourself and greeting your co-workers.

This is a formal greeting. You can also say "Good afternoon" and "Good evening."

Good morning.  
My name is  
Alisha Sharma.

Hello, Alisha. My  
name's Tom Robinson.



This is an informal greeting.

Hi, I'm Lee.

Hi, Lee. I'm Jana.



This is an informal way  
to say your name.

I'm Sally James.

You can also say "It's  
nice to meet you."

It's good to  
meet you, Sally.



"Hello" can be used in formal  
and informal situations.

Hello. My  
name's Carla.

"I'm" is implied  
before "pleased."

Pleased to  
meet you.



This is a formal way  
to say your name.

My name is  
Sidique Ali.

This is very formal.

It's a pleasure to  
meet you, Mr. Ali.



You can also say  
"Good to meet you"  
or "Nice to meet you."

Great to  
meet you.

This means "Great  
to meet you, too."

You too.



Using titles and  
last names is  
very formal.





## 1.2 FILL IN THE GAPS USING THE WORDS IN THE PANEL

It's good to meet you.

- 1 Hello. My \_\_\_\_\_ Sebastian.
- 2 Good \_\_\_\_\_. My name is Joe Carr.
- 3 Hi, Marie. \_\_\_\_\_ Clive.
- 4 It's great to meet you, \_\_\_\_\_, Sven.
- 5 It's a \_\_\_\_\_ to meet you.

afternoon      pleasure      ~~meet~~  
I'm              name's              too



## 1.3 PRONUNCIATION THE ALPHABET

Listen to how the letters of the alphabet are pronounced in English when they are said individually.

Aa Bb Cc Dd Ee  
Ff Gg Hh Ii Jj Kk  
Ll Mm Nn Oo Pp  
Qq Rr Ss Tt Uu  
Vv Ww Xx Yy Zz



## 1.4 LISTEN TO THE AUDIO AND MARK THE NAMES YOU HEAR





## 1.5 KEY LANGUAGE INTRODUCING OTHER PEOPLE

You can also use polite formal and informal phrases to introduce your co-workers to each other.

This is a formal introduction.

May I introduce Maria Diaz? Maria is our sales manager for Europe.

It's good to meet you, Maria.

It's a pleasure to meet you too.



This is an informal introduction.

Amit, meet Edward. Edward, Amit and I work together.

Great to meet you, Edward.



This is a formal introduction.

I'd like you to meet Zoe Carr.

It's nice to meet you, Ms. Carr.



Use "this is" to introduce other people in less formal situations.

This is my new assistant, Levi.

Hi, Levi. Good to meet you.



## 1.6 REWRITE THE SENTENCES, CORRECTING THE ERRORS

Hello, Sam. Nice meet you.

Hello, Sam. Nice to meet you.

1 To meet you, it's a pleasure, too.

2 Hi, I'm name's Adedeayo.

3 Greet to meet you.

4 This my new colleague, Martin.

5 Marisa, meeting Roula, my partner.

6 It's good to meet to you, Katherine.

7 I may introduce Claudia Gomez, our new CEO?





## 1.7 LISTEN TO THE AUDIO AND ANSWER THE QUESTIONS



Jill has started a new job. She goes to a meeting with her new colleagues, Mr. Singh and Daniel.

What is Jill's role at the company?

- Design assistant
- Finance manager
- Intern

1 What is Jill's last name?

- Greene
- Cheam
- Green

2 How long has Mr. Singh been working with Spandone and Co.?

- 14 years
- 15 years
- 16 years

3 What is Mr. Singh's role at Spandone and Co.?

- Lawyer
- CEO
- Accountant

4 Which two people are meeting for the first time?

- Jill and Daniel
- Jill and Mr. Singh
- Daniel and Mr. Singh



## 1.8 SAY THE SENTENCES OUT LOUD, FILLING IN THE GAPS USING THE WORDS IN THE PANEL

May I introduce Marta Lopez?

Marta and I work together.

1

Hello, Mr. Lucas. It's a \_\_\_\_\_ to meet \_\_\_\_\_.

2

Ashley, \_\_\_\_\_ André. André and I work on the \_\_\_\_\_ project.

3

\_\_\_\_\_, Sophie. My \_\_\_\_\_ Rachel Davies. Great to meet you.

4

\_\_\_\_\_ is my colleague, Hayley. We went to college \_\_\_\_\_.

5

It's \_\_\_\_\_ to meet you, Cori. \_\_\_\_\_ name's Angel.

6

Hello, James. \_\_\_\_\_ really nice \_\_\_\_\_ meet you. My name's Alex.

good together It's My to  
~~introduce~~ name's pleasure Hello  
 meet same you This ~~work~~

### 01 CHECKLIST

Alphabet and spelling

**Aa** Introductions and greetings


Introducing yourself to co-workers

# 02 Everyday work activities

Use the present simple to talk about things that you do regularly, such as your daily tasks or everyday work routines.

 **New language** Present simple

 **Vocabulary** Work activities

 **New skill** Talking about workplace routines

## 2.1 KEY LANGUAGE THE PRESENT SIMPLE

Use the present simple to talk about things that happen regularly as part of a routine.



Every morning, we prepare the food and Justin sets the tables.



## 2.2 HOW TO FORM THE PRESENT SIMPLE

With regular verbs, use the base form of the verb to make the present simple with "I," "you," "we," and "they." With "he," "she," and "it," add "s" to the base form.

SUBJECT	VERB	REST OF SENTENCE
I / You / We / They	prepare	the food every morning.
He / She	prepares	

## 2.3 FURTHER EXAMPLES THE PRESENT SIMPLE

"Be" with "I" is "I am."  
The short form is "I'm."



I'm a lifeguard at the local pool.

Present simple form of "be" with "he," "she," and "it."



Mia is an excellent tour guide.



They have a meeting every morning.



We usually stop for tea and coffee at 11.

Present simple form of "be" with "we," "you," and "they."



Stephanie works from home on Mondays.



We are always busy in the evening.



## 2.4 MATCH THE PICTURES TO THE CORRECT SENTENCES



He brings the team tea and coffee every afternoon.



I read the bulletin board every morning.



She walks around her office every 30 minutes.



He opens all the windows in the afternoon.



She shouts at the computer every day.



## 2.5 FILL IN THE GAPS USING THE WORDS IN THE PANEL



We have a meeting every day.



① She \_\_\_\_\_ a hairdresser.



② He \_\_\_\_\_ by train every morning.



③ She \_\_\_\_\_ work at 6pm every day.



④ She \_\_\_\_\_ coffee twice a day.



⑤ He \_\_\_\_\_ lunch at a local café.

eats                      is                      drinks  
leaves                  have                      travels



## 2.6 LISTEN TO THE AUDIO AND ANSWER THE QUESTIONS



Zoe has started a new job in a café.  
Her manager tells her about her everyday tasks at work.

The café opens at 10am.

True  False  Not given

① All the staff arrive at 8am.

True  False  Not given

② Zoe checks the tables before the café opens.

True  False  Not given

③ Everyone has a break at 11:30pm.

True  False  Not given

④ Employees eat lunch in the kitchen.

True  False  Not given

⑤ The café closes at 6pm.

True  False  Not given

## 2.7 ▲ COMMON MISTAKES THE PRESENT SIMPLE WITH "HE," "SHE," AND "IT"

It's easy to forget to add "s" to the base form of the verb in the present simple with third-person singular pronouns, "he," "she," and "it."

The CEO **works** on Sundays. ✓  
Add an "s" to the base form of the verb.

The CEO **work** on Sundays. ✗  
This is wrong.



## 2.8 CROSS OUT THE INCORRECT WORD IN EACH SENTENCE



She ~~make~~ / makes tea and coffee before the team meeting every Friday.



1 The head of marketing ~~speak~~ / speaks for about an hour at every team meeting.



2 Arianna and Gabriel ~~read~~ / reads their emails first thing every morning.



3 The photocopier ~~stop~~ / stops working if we don't load the paper carefully.



4 The owners of the hotel ~~visit~~ / visits it at the end of every month.



5 The cleaner ~~start~~ / starts work at 6am every day. The office is always clean in the mornings.



## 2.9 USE THE CHART TO CREATE EIGHT CORRECT SENTENCES AND SAY THEM OUT LOUD

I work from Monday to Friday.

I  
You  
She  
My manager

work  
works  
have  
has

from Monday to Friday.  
a meeting every morning.





## 2.10 READ THE ARTICLE AND ANSWER THE QUESTIONS

### OUR TEAM

# Meet the manager

Our Head of Customer Services describes a typical working day

**S**umiko Akimoto, our Head of Customer Services, describes a typical day at work. "Every morning, even in the winter, I ride my bicycle to work. I arrive at work early and then walk through the departments to talk to the staff. It is important for me to know what is happening in the company so that I can share any useful information with clients. Next, I read my emails and use them to help me write a list of things to do during the day. I rarely do everything on the list, but it's useful to help me plan my day.

During my morning coffee break, I talk to my team members about my list and sometimes delegate tasks to them. At lunchtime, many of my colleagues go to a local Italian restaurant to eat, but I stay in the office and eat a



packed lunch. I like to deal with all my emails by 5 o'clock. Sometimes I can leave work at 5:30, but I usually leave at 6 o'clock. To help me relax after work, I turn off my phone as soon as I get home."

Sumiko cycles to work every day.

True  False

1 She reads her emails first thing every morning.

True  False

2 She writes a list of things to do that day.

True  False

3 She meets her colleagues to talk about the day's work.

True  False

4 Sumiko goes to a local restaurant for lunch every day.

True  False

5 She tries to deal with all her emails by 5 o'clock.

True  False

6 Sumiko always leaves work at 6 o'clock.

True  False

7 She turns her phone off when she gets home.

True  False

### 02 CHECKLIST

Present simple

**Aa** Work activities

Talking about workplace routines