

## 2 Present simple – to be (Part A)

- 1 Introduce yourself to three different people in the classroom.
- 2 Complete the introductions below with the words in the box.



Sabina



Julian

He 'm 're 's (x4) She

Hi. I (a) \_\_\_\_\_ Sabina. And this is Julian. Our company (b) \_\_\_\_\_ called NexxSoft. It (c) \_\_\_\_\_ an American software company. Julian (d) \_\_\_\_\_ in Marketing. (e) \_\_\_\_\_'s a Project Manager.

Hello. Maria (f) \_\_\_\_\_ in Marketing, too. (g) \_\_\_\_\_'s my Manager. We (h) \_\_\_\_\_ colleagues.



### WORK IT OUT

- 3 Complete the table with the correct long and short forms.

Long form	Short form	
I (a) _____	I'm	Sabina. a Manager.
You are We (c) _____ They are	You (b) _____ We're They (d) _____	in Marketing.
He is She is	He's She (e) _____	a Project Manager.
It (f) _____	It's	a software company.

### Practice

- 4 Complete the sentences with the short form of the verb *to be* ('m, 's, 're).
  - a My name 's \_\_\_\_\_ Fatima. I 'm \_\_\_\_\_ an Assistant.
  - b He \_\_\_\_\_ a Salesman and she \_\_\_\_\_ a Marketing Manager.
  - c They \_\_\_\_\_ in Sales. They \_\_\_\_\_ colleagues.
  - d We \_\_\_\_\_ Software Developers. It \_\_\_\_\_ an interesting job.
  - e You \_\_\_\_\_ an Accountant in Finance.

5 Read the information in the table. Complete the three descriptions below with the correct form of the verb *to be*.



<b>Name</b>	Victor Ramires	Rida Salib	Thomas Hoffman Camilla Santos
<b>Department</b>	IT	Finance	Sales
<b>Job</b>	Software Engineer	Analyst	Sales Managers
<b>Company</b>	BASS Technologies	BASS Technologies	JWS Bank

- a His name (1) is Victor Ramires. He (2) \_\_\_\_\_ in IT and he (3) \_\_\_\_\_ a Software Engineer. His company (4) \_\_\_\_\_ BASS Technologies.
- b Her name (1) \_\_\_\_\_ Rida Salib. She (2) \_\_\_\_\_ in Finance. She (3) \_\_\_\_\_ an Analyst. Rida and Victor (4) \_\_\_\_\_ colleagues.
- c Their names (1) \_\_\_\_\_ Thomas Hoffman and Camilla Santos. They (2) \_\_\_\_\_ in Sales. They (3) \_\_\_\_\_ Sales Managers. Their company (4) \_\_\_\_\_ JWS Bank.

**Language Box: a or an?**

*a + consonant*  
 a **S**ales Manager  
 a **R**eceptionist

*an + vowel*  
 an **A**ccountant  
 an **E**ngineer

**Task**

6 Write about yourself, your department, your job and your company.

**My name:** My name \_\_\_\_\_.

**My department:** I \_\_\_\_\_ in \_\_\_\_\_.

**My job:** I \_\_\_\_\_ a / an \_\_\_\_\_.

**My company:** My company \_\_\_\_\_ called \_\_\_\_\_.

7 Write about a colleague.

**Name:** His / Her name \_\_\_\_\_.

**Department:** He / She \_\_\_\_\_.

**Job:** He / She \_\_\_\_\_.

**Company:** His / Her company \_\_\_\_\_.

8 Work with a partner. Tell your partner about what you wrote in 6 and 7.