

1 Introducing yourself

Unit refresher

- 1 Using your imagination complete what the partners might say in the dialogues.



- 1 Hello there, I'm Aryssa. → Hi, I'm _____.
- 2 My first name's Sonya and my family name is Boros.
I'm into music and _____. → My first name is _____.
My hobbies are _____.
- 3 Good morning. My name is John. I'm in charge of _____. → Good morning, John. I'm _____.
- 4 Hi, I'm Maureen. How are things? → Hi there. I'm good. _____?
- 5 My name is Elvira Paslov. Pleased to meet you.
I was born in Mannheim, but my parents _____. → How do you do, Ms Paslov?
I have a _____ background.
- 6 I work in the _____ department. → I'm doing an apprenticeship in _____.
- 7 I'm training as a _____ clerk. → I'm training to become a _____.
- 8 Good afternoon. My name is Charles Lee Wan.
I have just returned from home yesterday.
Nice _____. → I represent _____.
I hope you had a pleasant flight.

- 2** Sara and Adam are taking part in a careers workshop organised by the chamber of commerce and the job centre. They meet in the coffee break. Listen to their conversation and answer the following questions.
- © A 1.1



1. What does Adam think of the workshop?

2. What does Sara do job-wise?

3. When is Adam due to finish his apprenticeship?

4. Why is Sara's French so fluent?

5. What sort of course is Sara thinking of taking?

6. What is her ambition eventually?

7. Why does Adam think this course might be good for him, too?

8. Where does Sara suggest they meet?

3 Fill in the gaps with words from the box below.

administration • banking • clerk • consultant • department • equipment • industry • traineeship

1. I'm doing a _____ in warehouse management.
2. Ahmed is planning to become an IT _____.
3. They are working in the research and development _____.
4. She's an export and wholesale _____.
5. I'm working as an assistant in the office _____.
6. He's interested in working in the tourist _____.
7. We need more modern office _____.
8. As I've always been interested in finance, I want to work in _____.

Grammar refresher

LANGUAGE AND GRAMMAR: NEGATIVE FORMS

Enthält die Verbform ein Hilfsverb (*am, is, are, was, were, have, has, had, will, would, can, must, should*)

wird einfach **not** nach dem (ersten) Hilfsverb **eingefügt**, ähnlich wie im Deutschen.

Das Hilfsverb *must* wird in der Bedeutung „muss nicht“ mit dem Ersatz-Verb *to have to* verneint.

He does not have to come.

bejaht

I am doing a traineeship.

They were informed of the change.

She has been waiting for them.

I would like to be a bank clerk.

*He **must** apply in writing.*

verneint

*I **am not doing** a traineeship.*

*They **were not informed** of the change.*

*She **has not been waiting** for them.*

*I **would not like to be** a bank clerk.*

*He **does not have to** apply in writing.*

Enthält die Verbform kein Hilfsverb, muss mithilfe von *to do* und *not* verneint werden.

Person und Zeit werden mit einer Verbform von *to do* ausgedrückt. **Form von *to do* + not + Infinitiv.**

She does not come. He did not come.

bejaht

They attend vocational college.

He takes part in this programme.

She left school last year.

verneint

*They **do not attend** vocational college.*

*He **does not take part** in this programme.*

*She **did not** leave school last year.*

1 Make the following statements negative.

1. She works in the catering sector.

2. I enjoyed working with this colleague.

3. I like this job because I can start my working day whenever it suits me best.

4. In this new job she has to speak English a lot of the time.

5. I'm training to become an insurance clerk.

6. Clare is applying to train with an international law firm.

7. You will be working Monday mornings and Tuesday evenings.

8. I get on well with the people I work with.

LANGUAGE AND GRAMMAR: QUESTIONS

Enthält die Verbform ein Hilfsverb (*am, is, are, was, were, have, has, had, will, would, can, must, should*), **wird die Frage durch Umstellung von Satzgegenstand und Hilfsverb gebildet**, ähnlich wie im Deutschen.

Aussage

*He is doing a traineeship.
They were allowed to go home.
I must leave early.*

Frage

*Is he doing a traineeship?
Were they allowed to go home?
Must you leave early?*

Enthält die Verbform kein Hilfsverb, muss die **Frage mithilfe von to do** gebildet werden.
Form von to do + Infinitiv. Für die Frage werden dabei Satzgegenstand und Verb vertauscht.
Does she come? Did he come?

Aussage

*They attend vocational college.
He qualifies for this job.
She worked hard on that project.*

Frage

***Do they attend** vocational college?
Does he qualify for this job?
Did she work hard on that project?*

Fragen mit who und whose

Bildet ein **Fragepronomen** (*who, whose, which, what*) das **Subjekt des Fragesatzes**, entfällt die Umschreibung mit *to do*.

***Who tried** to reach us last night?
Whose car failed the test?*

Fragen mit which und what

***Which do you prefer**, tea or coffee?
What products appeal to trainees?*

2 Turn the statements into questions.

1. He is a trainee wholesale and export clerk.

_____ a trainee wholesale and export clerk?

2. She works in the household goods industry.

_____ in the household goods industry?

3. I took part in a re-training programme for IT consultants.

_____ [you] in a re-training programme for IT consultants?

4. I have been working hard for this exam.

_____ [you] hard for this exam?

5. Normally, I go to the gym before work.

_____ [you] normally go to the gym before work?

6. He enjoyed riding along the beach.

_____ along the beach?

7. He will be working from 9 am to 5 pm.

_____ from 9 am to 5 pm?

bulk order – Großauftrag

3 Translate the questions into English.

1. Müssen wir an dem Meeting teilnehmen?

2. Dürfen die Angestellten den Kopierer in Raum 1 benutzen?

3. Wer möchte an dem Trainingsprogramm teilnehmen?

4. Hast du schon die Mail an den Kunden geschrieben?

5. Wofür interessieren Sie sich besonders?

6. Bist du nicht an dieser Stelle interessiert?

Phrases refresher

1 Put in the correct prepositions from the box.

about (2x) • at • from • in (3x) • into • of • on (2x) • to

1. I work _____ Donwell Engineering plc.
2. I was born _____ Leeds _____ 17 January 1990.
3. In my new job I have to work _____ my own.
4. May I introduce Mr Summers _____ you?
5. What do you like _____ your new company?
6. She is taking part _____ a re-training programme.
7. I'm _____ deep sea diving.
8. I've heard a lot _____ you _____ Mrs Bates.
9. What industry are you _____ ?
10. There are no prospects _____ promotion.

What are you
doing job-wise?

I work as a
sales assistant.

2 Circle the correct alternative.

1. I work as a **sales assistant/sales assistant.**
2. He **is/was** born on June 13, 1995.
3. I would like to work in the tourist **industry/branch.**
4. **What/which** are your general strengths?
5. In my new job I use **much/a lot of** English.
6. What is the job of an **office administrator/office administrator?**
7. **Which/what** day would be more convenient for you? Monday or Friday?