

Who's that? Simple and continuous

1 **3.5** It's Sarah's first day in a new job. Listen to Josh talking to her about the people in the picture. What are their names? What are their jobs?

Names	Job titles
<input checked="" type="checkbox"/> D Nigel	Human resources (HR) manager
<input type="checkbox"/> Matthew	CEO (Chief Executive Officer)
<input type="checkbox"/> Edward	Information technology (IT) manager
<input type="checkbox"/> Helena	Accountant
<input type="checkbox"/> Christina	Personal assistant (PA)
<input type="checkbox"/> Jenny	Sales director

2 What are the people doing in the picture? What are they wearing?

Nigel's sitting at the top of the table reading something. He's wearing a bright blue tie.

3.5 Listen again. What is said about each person?

Nigel shouts a lot, but he listens as well.

3 Match a job with a description and a current project.

Job	Job description	Current project
CEO	is in charge of budget and cash flow	buying new hardware
PA	negotiates prices and contracts with customers	recruiting new staff
Accountant	runs IT support team	preparing to visit customers in China
Sales director	is responsible for running the whole company	organizing hotel bookings for the sales conference
IT manager	looks after personnel and their conditions for employment	writing the annual financial report
HR manager	makes appointments and arrangements	discussing plans and targets with the Board of Directors

4 **3.6** Read and listen to the conversation, then practise it with a partner.

- A What's your job?
 B I'm a Human Resources manager.
 A So, what do you do exactly?
 B I look after the employees and their training, and make sure they're happy.
 A And what are you working on at the moment?
 B I'm recruiting and interviewing. We're trying to find new staff for our office in Paris.

Make similar conversations with the jobs in 3 or with your jobs.



5 Complete the sentences using the verb once in the **Present Simple** and once in the **Present Continuous**.

- 1 **come**
 Klaus _____ from Germany.
 We _____ on the 10 o'clock train.
- 2 **not have**
 He _____ any children.
 He _____ a holiday this year. He's too busy.
- 3 **see**
 I _____ the dentist next week. I think I need a filling.
 I _____ what you mean, but I don't agree.
- 4 **not think**
 I have an exam tomorrow, but I _____ about it.
 I _____ she's very clever.

Check it

- 6 Are these sentences right (✓) or wrong (X)? Correct the wrong sentences.
- Are you understanding what I'm saying?
 - I'm enjoying the course. It's great.
 - What are you thinking about?
 - I'm thinking you're really nice.
 - I'm not believing you. You're telling lies.
 - I'm knowing you're not agreeing with me.
 - I hear you have money problems.
 - We're so worried. We're owing a lot of money.