I.E. BUSINESS
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The Successful Guide to **Your Fluency**

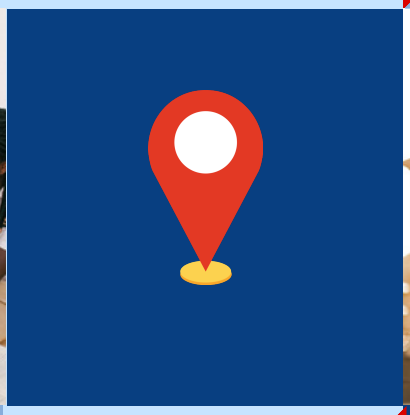
To achieve your fluency in English, continue reading this comprehensive guide, and you should all that's proposed here!

Read more >>

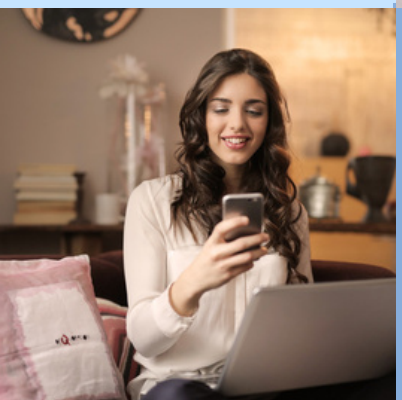


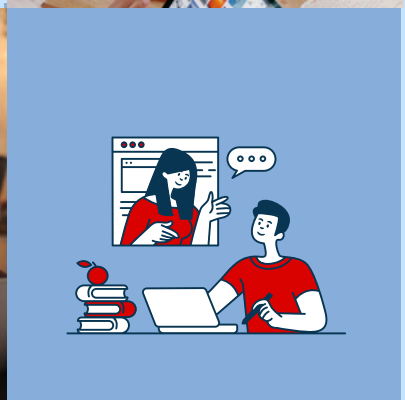




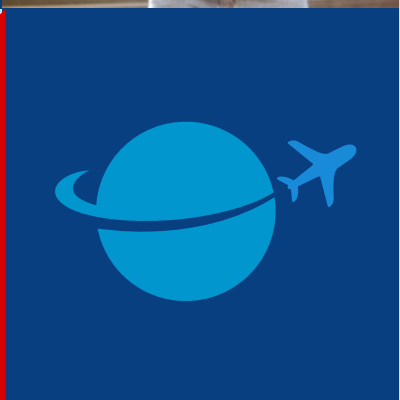












About Us

Intelligent English for your Business offers tailored courses for adults designed to meet the language needs of our students and their companies. We develop tailored English classes incorporating Coaching techniques and behavioral analysis.
Our tailor-made program is ideal because it is effective and focused from the beginning.

www.iebusiness.com.br



01 Who are you?

In this unit, you are going to be able to introduce yourself with accuracy, and give your personal information needed at an airport, for example.

02 Where are you from?

In this unit, you are going to be able to say where you and other people are from using verb to be with accuracy

03 Where do you work?

In this unit, you are going to be able to talk about your job, where you work and your daily routine.



04 What do you like doing?

kkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkk
kkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkk

05 When is your birthday?

kkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkk
kkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkk
kkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkk





UNIT 1

Who are you?

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Unit

1 Who are you?

INTRODUCING YOURSELF

A: Hello, I'm Honda. What's your name?
B: I'm Don. Nice to meet you, Honda!
A: Nice to meet you, too.

GREETING PEOPLE

A: Hi, Honda! How are you?
B: Fine, thank you. And you?
A: I'm good, thanks!

MORE GREETINGS

Good morning / afternoon / evening!
How are you doing?
How's it going?

Informal: What's up? Sup?

SAYING GOODBYE

A: Hey Honda, I am leaving. Goodbye.
B: Hi Don, I'm leaving too. See you tomorrow.



You may say:
Nice to meet you!
Glad to meet you!
The pleasure is mine!
It's a pleasure to meet you!
Prazer em conhecê-lo!

Ways to say "goodbye"
Good night (à noite)
Take care.
See you later.
I *gotta* go. Bye!
Have a good weekend!
It was good seeing you!

Listening exercise

1. **Fill in the gaps with the words from the box. EIC 1.7 p.9**

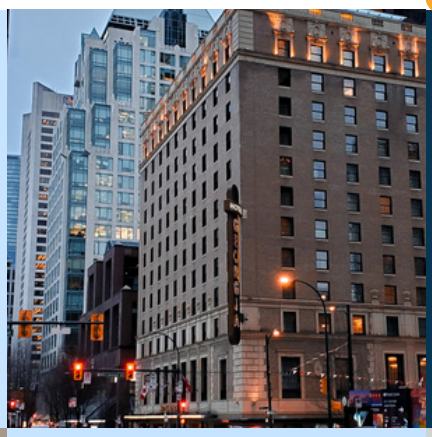
Hi **Thank You** **Hello** **Hi** **What's** **I'm** **Good Morning**

1

A: Good morning.

B:_____

A:Welcome to The Easton Hotel.
B: _____

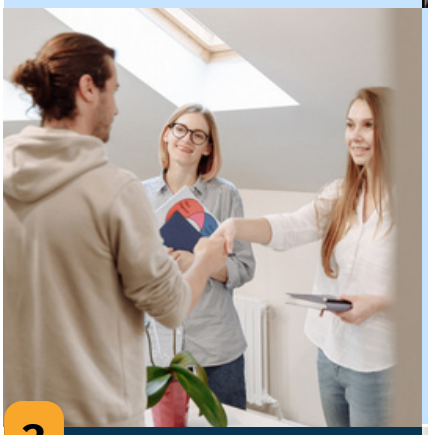


2

A: _____. I'm Alonzo Moreno.

B: _____. I'm Emma James. Nice to meet you.

A: Nice to meet you, too.



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3

A: _____, Jun.

B: _____, James.



4

A: Hello. I'm Anne Wilson. _____ your name?

B: _____ Reina Honda.

Write a paragraph introducing yourself. Build a dialogue, record it and send it to your teacher.

Personal Information:

It is really important to know how to give information at an airport or immigration desk.

INFO 01	**What is your full name? My full name is Ana Clara Fernandes.** **My first name (given name) is Ana** **My middle name is Clara** **My family name (last name / surname) is Fernandes**
INFO 02	**What is your complete name? My complete name is Eduardo Ribeiro dos Santos.** **My first name is Eduardo.** **My surname is Ribeiro dos Santos.**
INFO 03	**Titles:** **Mr./ Sr. Senhor (casado ou solteiro)** **Mrs. Senhora (casada).** **Ms. Senhora (casada ou não)** ***Miss. Senhorita. (solteira) Ex. Miss Universe**

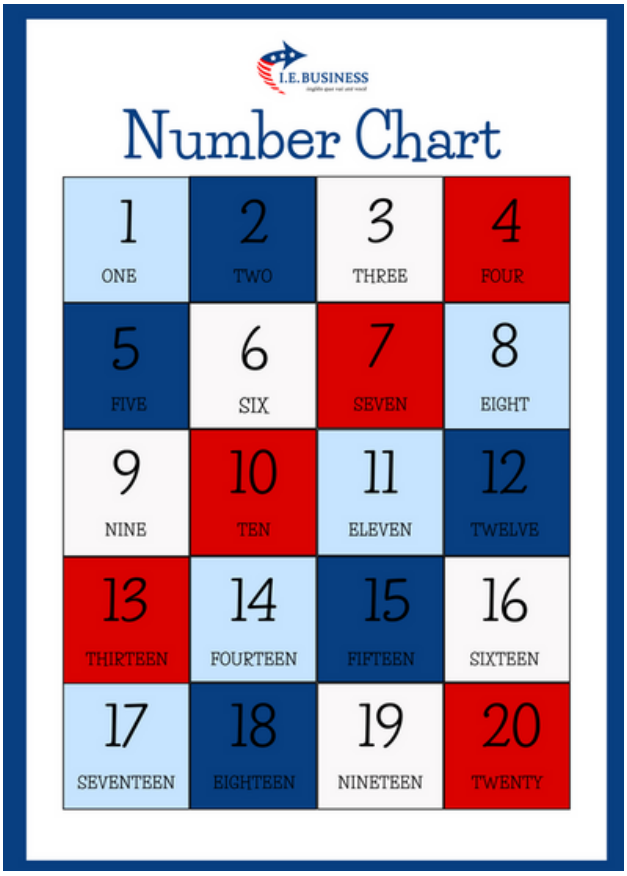
CULTURAL FACTS:

Em Inglês é muito comum ser chamado pelo sobrenome,
isso é formal e respeitoso e para isso devemos usar um título
eg. Mr. Jones (Senhor Jones).
Porém, jamais falamos o título e o primeiro nome. (Mrs. Fabiana)

É comum pedirem para soletrar o nome, principalmente quando não entendem bem a pronúncia. Portanto, saiba muito bem o alfabeto e principalmente soletrar todo o seu nome, caso seja necessário.

How do you spell your last name?
It's F-E-R-N-A-N-D-E-S
How do you spell your first name?
It's E-D-U-A-R-D-O
How do you spell ...

Numbers & The Alphabet



Practice saying these numbers

1986554
08715
17 20 11
16 19 12
13 11 15
14 10 18

How do you spell...?
Washington
Winter
York
Knight
Computer
Keys
Reference
Eighty
Bicycle



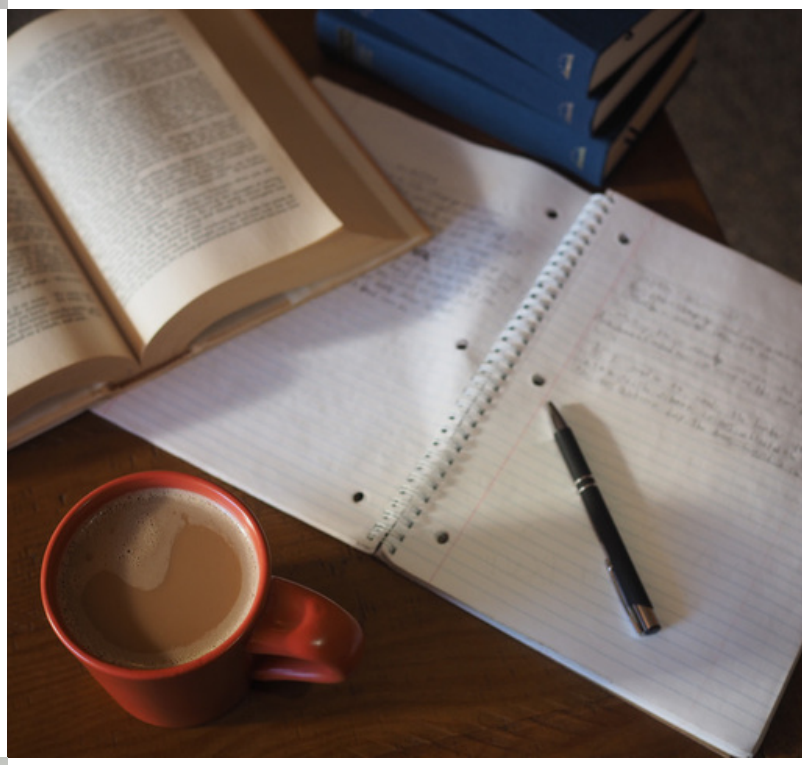


GRAMMAR - BE POSITIVE

1. I _____ an executive.
2. She _____ my boss.
3. They_____ in a meeting.
4. We _____ on a call.
5. Paul _____ from The USA.
6. Emily and I _____ alone here.
7. Sue _____ late.
8. Cris and Pedro _____ in Paris.

BE NEGATIVE

1. I _____ at home.
2. He _____ my doctor.
3. They_____ in the bank.
4. Kim and I _____ on a call.
5. Brian and Kim _____ abroad.
6. Emily _____ working from home.
7. My laptop _____ on my desk.
8. It _____ your cup.





BE INTERROGATIVE AND SHORT ANSWER

1. _____ I right? Yes, you _____.
2. _____ he here? No, he _____.
3. _____ they ok? Yes, They_____.
4. _____ Kim and Tom online? No, they _____.
5. _____ it sunny? No, It _____.
6. _____ we on the same page? Yes, we _____.
7. _____ you at school? No, I _____.

How are you doing?

1 ANSWER THE QUESTIONS BELOW

How are you doing?

What's your first name?

What's your surname?

How do you spell your full name?

What's your zip code?

What's your email?

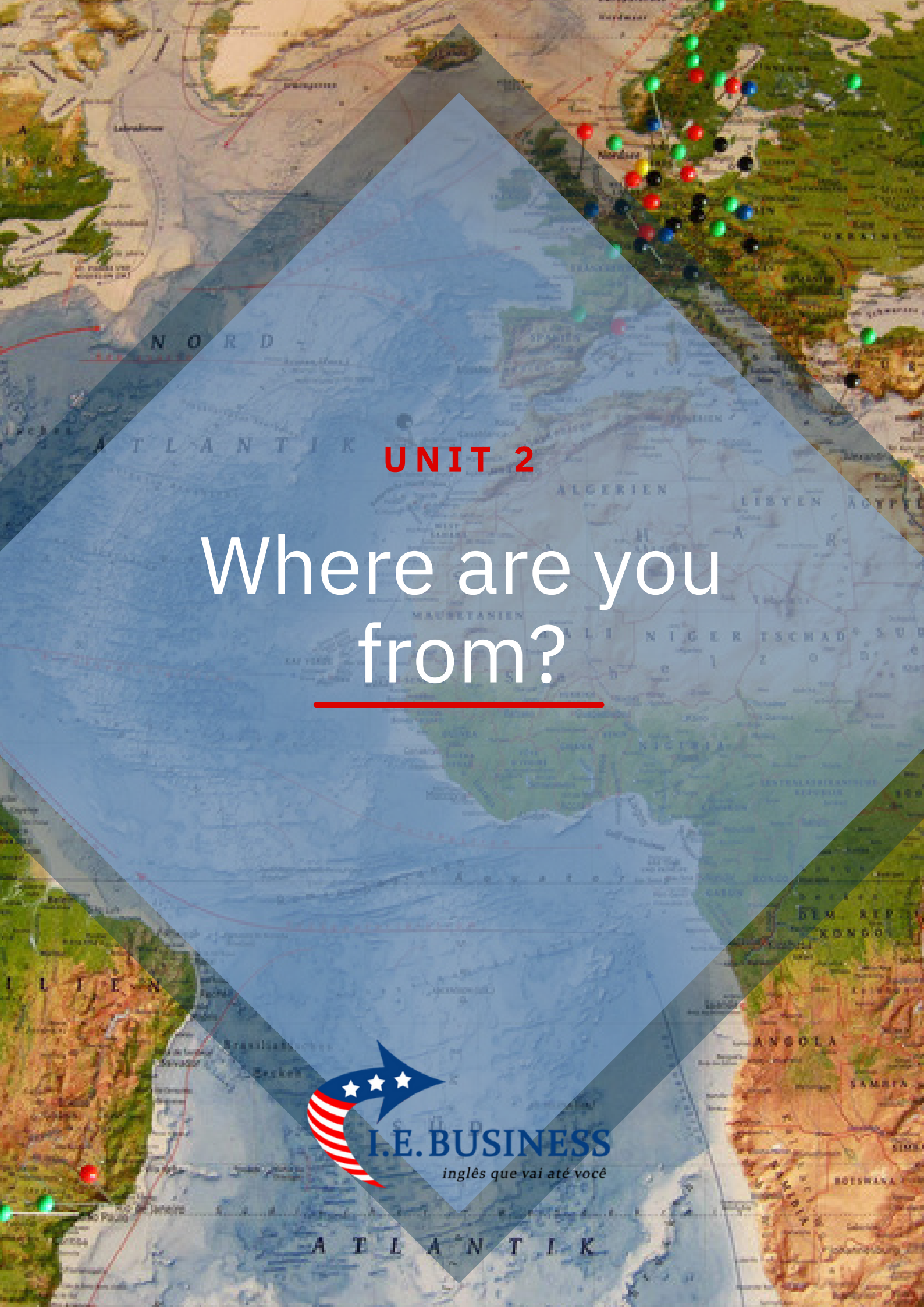
What's your telephone number?



Email icons
@ at
. dot
- dash
_ underscore
/ slash

2 COMPLETE THE PARAGRAPH BELOW

Hi, I___ Susan. ! I___ American. I____ married and my husband ____ William. His last name ____ Nelson. My email ___ su@gmail.com. William's telephone number _____ 2367789. Tell me about yourself.


UNIT 2
Where are you from?
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Unit 2

Where are you from?

1

A: _____ you Egyptian?

B: No, _____.

A: Where _____ you from?

B: I____ from India. I ____ Indian.



2

A: Where ___ you from?

B: I___ from Bristol.

A: Where ____ Bristol?

B: It____ in The UK.

A: ____ it nice?

B: Yes, it _____.



3

A: Where ____ you from?

B: We____ from Rio de Janeiro.

A: ____ it the capital of Brazil?

B: No, It _____. Brasília ____ our capital, but Rio ___ very famous.

A: ____ you all Brazilians?

B: Yes, we _____.





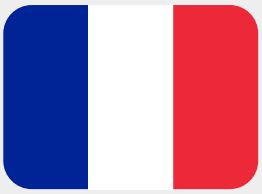
Countries and Nationalities

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Underline the stressed syllable.



Italy/
Italian



France/
French



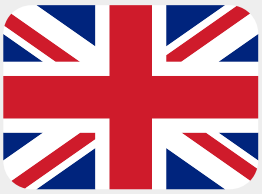
Brazil/
Brazilian



China/
Chinese



Poland/
Polish



The UK/
British



India/
Indian



Chile/
Chilean



Mexico/
Mexican



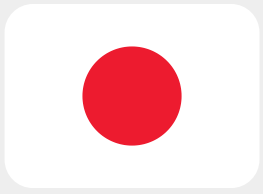
Argentina/
Argentinean



Sweden/
Swedish



Germany/
German



Japan/
Japanese



Australia/
Australian



The US/
American

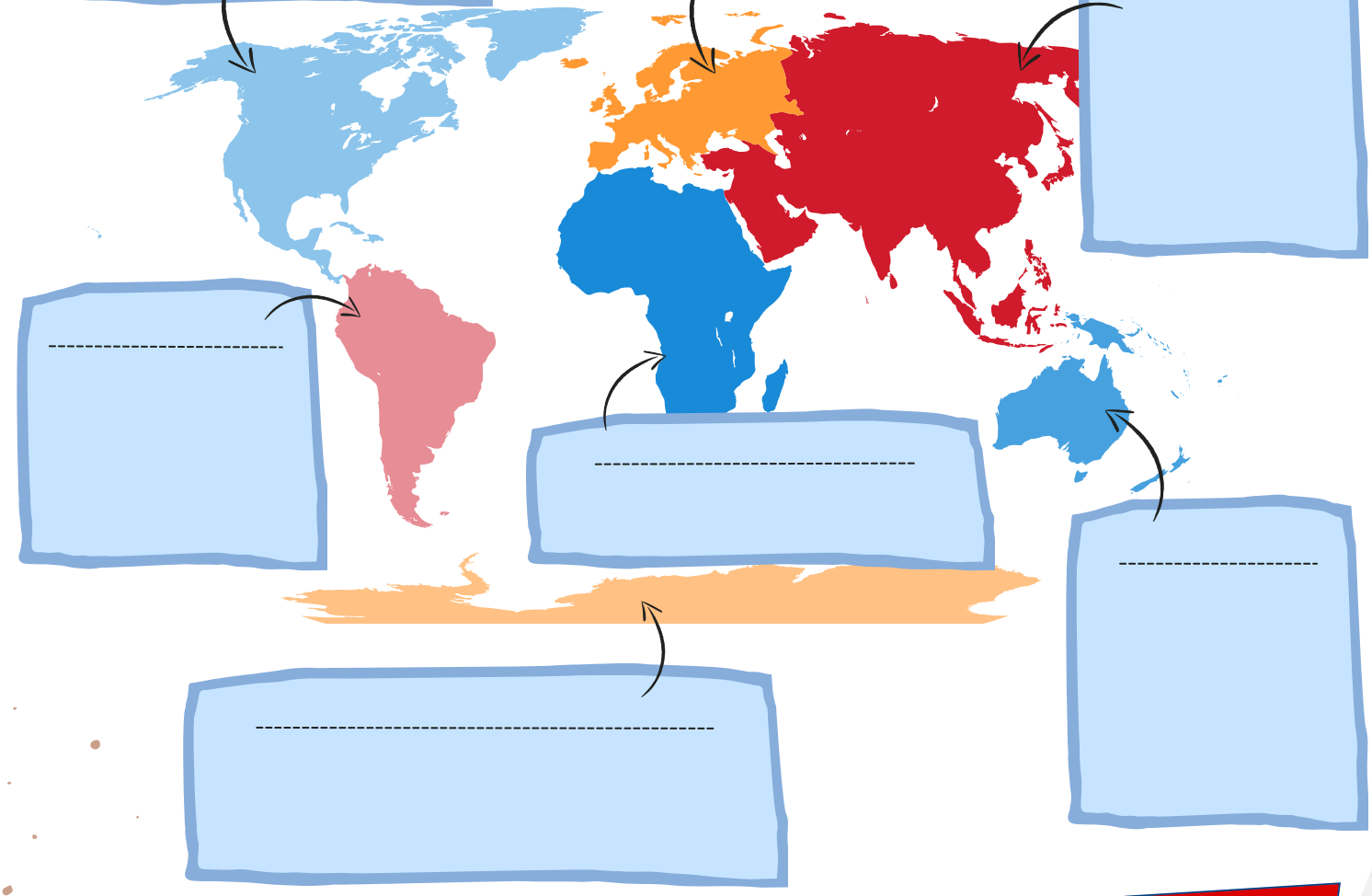


Canada/
Canadian

The 7 Continents of the World

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The Earth's landmass is divided into seven main continents. Let's get to know each! Write the name the continents on the lines provided and write one (1) fun fact for each of them in the boxes below.



CHOOSE TO CHALLENGE

FIND YOUR FUN FACT USING THESE GUIDE QUESTIONS:

- What is the climate of the region?
- Name a famous mountain range or river
- Does this continent have animals endemic only to them?
- How many countries are found on this continent?

How old are you?

NUMBERS

1. Listen and repeat the pairs of numbers. Are they different?
AEF1 1-28

A: 13 - 30
B: 14 - 40
c: 15 - 50
D: 16 - 60
E: 17 - 70
F: 18 - 80
G: 19 - 90

2.Write these numbers in full.

21
32
49
53
66
74
87
98
100



WHAT'S THEIR STORY?

Complete the text with to be.

They_____Paul and Mary. Paul and Mary_____married with 4 children. Their children _____ also married. They have lots of grandkids. Paul ____ 81 years old and Mary _____ 76. They _____ from Ohio, in the USA. They _____ sad. They _____ very happy.



About me

Fill in the blanks with the appropriate words.

Hi! My name's Tasha Williams. _____ 34 years old. _____ married. I'm single. I'm _____ England, _____ English. My father _____ from Angola and _____ mom _____ English too. My parents _____ nice people. My mom _____ 55 and my dad _____ 60 years _____. I'm a in _____ office in London. I'm the CEO of my company. What about you?
Where are you from? How old are you?



I	My
You	Your
He	His
She	Her
It	Its
We	Our
They	Their

7. Listen. Complete the conversation between Luisa and Andy. EIC1 1.14

Luisa: Where are _____ from, Andy?
Andy: I _____ from The US.
Luisa: Where _____ you from in The US?
Andy: I'm from New York. Where are _____ from?
Luisa: I'm _____ Argentina.
Andy: Where _____ you from in Argentina?
Luisa: _____ from Rosario.



EXCLUSIVE INTERVIEW

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Read about the people below, and then answer the questions your teacher may ask.



Full name: Andre Santos Olivares
Country: Brazil
Age: 31
Status: Single

Email: sdoc@gmail.com
Phone# : 2876-9088
Passport# : 09888765



Full name: Emma Thompson
Country: Germany
Age: 39
Status: Married

Email: e.ma@gmail.com
Phone# : 98018944
Passport# : cc001316



Full name: Anna and Peter Daves
Country: The USA
Age: 67 / 72
Status: Married

Email: us_a@gmail.com
Phone# : 3549243
Passport# : kw098815
Peter's: yq137949

EXTRA ACTIVITY

CHOOSE TO CHALLENGE

1. Escreva as perguntas e as respostas para cada uma das pessoas acima, visando fixar toda a estrutura aprendida até aqui. Treine a pronúncia e então envie um áudio para seu professor.

Match:

Pronouns

1. Where
2. What
3. Who
4. When

- Quem
- Onde
- Quando
- Que?/Qual

Verb be Practice



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Affirmative (+)

I am	I'm
You are	You're
He/She/It is	He's/She's/It's
We/They are	We're/They're

Negative (-)

I am not	I'm not
You are not	You aren't
He/She/It is not	He/She/It isn't
We/They are not	We/They aren't

How to use the verb be

As a main verb, be is used to talk about identities, feelings, states, qualities and more.

Examples

I am Jack. I'm fifteen.
You are so beautiful.
He is a singer.
They are at school.

Complete the sentences with the affirmative and negative forms of the verb be.



1- I ..... from London. (+)
2- He ..... good at sports. (-)
3- They ..... my friends. (+)
4- You ..... into music. (-)
5- Mr. Brown ..... a teacher. (+)
6- Zebras ..... animals. (+)
7- Oxford ..... in Spain. (-)
8- My friends ..... 13 years old. (+)
9- I ..... interested in art. (-)
10- She ..... very tall. (+)

Write true sentences about yourself using the correct forms of the verb be.



Verb be Practice 2

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Questions

Am I	in class?
Are you	at home?
Is he/she/it	tired?
Are we/you/they	busy?

Short Answers

Yes, I am.	No, I am not.
Yes, you are.	No, you aren't.
Yes, he/she/it is.	No, he/she/it isn't.
Yes, we/you/they are.	No, we/you/they aren't.

A. Fill in the blanks below.

1- ..... you busy right now?
2- ..... your mom at work?
3- ..... you good at drawing?
4- ..... book on the desk?
5- ..... the teacher in class?
6- ..... they at home?
7- ..... the weather nice?
8- ..... we free now?
9- ..... he absent today?
10- ..... I wrong or right?

B. Read and complete with am/is/are.

Jack: Hi, I ..... Jack. ..... you Kate?
Susan: No, I ..... not. I ..... Susan.
Jack: Nice dress! ..... you a teacher, Susan?
Susan: Thank you! Yes, I ..... What about you, Jack?
Jack: I ..... a chef. How old ..... you?
Susan: I ..... 25. And you?
Jack: I ..... 25, too.
Susan: You ..... so into cooking, then.
Jack: Yes, I ..... Do you like cooking, too?
Susan: I ..... not, but my mum .....
Jack: Oh, what ..... your favorite food?
Susan: I like lasagne. My mum ..... Italian.
Jack: That's great. I ..... from Spain.
Susan: Cool! Nice to meet you, Jack. See you later.
Jack: Me, too. Have a nice day.

C. Write the questions.

1- .....?
They are from Rome.

2- .....?
She is 18 years old.

3- .....?
I'm fine, thanks.

4- .....?
My favorite color is blue.

5- .....?
My dad is into art.

6- .....?
She is at work.