Unit 1
Working
in the IT industry

Meeting people

Complete the dialogues with the words.

1. Natasha: Hi, my (1) ......name's...... Natasha.

   Khalid: Please to (2) ......meet...... you. I'm Khalid Ali.

   Natasha: Please to meet you, (3)......too.......

Meeting people

Complete the dialogues with the words.

2. Philip: Good morning. (4) ...What's... your name?

    Ahmed: I'm Ahmed. And (5) ....you.... are?

    Philip: My name's Philip. (6) ...Nice... to meet you.

Meeting people

Complete the dialogues with the words.

3. Tim: Hi everyone, (7) ......**this**...... is Ingrid.

    All: Hi!

    Tim: Ingrid, this (8) ...**is**... Ahmed, Linda, Mohammed and Mansoor.

    Ingrid: Nice to meet you (9) ......**all**......

    Linda: Likewise.

    Tim: (10) ......**Welcome**...... to the team and good luck.

Present tense of "*be*"

- Use to say who somebody is or what something is.
- Use to ask personal questions.

Sentense structure

+ (positive) ➡ S. + is/am/are + …

- (negative) ➡ S. + is/am/are + not + …

? (question) ➡ Is/Am/Are + (not) + S. + …

To 'be'
(is, am, are)

5

Present tense of "*be*"

Singular (1)

I am (I'm)

You are (You're)

He is (He's)

She is (She's)

It is (It's)

Plural (1+)

We are (We're)

You are (You're)

They are (They're)

Examples

+ (positive)

I am (I'm) sick.

She is (She's) lucky.

You are (You're) a student.

We are (We're) at school.

- (negative)

I am not (I'm not) sick.

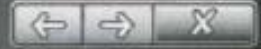She is not (isn't) lucky.

You are not (aren't) a student.

We are not (aren't) at school.

? (question) Am I sick? / Am I not sick?   Is she lucky? / Isn't she lucky?

Are you a student? / Aren't you a student?

Are we at school? / Aren't we at school?

Complete the email

Dear Colleagues

My name (1) **is** Jessica Martin and I (2) **am** the IT Support team leader. The IT Support team members (3) **are** : Mahmoud Al Banawy, Eli Ibrahim and Guido Pitteri. Mahmoud (4) **is** our network administrator. Eli and Guido (5) **are** system maintenance officers. (6) **Their** job is to keep our systems going. (7) **Our** job is to support you.
(8) **My** contact number (9) **is** 675 567 567.

Best regards

Jessica Martin

Jobs in IT

Hi! I'm Sylvia. I create usernames and passwords and I set firewalls.
This is Isabelle. Her job is to plan and design the network. And this is Andrew. His job is to make sure all of the computers work properly. Finally, Mark and Latika. Their area is data processing. We all work for the university. Our offices are in building 8.

Jobs in IT (Cont.)

Read and complete the blank.

1. Sylvia is a <u>network administrator</u>.

2. Isabelle is a <u>network architect</u>.

3. Andrew is an <u>IT support officer</u>.

4. Mark and Latika are <u>database analyst</u>.

Jobs in IT (Cont.)

Job descriptions.

1. Job: software <u>developer</u>

    Responsibility: he designs and <u>develops</u> computer games.

2. Job: <u>system</u> analyst

    Responsibility: he <u>solves</u> computer problems.

3. Job: database <u>administrator</u>

    Responsibility: he analyses and <u>presents</u> electronic data.

Present simple

- Use to talk about routines.
- Use to talk about things that are happen all the time.

Sentence structure

+ (positive) ➡ S. + V.1(-s,-es) + …

– (negative) ➡ S. + do/does + not + V.infinitive(root form)…

? (question) ➡ Do/Does + S. + V.infinitive(root form)…

Common Verbs in the Simple Present

Infinitive	I, You, We, They	He, She, It
to ask	ask / do not ask	asks / does not ask
to work	work / do not work	works / does not work
to call	call / do not call	calls / does not call
to use	use / do not use	uses / does not use
to have	have / do not have	has / does not have
to be	am / are – am not/ are not	is / is not
to do	do / do not………	does / does not…….

Examples

+ (positive)

I like fruit.

She reads a book.

You love me.

We feel good.

- (negative)

I do not (don't) like fruit.

She does not (doesn't) read a book.

You do not (don't) love me.

We do not (don't) feel good.

? (question)

Do I like fruit?   Does she read a book?

Do you love me?   Do we feel good?

Complete the dialogue.

do   do   does   work   know   want

Ahmed: Where (1) __do__ you work, Betty?

Betty: I work for Dell in Dubai. What (2) __about__ you?

Ahmed: I (3) __work__ for HP in Budapest. What do you (4) __do__ , Milo?

Milo: I'm a (5) __software__ developer. I work (6) __for__ Microsoft in Prague.

Betty: Milo, do you (7) __know__ Frida?

Milo: Yes, I do. What do you (8) __want__ to know?

Betty: Where (9) __does__ she work?

Milo: She works with (10) __me__ in Prague. She designs websites for (11) __E-commerce__

Ahmed: I see. Right, let's go. The workshop starts in five minutes.

Schedules   We use "at" with the clock.

What time does it start/begin/finish/end?

- It starts/begins/finishes/ends at...

When do you have a break?

- We have a break at...

9.15 = nine fifteen / quarter past nine

8.30 = eight thirty / half past eight

5.05 = five oh five / five past five

12.45 = twelve forty-five / a quarter to one

Telling Time

7.05   -   seven oh five / five past seven

10.45   -   ten forty-five / fifteen, a quarter to eleven

4.35   -   four thirty-five / twenty-five to five

2.15   -   two fifteen / a quarter past two

Meaning of "AM" and "PM"

"at"

at = to refer to a location which we see as a point,

      I was sitting *at my desk*.

    = to refer to an address,

      They once lived *at number 12* South George's Street.

    = use with particular points on the clock,

      I'll see you *at five o'clock*.

    = with special celebrations,

      At the New Year, millions of people travel home to be with their families (but we say **on** your birthday).

"on"

on = to refer to a position on any surface,

I know I left my wallet *on the table*.

= to talk about a floor in a building,

They live *on the 15th floor*!

= with dates,

We moved into this house *on 25 October 1987*.

= with a singular day of the week,

I've got to go to London *on Friday*.

= with special dates,

What do you normally do *on your birthday*?

"in"

in = to talk about locations within a larger area,

I know my book is somewhere <u>in this room</u>. Can anyone see it?

= use with parts of the day,

I'll come and see you <u>in the morning</u> for a cup of coffee, okay?

= with months,

We usually go camping <u>in July or August</u>.

= with years,

The house was built <u>in 1835</u>.

= with seasons:

The garden is wonderful <u>in the spring</u> when all the flowers come out.

Assignment 1 (due 23 December 2021; 23.59)

- Find 5 sentences of … (1 sentence each)

    Present tense of "be"

    Present simple

    Preposition "in"

    Preposition "on"

    Preposition "at"

- Leave a blank and share to the class for your friends to fill in.

End of Unit 1