



APEX ENGLISH · A2 BUSINESS

Unit A2-1B

This is my team — the people behind the name.

Introductions & jobs

Student Edition · Classbook + Workbook

UNIT A2·1B

This is my team — the people behind the name.

Introductions & jobs · A2+ · 50–60 min · Business English



“You don't hire a job title. You hire a person who happens to have one.”

— An old HR line, still true

Objectives

- Present your team in 5–6 rich sentences: names, roles, one professional detail and one human detail for each person.
- Use possessive adjectives and possessive 's accurately, including tricky pairs (its / it's, their / they're).
- Ask and answer open Wh- questions that go beyond names and jobs.

Class Book

Warm-up · Team quick-quiz (about your real team)

Quick-quiz · about you · 4 min

Answer these four questions honestly, in your head or in your notebook.

- How many people are on your team, and how big is it compared to six months ago?
- Who's been on the team the longest, and how does that shape the dynamic?

Ask the teacher — notes to bring to class

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- Who's the newest voice — and who's helping them settle in?
 - In one word: what's the general vibe of your team this month?
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Lead-in · Guess the role from the description

Quiz · 5 min

Read each short description carefully. Choose the role that fits best.

Follow-up: Which of these descriptions is closest to what YOU actually do (not what your job title says)? Say ONE sentence.

Reading · Meet the team behind Padaria Nova

8 min

This is our team. We're small — only five of us — but we run a busy neighbourhood bakery in Lisbon that supplies twelve local cafés.

Alberto is our founder, and although he officially stepped back last year, his fingerprints are on everything: the recipes, the ovens, even the choice of bread bags. His tiny office is right next to the ovens, which is where he still spends most of his afternoons.

Marta is our shop assistant on paper, but she's basically the face of the bakery. She's 24, she remembers every regular's name, and she runs our Instagram — which, honestly, brings in more new clients than any of our official advertising.

João is our second baker. He starts his shift at 4am, so by the time the rest of us arrive he's already exhausted and quietly amused by everyone else's fresh energy. His sourdough is the reason two restaurants signed with us last quarter.

Ana is our part-time delivery driver and a full-time student. She's only with us three mornings a week, but she's never once been late — which, if you know Lisbon traffic, is almost supernatural.

And then there's me. I'm Sofia, and I'm the new manager. It's my first month, so I'm still learning the rhythm of the place — and, frankly, the recipes.

Comprehension check

1. What role does Alberto play NOW, officially?

- ☐ A. Still the manager.
- ☐ B. He's retired.
- ☐ C. He stepped back, but he's still around.

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2. Why is Marta so valuable to the bakery, beyond her job title?

- ☐ **A.** She's the fastest at the till.
- ☐ **B.** She runs the Instagram that brings in new clients.
- ☐ **C.** She's the boss's daughter.

3. Why did two restaurants sign with the bakery last quarter?

- ☐ **A.** Because of Alberto's contacts.
- ☐ **B.** Because of João's sourdough.
- ☐ **C.** Because of Ana's deliveries.

True / False / Not Given

Choose the correct option based on the text.

1. Alberto is officially in charge of daily operations.

- ☐ **A.** True
- ☐ **B.** False
- ☐ **C.** Not Given

2. Marta is younger than Sofia.

- ☐ **A.** True
- ☐ **B.** False
- ☐ **C.** Not Given

3. João finds the other staff's energy annoying.

- ☐ **A.** True
- ☐ **B.** False
- ☐ **C.** Not Given

4. Ana works with them every day.

- ☐ **A.** True
- ☐ **B.** False
- ☐ **C.** Not Given

5. Sofia has been the manager for less than a month.

- ☐ **A.** True
- ☐ **B.** False
- ☐ **C.** Not Given

Vocabulary · People, roles and small details

8 min

Ask the teacher — notes to bring to class

Roles

Term	Meaning
founder	the person who started the company
co-founder	one of several people who started the company together
senior / junior	more experienced / less experienced
part-time / full-time	few hours per week / standard working hours
shift	the hours you work (morning / night shift)
on paper vs. in practice	the official title / what someone actually does day-to-day

Smalltalk

Term	Meaning
approachable	easy to talk to, feels friendly
low-key / quiet	not loud, prefers to stay in the background
reliable	you can count on this person
in charge of	responsible for
the face of	the public representative of
behind the scenes	doing important work others don't see

Practice

Complete each sentence with **ONE** word or phrase from the lists above.

1. Ana is very ___ — she has never once been late in six months.
2. He's shy, but incredibly ___ once you get past the first five minutes.
3. Alberto stepped back last year, but ___ he still runs the ovens.
4. Marta is our shop assistant ___, but she's really the face of the bakery.
5. She works ___ the client-success team of eight people.
6. Most of our operations lead's work happens ___ — she keeps everything running.

Collocations · possessive + role/detail

Match the possessive with the noun that follows it naturally.

Ask the teacher — notes to bring to class

Term	Meaning
my	line manager
his	team's morale
her	biggest client
our	founder's original recipes
their	shared workspace

Grammar · Possessive adjectives, possessive 's + Wh-questions

12 min

1. Possessive adjectives + possessive 's

I → my · you → your · he → his · she → her · it → its · we → our · they → their.

For people, we also use 's: Sofia's office, my colleague's laptop, the founder's recipes.

For companies / things, we usually prefer 'of': the size of the team (not 'the team's size', although both exist).

2. Two classic traps: it's/its and they're/their

it's = it is. its = of it. → It's a small team. Its office is upstairs.

they're = they are. their = of them. → They're new. Their desks are on the third floor.

3. Wh- questions with to be

What is your role, exactly? · Where's her office? · Who's in charge of the German market?

· Why are they so quiet today? · How long have you been on this team? (with have you)

Ask the teacher — notes to bring to class

Exercise A — Choose the right possessive

Complete with *my / your / his / her / our / their / its*.

1. I'm Sofia and this is ___ first month here.

2. Alberto stepped back, but ___ influence is everywhere.

3. Marta remembers every regular's name — that's part of ___ magic.

4. We're a small team, but ___ output surprises people.

5. The two new interns started this week. ___ desks are next to mine.

6. The bakery is 22 years old, and ___ recipes are original.

Ask the teacher — notes to bring to class

Exercise B — it's / its · they're / their

Choose the correct form.

1. ___ Monday morning and the shop is already full.

2. Padaria Nova is small, but ___ reputation is huge.

3. The two new hires start today. ___ from the same university.

4. ___ office is on the second floor, right next to ours.

5. ___ a good team, but they're still finding their rhythm.

Ask the teacher — notes to bring to class

Exercise C — Ask the right question

Write a Wh- question that fits the answer given.

1. ___? — My name is Diego, but everyone here calls me Digo.

2. ___? — Her office is on the same floor as the design team.

3. ___? — That's Sofia. She's the new manager.

4. ___? — He's been with us for about six years.

Ask the teacher — notes to bring to class

Exercise D — Find and fix the mistake

Each sentence has *ONE* mistake. Rewrite it correctly.

1. This is her the office.
2. Its Monday and I'm already tired.
3. What is name your?
4. Their our new interns.
5. The company is 22 years old. It's founder is Alberto.

Describe the picture



Look at the picture. Introduce this team in 5–6 sentences. Use at least three different possessives and at least one linker.

Target language: This is / These are... · Her role is... so... · His job on paper is... · Their team is small, but... · On the whiteboard behind them, you can see...

Listening · Sofia introduces her team in a voice message

10 min

Sofia sends a voice message to a friend to describe her new team at Padaria Nova. Only one voice (hers), but the content is rich: for each colleague, she gives a role, a small human detail and, sometimes, an honest opinion.

Before you listen

Ask the teacher — notes to bring to class

- Beyond role and name, which two details actually help you remember a new colleague?
- When someone describes their team to you, what tells you the team is healthy — vs. quietly struggling?

Gist

1. How does Sofia feel about her team overall?
2. Which team member does Sofia describe with the MOST admiration?
3. What's Sofia's honest feeling about her own role?

Detail

1. What does Sofia say about Alberto's current role, exactly?
2. How does Sofia describe Marta's real value beyond her job title?
3. What time does João start, and why does Sofia mention it?
4. How does Sofia describe Ana's reliability?

Listen and complete

Complete each line with ONE or TWO words.

1. On paper he's retired, ___ ___ he still runs the ovens.
2. She's basically the ___ of the bakery.
3. His sourdough is the reason two restaurants ___ ___ last quarter.
4. She's never once been late, which is almost ___.

Useful phrases from Sofia's message

Match each phrase to what it's doing in the message.

Ask the teacher — notes to bring to class

Term	Meaning
On paper he's retired, but in practice...	showing the gap between official role and reality
She's basically the face of the bakery.	summarising someone's real contribution in one line
By the time the rest of us arrive...	comparing timing of two people/teams
If you know Lisbon traffic, this is almost supernatural.	adding a personal / cultural context to a fact
I'm still learning the rhythm of the place.	admitting you're new without sounding weak

Speaking · Introduce your team like a human

8 min

Choose a real (or imaginary) team of 4-5 people. Prepare a 60-second introduction. For each person: give role + ONE professional detail + ONE human detail.

Writing · A team introduction post (60-80 words)

5 min (or homework)

Write a short internal post (60-80 words) to introduce your team (real or imaginary) to a new intern. Cover: team size, THREE people (role + one professional detail + one human detail), and one honest line about the team's current vibe. Use at least TWO linkers.

Workbook

This is my team — Workbook

1. Possessive adjectives + possessive 's

Complete with my / your / his / her / our / their, or with 's where appropriate.

- I'm Sofia and this is ___ first month as manager.
- Alberto stepped back, but ___ influence is still everywhere in the bakery.
- Marta remembers every regular's name — that's part of ___ magic.

Ask the teacher — notes to bring to class

4. The two interns started this week. ___ desks are next to mine.

5. We're small, but ___ output surprises people.

6. Are you the new hire? Sorry, I didn't catch ___ name.

2. it's / its · they're / their

Choose the correct form.

1. ___ Monday morning and the shop is already full.

2. Padaria Nova is 22 years old and ___ recipes are all original.

3. The new hires start today — ___ from the same university.

4. ___ office is on the second floor, right next to ours.

5. ___ a good team, but they're still finding their rhythm.

6. Look at the roll-out — ___ almost done.

3. Which Wh- question fits?

Read the answer. Choose the question word that produced it.

1. Answer: 'She's the operations lead — she keeps the whole project on track.'

- ☐ A. What
- ☐ B. Where
- ☐ C. Who

2. Answer: 'On paper, I'm a shop assistant. In practice I run the Instagram too.'

- ☐ A. What
- ☐ B. Where
- ☐ C. Who

3. Answer: 'Their HQ is in Frankfurt, but the team is mostly remote.'

- ☐ A. What
- ☐ B. Where
- ☐ C. Who

Ask the teacher — notes to bring to class

4. Answer: 'She's been with us for about six years now.'

- ☐ A. How long
- ☐ B. Where
- ☐ C. Who

5. Answer: 'That's Sofia — she's our new manager.'

- ☐ A. What
- ☐ B. Where
- ☐ C. Who

4. Find and fix the mistake

Each sentence has ONE mistake. Rewrite it correctly.

1. This is her the office.

2. My name Ana is.

3. Who are that?

4. Their office are on the third floor.

5. The company is 22 years old. It's founder is Alberto.

6. How long you are on this team?

5. Listening · Sofia's voice message about her team

You'll hear the manager describe her team in a short voice message. Listen carefully — some information is stated directly, some is only implied.

1. How would you describe the manager's overall attitude towards her team?

2. Which team member does she describe with the strongest admiration, and how do we know?

3. What is Alberto's real role now, based on what the manager says?

Ask the teacher — notes to bring to class

4. Why does the manager mention Lisbon traffic when talking about Ana?

6. Writing · Introduce your team (60-80 words, discursive)

Write 60-80 words. Introduce THREE people from your team (real or imaginary). For each person: role + ONE professional detail + ONE human detail. Use possessive adjectives, and include at least ONE linker (although / but / so / because).

7. Reflection · Your team, honestly (discursive)

Answer in 3-4 full sentences each. There's no single correct answer.

1. Who is the ONE person on your team you'd have real trouble replacing, and what makes them hard to replace?

2. Is there a gap between what your team is 'on paper' and what it really does day-to-day? Give one concrete example.

Ask the teacher — notes to bring to class
