



APEX ENGLISH · A2 BUSINESS

Unit A2-1A

Nice to meet you — let me tell you what I do.

Introductions & jobs

Student Edition · Classbook + Workbook

UNIT A2·1A

Nice to meet you — let me tell you what I do.

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



“You have exactly 20 seconds to tell someone who you are and why they should remember you.”

— Networking rule of thumb

Objectives

- Introduce yourself in 4–5 rich sentences (name, role, company, one detail) using linkers (and, but, so, because).
- Use the verb be accurately in positive, negative and question forms, including with adjectives and prepositional phrases.
- Ask open follow-up questions that keep a business conversation going beyond the basics.

Class Book

Warm-up · Your 20-second pitch

Solo · speaking prep · 4 min

Prepare a 20-second self-introduction for a networking event. It must sound natural, not memorised. Include at least ONE linker (because / so / although).

Ask the teacher — notes to bring to class

- Sentence 1 — your name and current role (e.g. 'I'm a project manager at a logistics company').
- Sentence 2 — where you're based now and, if relevant, where you're originally from.
- Sentence 3 — WHY you do what you do, or ONE thing you're working on this month.

Lead-in · Read between the lines

Match · drag & drop · 5 min

Each line is something a real professional might say. Match it to the situation it comes from.

Term	Meaning
"Hi, I'm Ana — I'm the one you've been emailing about the invoice."	meeting a client for the first time after weeks of email exchange
"Pleased to meet you, Ms. Chen. I've heard excellent things about your team."	first handshake with a senior supplier at a formal meeting
"So, I'm technically new here — it's my second week, if I'm honest."	an intern being open about their situation with a friendly colleague
"Right, I'll let you get on — good talking to you, though."	politely ending a conversation at a networking event
"I'm not the decision-maker on this one, but I can put you in touch with her."	redirecting a client to the right person on your team

Follow-up: Which line sounds MOST like something you would say in English at work? Which one would feel unnatural for you?

Reading · Three professionals introduce themselves

8 min

I'm Marta and I've just turned 29. I'm originally from Porto, although I've been based in Lisbon for the last four years. I'm a product designer at a small fintech, which basically means I spend my days trying to make banking apps less painful to use. It's demanding, but I honestly enjoy it — especially the client workshops, because that's where the real problems come out.

Ask the teacher — notes to bring to class

Hello, my name is Ken. I'm Japanese, so my family is still in Osaka, but London has been home for almost six years now. I'm a mechanical engineer at an electric-vehicle start-up, and I'm the only non-European on my team, which turned out to be more interesting than difficult. I'm not the lead engineer — I'm a senior in the drivetrain group — although people often assume I am, because I'm the oldest in the room.

Hi, we're Sofia and Diego. We're not related, believe it or not — we just happen to run the same bakery together in São Paulo. Sofia is the head baker and I'm the business side. It's a small operation, so we're both a bit of everything: managers, sales, delivery drivers on a bad day. Our clients are mostly small cafés, although we also supply two restaurants in the neighbourhood.

Comprehension check

1. What best describes Marta's job?

- ☐ A. She codes banking apps.
- ☐ B. She designs user experiences for a fintech.
- ☐ C. She's a workshop facilitator.

2. How does Ken feel about being the only non-European on his team?

- ☐ A. It's a problem for him.
- ☐ B. It turned out fine.
- ☐ C. He doesn't mention it.

3. What is Sofia and Diego's relationship?

- ☐ A. They're a couple.
- ☐ B. They're siblings.
- ☐ C. They're business partners.

Vocabulary in context

Find these expressions in the text and match them to the correct meaning.

Term	Meaning
based in	living or working somewhere as your main location
demanding	requiring a lot of effort or energy
decision-maker	the person who has the authority to say yes or no
a bit of everything	someone who does many different tasks
although	in spite of the fact that (contrast)

True / False / Not Given

Read the profiles again. Choose the correct option.

Ask the teacher — notes to bring to class

1. Marta has been working in Lisbon for more than three years.

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

2. Ken is the lead engineer of his team.

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

3. Ken's Portuguese is fluent.

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

4. Sofia and Diego are siblings.

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

5. The bakery supplies more than one restaurant.

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

React to the text (discursive)

Answer in 2-3 sentences. There's no single correct answer.

1. Which of the three profiles feels closest to your own working life, and why exactly?

2. Write a mini-profile of yourself in the SAME style (2-3 sentences, at least one linker).

Vocabulary · Jobs, roles and workplaces

8 min

Roles

Ask the teacher — notes to bring to class

Term	Meaning
account manager	the person in charge of the relationship with a specific client
product designer	designs how a product looks, works and feels for the user
operations lead	runs the day-to-day of a team or department
sales representative	sells the company's products or services to clients
HR business partner	supports managers on people-related decisions
financial analyst	studies numbers to help the company make decisions

Smalltalk

Term	Meaning
headquarters (HQ)	the main office of a company
co-worker / colleague	someone you work with
line manager	your direct boss
stakeholder	anyone with an interest in a project (client, boss, team, etc.)
in-house	inside the company, not outsourced
remote / hybrid	working from home / mix of home and office

Practice

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

1. Our ___ are in Frankfurt, but our team is in Lisbon.
2. She's my ___, so I report to her on all my projects.
3. Every project has different ___ — clients, users and internal teams.
4. We build the design ___, so we don't outsource anything.
5. He's an experienced ___, and he handles all our German clients.
6. Since the pandemic, most of our team is fully ___.

Collocations · verbs + work nouns

Match each verb with the natural noun that follows it.

Ask the teacher — notes to bring to class

Term	Meaning
report to	a line manager
run	a small team
handle	a difficult client
attend	a weekly meeting
meet	a tight deadline

Odd one out

Which word doesn't belong to the group? Choose one.

1. line manager · CEO · client · team lead

- ☐ A. line manager
- ☐ B. CEO
- ☐ C. client
- ☐ D. team lead

2. headquarters · branch · office · agenda

- ☐ A. headquarters
- ☐ B. branch
- ☐ C. office
- ☐ D. agenda

3. engineer · designer · Monday · analyst

- ☐ A. engineer
- ☐ B. designer
- ☐ C. Monday
- ☐ D. analyst

Grammar · to be (positive, negative, questions) + subject pronouns

12 min

1. Subject pronouns and their use

I · you · he · she · it · we · they.

In business English we often use they for a company: 'They're one of our biggest clients.'
We use we to represent the company: 'We're based in Berlin.'

2. To be — positive and short forms

Ask the teacher — notes to bring to class

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

In writing (emails, reports) short forms sound friendly; in formal documents you can keep the full form.

3. Negatives and questions with be

Negative: I'm not / She isn't / They aren't.

Yes-no questions: 'Are you the new account manager?' 'Is she still in that meeting?'

Wh- questions: 'Where's your office?' 'Who's your line manager?' 'Why are they late?'

Ask the teacher — notes to bring to class

Exercise A — Complete with am / is / are

Write the correct form of to be (use short forms where natural).

1. I ___ originally from São Paulo, but I ___ based in Porto now.

2. Marta ___ our new product designer. She ___ great with clients.

3. We ___ a small team, so everyone ___ a bit of everything.

4. You ___ the account manager for the German market, right?

5. Our headquarters ___ in Frankfurt, although most of the team ___ remote.

6. They ___ two of our biggest stakeholders on this project.

Ask the teacher — notes to bring to class

Exercise B — Rewrite in the negative

Rewrite each sentence in the negative, using the short form.

1. I'm the decision-maker on this one.

2. She's in the office today.

3. We're late for the client call.

4. They're happy with the last delivery.

Ask the teacher — notes to bring to class

Exercise C — Turn statements into questions

Write the question the underlined answer replies to.

1. A: ____? B: Yes, I'm the new operations lead.

2. A: ____? B: He's from Osaka, in Japan.

3. A: ____? B: Our HQ is in Berlin.

4. A: ____? B: No, they aren't in a meeting right now.

Ask the teacher — notes to bring to class

Exercise D — Replace with the correct pronoun

Rewrite the sentence using *he, she, it, we* or *they*.

1. Marta is my colleague. → ___ is my colleague.
2. The client's office is on the fifth floor. → ___ is on the fifth floor.
3. Ken and I are in the same drivetrain group. → ___ are in the same drivetrain group.
4. Mr. Silva is our line manager. → ___ is our line manager.
5. Our stakeholders are based in Germany. → ___ are based in Germany.

Describe the picture



Look at the picture. Write 5–6 sentences with *to be*. Say who they are, where they are, what their roles might be, and how the atmosphere looks. Use at least ONE linker.

Target language: This is / These are... · She's / He's the... at... · They're at... so... · It's a bit... although... · I think they are...

Listening · A first meeting at reception

10 min

You will hear a short conversation at the front desk of a small tech company. One person is a new hire; the other is the community manager. Listen carefully — some information is stated directly, some is only implied.

Before you listen

Ask the teacher — notes to bring to class

-
- Which open questions could you ask a new person at work (beyond 'What's your name?')?
 - What kind of small detail makes a first-day introduction feel human, not robotic?
-

Gist

1. What is the relationship between the two speakers before this moment?

2. Which country is Voice B originally from, and where is he based now?

3. What's the general tone of the conversation?

Detail

1. What's Ana's exact role?

2. Which team is Diego joining, and on which floor?

3. What does Ana give him before he goes up?

Listen and complete

Complete each line with ONE or TWO words.

1. You ___ Diego. Come in.

2. It's finally good to ___ ___ ___ the name.

3. Your team is on the ___ floor, just next to the ___ room.

4. Just ___ if you get lost.

Useful language from the audio

Match each phrase to when we use it.

Ask the teacher — notes to bring to class

Term	Meaning
You must be Diego.	recognising someone you haven't met but expected
It's finally good to put a face to the name.	meeting someone you only knew by email
How was your trip in?	small talk on arrival
I'll walk you up in a second.	offering to accompany someone somewhere
Just shout if you get lost.	informal way of saying 'ask me if you need help'

Speaking · Introduce yourself in a business context

8 min

Prepare *THREE* sentences (about 20 seconds). Then say them to a partner and answer at least two open follow-up questions.

Writing · Your intro message to a new team

5 min (or homework)

Write a short intro message (40–60 words) to post in your new team's Slack / Teams channel on day one. Include: your name, role, background in *ONE* line, and *ONE* friendly personal detail. Use at least one linker (because / so / although).

Workbook

Nice to meet you — Workbook

1. Vocabulary gap-fill

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

- Our ___ are in Frankfurt, although most of the team works remotely.
- She reports to Ana, her direct ___.
- We build the whole design team ___ — we don't outsource anything.
- Our biggest client's ___ handles everything from contracts to renewals.
- Since 2020, I've been fully ___ and I only go into the office once a month.

Ask the teacher — notes to bring to class

6. Every project has different ___ — clients, users and internal teams.

2. to be — am / is / are (positive, negative, question)

Write the correct form of to be. Use short forms where natural.

1. I ___ originally from Brazil, but I ___ based in Lisbon now.

2. She ___ (not) the decision-maker on this project — her boss is.

3. ___ they still in the meeting?

4. This ___ my second week at the company.

5. We ___ (not) late — the meeting starts at 10, not 9.

6. ___ your team fully remote?

7. Ken ___ Japanese, so his family ___ still in Osaka.

3. Register · Formal, informal or closing?

Read each line. Is it FORMAL, INFORMAL or CLOSING?

1. Hey — good to finally meet you!

- ☐ A. Formal
- ☐ B. Informal
- ☐ C. Closing

2. Pleased to meet you, Ms. Chen. I've heard excellent things about your work.

- ☐ A. Formal
- ☐ B. Informal
- ☐ C. Closing

3. Right, I'll let you get on. Good talking to you, though.

- ☐ A. Formal
- ☐ B. Informal
- ☐ C. Closing

4. It's a pleasure to make your acquaintance.

- ☐ A. Formal
- ☐ B. Informal
- ☐ C. Closing

Ask the teacher — notes to bring to class

5. So — I'm technically new here. Second week, if I'm honest.

- ☐ A. Formal
- ☐ B. Informal
- ☐ C. Closing

6. Anyway, we should probably wrap this up. Nice chatting.

- ☐ A. Formal
- ☐ B. Informal
- ☐ C. Closing

4. Find and fix the mistake

Each sentence has ONE mistake. Rewrite it correctly.

1. I is originally from Brazil.

2. She are our new account manager.

3. We is a small team of six people.

4. Are you a engineer?

5. This are my second week here.

6. Where you are from originally?

5. Listening · Three professional intros

Three professionals give their 20-second pitch at a networking event. Listen carefully — one gives more detail than the others.

1. Which speaker gives the **CLEAREST** pitch (name + role + one specific detail)? Why?

2. Which speaker sounds **MOST** nervous, and how do we know?

3. Which speaker gives an unexpected personal detail, and what is it?

6. Writing · Your Slack intro (discursive, 40-60 words)

Ask the teacher — notes to bring to class

Write a 40–60 word intro message for your first day in a new team's Slack channel. Include: name, role, ONE line about your background, and ONE friendly personal detail. Use at least ONE linker (and / but / so / because / although).

7. Reflection · Discursive answers on day one

Answer in 2–3 full sentences. There's no single correct answer.

1. In your experience, what's the ONE thing that helps a new person feel welcome on day one — and why?

2. What's ONE cheap change (zero budget) that any company could make tomorrow to improve day one for a new hire?

3. Rewrite your own 20-second pitch below in full sentences (60–80 words). Include name, role and ONE current focus.

Ask the teacher — notes to bring to class
