



APEX ENGLISH

Your voice. Global.

B1 · BUSINESS ENGLISH

UNIT 1 · B1·1A

Nice to meet you

Theme · Introductions & jobs



Unit 1 · B1·1A

Nice to meet you

Theme: Introductions & jobs

B1 · Business English



Learning objectives

- Introduce yourself and your job in 2–3 clear sentences.
- Use present simple for routines/facts and present continuous for now/this week.
- Ask 5 friendly questions to keep a first conversation going.

Ask the teacher — notes to bring to class



Class Book

Warm-up · Two truths and a lie

Write 3 sentences about your job (2 true, 1 false). You'll read them out loud later — your partner has to guess which one is the lie.

1 sentence about what you do every day.

1 sentence about what you are working on this week.

1 sentence about a future plan for next month.

Lead-in · Match the job to what they do

Match each job title to what the person does at work.

1. sales rep

2. accountant

3. IT support

4. HR manager

5. receptionist

followUp: Which of these jobs is closest to yours? Which is furthest away?

Reading · The 30-second introduction

When you meet someone new at work, you usually have about thirty seconds to make a first impression. That is not much time. So keep it simple.

A good short introduction has three parts: your name, what you do, and one detail. The detail is the important part. It gives the other person something to ask about. "I'm Ana. I work in marketing. This week I'm running a new campaign for a bakery in São Paulo." That is much better than "I'm Ana. I'm a senior marketing specialist at a mid-size agency."

The second sentence uses long job titles. The first sentence uses easy words and one real project. People remember stories, not titles.

1. How long does a first impression usually take?

(A) About 5 minutes

(B) About 30 seconds

(C) About 2 minutes

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2. What three parts does a good short introduction have?

- (A) Name, salary, plans
- (B) Name, job, one detail
- (C) Name, city, phone

3. Why is 'the detail' important?

- (A) It shows you are important
- (B) It gives the other person something to ask about
- (C) It is polite

Vocabulary in context

Find these words in the text and match them to the meaning.

first impression — the opinion people form about you at the very start

campaign — a series of ads or actions to sell something

job title — the official name of your role at work

detail — one small, specific piece of information

True / False / Not Given

Based only on the text, choose the correct option.

1. A first impression takes about 5 minutes.

- (A) True
- (B) False
- (C) Not Given

2. "I'm a senior marketing specialist at a mid-size agency" is the best short introduction.

- (A) True
- (B) False
- (C) Not Given

3. Long job titles are usually more memorable than short stories.

- (A) True
- (B) False
- (C) Not Given

4. Ana works with a bakery in São Paulo.

- (A) True
- (B) False
- (C) Not Given

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5. Ana has been in marketing for more than 10 years.

- (A) True
- (B) False
- (C) Not Given

React to the text

Discuss briefly. There is no single correct answer.

1. What is your usual 'first sentence' when you meet someone at work? Is it closer to Ana's version or to the long-title version?

2. Give an example of a 'detail' you could add to YOUR introduction this month.

Scan for meaning

Find and write down the word/phrase in the text that means the same as each definition.

1. the opinion people form about you very quickly

2. a series of actions to promote or sell something

3. the official name of your role at work

4. a small, specific piece of information

Vocabulary · Jobs and workplaces

colleague — a person you work with

boss / manager — the person in charge of your team

team — the group of people you work with

client / stakeholder — the person or party who pays for or has an interest in your work

supplier — a company that sells you what you need

intern — someone learning the job for a short time

office — the building/room where you work

shift — the hours you work (morning shift, night shift)

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briefing — a short session where colleagues sit together to align on work

target date — the cut-off point by which something must be finished

remote / hybrid / on-site — working from home / mixed / at the office

part-time / full-time — few hours a week / normal week (35–40h)

practice

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

1. My ____ Marta sits at the next desk.

2. The project ____ ____ is Friday at 5 pm.

3. We have a team ____ every Monday at 10.

4. She works ____ — only 20 hours a week.

5. Our biggest ____ pays us every month, on time.

6. I work ____ two days a week and go to the office on the other three.

Collocations • verbs + work nouns

Match each verb with the noun it usually goes with.

attend — a briefing

meet — a target date

answer — the phone

join — a team

report to — your manager

sign — a contract

Odd one out

Choose the word that does NOT belong with the others.

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1. colleague · teammate · client · co-worker
 - (A) colleague
 - (B) teammate
 - (C) client
 - (D) co-worker
2. office · briefing room · warehouse · target date
 - (A) office
 - (B) briefing room
 - (C) warehouse
 - (D) target date
3. remote · hybrid · on-site · full-time
 - (A) remote
 - (B) hybrid
 - (C) on-site
 - (D) full-time

Word building · noun ↔ person

Complete the pair (the activity/thing and the person who does it).

1. sales → a person who sells: ____

2. accounts → a person who checks the numbers: ____

3. management → the person in charge: ____

4. IT support → the person who fixes computers: ____ (2 words)

5. reception → the person at the front desk: ____

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Grammar · Present simple vs present continuous

1. Present simple — routines, facts, jobs — Use it for things that are true in general. • I work for a bakery. • She answers emails every morning. • We don't take orders on Sundays.

2. Present continuous — now / this week / this month — Use it for things happening around now. • I'm working from home this week. • We're launching a new product on Friday. • He isn't taking calls at the moment.

3. Watch out — stative verbs — Some verbs are usually in the SIMPLE, not continuous: know, need, want, like, understand, cost. ✗ I'm knowing him. → ✓ I know him.

Exercise A — Choose the correct form

Simple or continuous? Complete each sentence.

1. I ____ (work) in the finance team.

2. This week we ____ (train) two new interns.

3. She usually ____ (answer) the phone at reception.

4. Sorry, I can't talk — I ____ (finish) a report.

5. We ____ (not / open) on Sundays.

6. He ____ (know) our biggest client very well.

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**Exercise B — Find and fix the mistake**

Each sentence has ONE mistake. Rewrite it correctly.

1. I am working for a small company in Lisbon since 2019.

2. This month I write a lot of reports for my boss.

3. She is knowing the software very well.

4. We meet a new client tomorrow at 10 — it is confirmed.

Exercise C — Ask about the person

Write ONE question in the correct tense.

1. You want to know his job. →

2. You want to know her current project. →

3. You want to know his working hours. →

4. You want to know if she is busy right now. →

Exercise D — Rewrite for context

Rewrite each sentence so the tense fits the new time frame in brackets.

1. I work from home. (this week only)

2. We're launching a new product. (every summer)

3. She is answering emails right now. (as a routine)

4. They train the interns. (only today)

5. I'm needing five more minutes. (fix the mistake)

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Exercise E — Short answers

Answer these questions truthfully in ONE short sentence each.

1. What do you do?

2. What are you working on this week?

3. Do you usually take calls in the morning?

4. Are you learning anything new at work these days?

Exercise F — Complete the mini-dialogue

Complete each answer with the correct form of the verb in brackets. Choose simple or continuous.

1. — What ____ (you / do)? — I ____ (work) for a small design studio.

2. — Where's Marta? — She ____ (present) the numbers to the client right now.

3. — ____ (you / usually / start) at 9? — No, I ____ (start) at 8, but this week I ____ (come in) later because of the works on my street.

Listening · Two colleagues meeting on Monday morning

Two people meet in the office kitchen on a Monday morning. One is new, one has been there for two years.

pre

Where do you think they will meet?

What is the first question you would ask a new colleague?

gist

1. Who is new — Voice A or Voice B?

2. What team is the new person joining?

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3. Do they agree to have lunch together?

detail

1. How does Voice A describe her job in one line?

2. What is Voice B doing this week (not his normal work)?

3. What time does the team usually have lunch?

Third listen — read between the lines

Answer from what is IMPLIED.

1. Is the company big or small? How do you know?

2. Is Voice A friendly or distant? How do you know?

Useful language from the audio

Match each phrase to what it does in the conversation.

"You must be the new person." — opens the conversation with a soft guess

"Welcome, honestly." — sounds warm and real, not just polite

"I look after..." — plain-language way to describe your job

"How's it going so far?" — short, easy follow-up question

"Let me know if..." — leaves the door open for help later

Voice A: Morning! You must be the new person — Rafa, right?

Voice B: That's me. And you're...?

Voice A: Sofia. I look after the online shop — mostly the pages people see when they buy something.

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Voice B: Nice to meet you. Second day today — a bit lost, honestly.

Voice A: Ha, that's normal. Which team are you joining?

Voice B: Customer support. But this week I'm shadowing three different people to understand how the whole company works.

Voice A: Smart. How's it going so far?

Voice B: Good. Everyone's friendly. I just don't know where anything is yet — including the coffee machine.

Voice A: It's right behind you. Welcome, honestly. We usually have lunch around 12:30, in the small kitchen upstairs. Come and join us.

Voice B: I'd love to. Today?

Voice A: Actually I'm out on Tuesday and Wednesday. Thursday?

Voice B: Thursday works. Thanks.

Voice A: And let me know if you need anything — I sit two desks from you.

Fourth listen — fill the gaps

Listen again and complete the exact phrases Sofia and Rafa use.

1. You ____ ____ ____ new person — Rafa, right?

2. I ____ ____ the online shop — mostly the pages people see when they buy something.

3. This week I ____ ____ three different people to understand how the whole company works.

4. Let me ____ if you need anything.

Speaking · Your 30-second introduction

Prepare a 30-second self-introduction. Use ONE sentence in present simple (your normal job) and ONE in present continuous (something you're doing this week). Then swap with a partner and ask 3 follow-up questions each.

Scene: New colleague on your first day

A: You started this Monday.

B: You have been in the company for 3 years.

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Scene: At a small local business event

A: You run a small online shop.

B: You work in a bank branch.

Scene: On a video call with a new supplier

A: You buy packaging materials.

B: You sell packaging materials.

Discussion · introductions in real life

Choose 2 questions and speak for 30–45 seconds each. Then swap.

What is the best introduction you've ever heard? What made it work?

In your culture, do people share their job right away, or later in a conversation? What do you prefer?

Is it easier for you to introduce yourself in English, in your native language, or online? Why?

Should you always say your company name? When would you NOT say it?

Role-play · Coffee-machine intro

Read your role card, take 30 seconds to prepare, then run the conversation for 2 minutes. Aim for at least 3 turns each.

Scene: The coffee machine — first day

A: You: you started this Monday in the marketing team. This week you're just learning names and shadowing people. You don't know where anything is yet.

B: You: you've been in the sales team for 4 years. You're between meetings. Be friendly, ask 2 real questions, offer to have lunch this week.

Scene: Business event · after a talk

A: You: you run a small food-delivery startup. You're launching in a new city next month. Introduce yourself in ONE sentence with a real detail.

B: You: you work at a bank that lends money to small businesses. Listen, then ask ONE good follow-up question and give your card.

Mini-presentation · 60-second pitch

Prepare and deliver a 60-second pitch about yourself to a partner. Follow the 4-beat structure. Time yourself.

Beat 1 (10s) — Name + role in ONE sentence, no long title.

Beat 2 (15s) — One routine you're proud of (present simple).

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Beat 3 (20s) — One thing you're working on THIS month (present continuous).

Beat 4 (15s) — Invite ONE question: 'Ask me about ____.'

sample: I'm Ana. I help small bakeries sell more online. Every Monday I look at the numbers of the shops I work with and I send them a 3-line summary — that's the routine my clients like the most. This month I'm launching a new Instagram campaign for a bakery in São Paulo, and it's my first project with video. Ask me about the video part, because that's where I'm learning the most right now.

Writing · A short introduction email

Write a 60–80 word email to introduce yourself to a new team. Include: your name, your role, ONE routine (present simple), ONE current project (present continuous), and ONE friendly closing line.

bonus: Bonus task — LinkedIn 'About' line (max 25 words). Write a single sentence that mixes ONE routine and ONE current project, and ends with an invitation ('Ask me about...').

Wrap-up · What did we cover?

A short introduction has 3 parts: name, job, one detail.

Use present simple for routines/facts, present continuous for now/this week.

Stative verbs (know, need, want) usually stay in the simple form.

Ask specific follow-up questions — they invite a real answer.

Quiz

- Choose the correct sentence.
(A) I am knowing the software.
(B) I know the software.
(C) I am know the software.
- "This week I ____ a new report."
(A) write
(B) am writing
(C) wrote
- Which is the BEST short introduction?
(A) I'm a senior specialist at a global agency.
(B) I'm Ana. I do marketing. This week I'm launching a bakery campaign.
(C) I have worked in marketing for many years in different places.
- "She ____ (usually / start) at 9."
(A) is usually starting
(B) usually starts
(C) usually is starting

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5. The word 'colleague' means...

- (A) your boss
- (B) a person you work with
- (C) a customer

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Workbook — home practice



1. Vocabulary gap-fill

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

Word bank: colleague · deadline · stakeholder · sync-up · remote · part-time

1. My ____ Pedro sits at the desk next to mine.

2. We have a team ____ every Monday at 10.

3. The project ____ is next Friday — please don't be late.

4. Our biggest ____ has been with us for 8 years.

5. I work ____ on Tuesdays and Thursdays.

6. She works ____ — only 20 hours a week.

2. Present simple or continuous?

Put the verb in brackets in the correct present form.

1. I ____ (work) in a small marketing team.

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2. This week we ____ (train) two new people.

3. She ____ (know) our biggest client very well.

4. Sorry — I can't chat. I ____ (finish) a report for tomorrow.

5. We ____ (not / open) the office on Fridays.

6. He usually ____ (arrive) at 8:30.

7. I ____ (need) five more minutes to answer this.

3. Routine, right now, or fixed plan?

Read each sentence and choose the correct label.

1. I answer emails every morning before 9.

(A) Routine

(B) Right now / this week

(C) Fixed future plan

2. I'm shadowing three colleagues this week.

(A) Routine

(B) Right now / this week

(C) Fixed future plan

3. We're launching a new product on Friday.

(A) Routine

(B) Right now / this week

(C) Fixed future plan

4. She always writes the meeting notes.

(A) Routine

(B) Right now / this week

(C) Fixed future plan

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5. I'm having lunch with a client on Thursday.

- (A) Routine
- (B) Right now / this week
- (C) Fixed future plan

4. Find and fix the mistake

Each sentence has *ONE* mistake. Rewrite it.

1. I am working for a bank in Porto — I started five years ago.

2. This month I write a lot of reports.

3. She is knowing the software very well.

4. We meet the client tomorrow at 3. It's confirmed.

5. Listening — three first-day introductions

Three new employees introduce themselves on day one. Notice how they mix routines and current tasks.

1. Which speaker gives the **CLEAREST** short introduction? Why?

2. Which speaker **MIXES** simple and continuous incorrectly?

3. Which speaker gives **ZERO** detail about themselves?

Voice A: Hi everyone. I'm the new person in sales. That's it, really. Nice to meet you.

Voice B: Hi. I'm Marta. I'm a designer — I usually work on our packaging, but this month I'm helping with the online shop redesign.

Voice C: Hello. My name is Igor. I am working here since 2019, in accounts. I like football.

6. Writing — a first-week note to your boss

Write 60–80 words. Include: (a) one sentence in present simple about your normal role, (b) one sentence in present continuous about what you're focused on this week, (c) **ONE** question at the end.

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7. Case study reflection

Look back at the *Padaria da Vila* case. Answer briefly, in your own words.

1. What is Sofia's BIGGEST problem in her first month?

2. Name ONE concrete first-week action you would take in her place, and explain why.

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Answer key — Class Book

Lead-in · Match the job to what they do

1. talks to customers and sells products
2. checks the numbers and pays the bills
3. fixes computers and helps with software
4. hires people and looks after the team
5. answers the phone and welcomes visitors

Reading · The 30-second introduction

1. (B) About 30 seconds
2. (B) Name, job, one detail
3. (B) It gives the other person something to ask about
1. (B) False
2. (B) False
3. (B) False
4. (A) True
5. (C) Not Given
1. Model: mine is closer to the long-title version — I usually give my full role at [company]. After this lesson I'll try starting with 'I help X do Y.'
2. Model: this month I'm running a small training for the new hires in customer support — that's my go-to detail right now.
1. first impression
2. campaign
3. job title
4. detail

Vocabulary · Jobs and workplaces

1. colleague
2. target date
3. briefing
4. part-time
5. client
6. remote
1. (C) client
2. (D) target date
3. (D) full-time
1. salesperson / sales rep
2. accountant
3. manager
4. IT technician
5. receptionist

Grammar · Present simple vs present continuous

1. work
2. are training
3. answers
4. am finishing
5. don't open
6. knows
1. I have worked / I've worked for a small company in Lisbon since 2019. (Or: I work for a small company in Lisbon — I started in 2019.)
2. This month I'm writing a lot of reports for my boss.
3. She knows the software very well.
4. We're meeting a new client tomorrow at 10 — it is confirmed.
1. What do you do?

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2. What are you working on this week/month?
3. What time do you usually start / finish?
4. Are you working on something urgent right now?
1. I'm working from home this week.
2. We launch a new product every summer.
3. She answers emails first thing every morning.
4. They're training the interns today.
5. I need five more minutes.
1. Model: I work for a small marketing team in São Paulo.
2. Model: I'm preparing a presentation for a new client on Thursday.
3. Model: No, I don't. I try to answer emails first and take calls after lunch.
4. Model: Yes, I'm learning how to use a new project-management tool.
1. What do you do? / I work for a small design studio.
2. She is presenting / She's presenting the numbers to the client right now.
3. Do you usually start at 9? / No, I start at 8, but this week I'm coming in later because of the works on my street.

Listening · Two colleagues meeting on Monday morning

1. Voice B is new (it's his second day).
2. The customer support team.
3. Yes — on Thursday, because on Tuesday and Wednesday Voice A is out of the office.
1. "I look after the online shop — mostly the pages people see when they buy something."
2. Shadowing three different people to understand how the company works.
3. Around 12:30, in the small kitchen on the second floor.
1. Fairly small — they have one kitchen on the second floor and people know each other by name.
2. Friendly — she offers lunch, uses his first name and says 'welcome, honestly'.
1. must be the
2. look after
3. am shadowing / 'm shadowing
4. know

Quiz

1. (B) I know the software.
2. (B) am writing
3. (B) I'm Ana. I do marketing. This week I'm launching a bakery campaign.
4. (B) usually starts
5. (B) a person you work with

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Answer key — Workbook

1. Vocabulary gap-fill

1. colleague
2. sync-up
3. deadline
4. stakeholder
5. remote
6. part-time

2. Present simple or continuous?

1. work
2. are training
3. knows
4. am finishing
5. don't open
6. arrives
7. need

3. Routine, right now, or fixed plan?

1. (A) Routine
2. (B) Right now / this week
3. (C) Fixed future plan
4. (A) Routine
5. (C) Fixed future plan

4. Find and fix the mistake

1. I work for a bank in Porto — I started five years ago.
2. This month I'm writing a lot of reports.
3. She knows the software very well.
4. We're meeting the client tomorrow at 3. It's confirmed.

5. Listening — three first-day introductions

1. Speaker 2 — she gives name + role + one specific detail ("this month I'm helping with the online shop redesign").
2. Speaker 3 — 'I am working here since 2019' should be 'I have worked / I've worked here since 2019', OR 'I started here in 2019 — I work in accounts.'
3. Speaker 1 — just says 'I'm the new person in sales' and stops.

7. Case study reflection

1. Model: she is trying to change too many things at once — new menu, new opening hours and new Instagram — before the team is ready.
2. Model example: spend the first three mornings behind the counter, taking orders, so you understand who the real customers are before you change anything.

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