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Free Sample Lesson
A1 Level · Business English

SAMPLE LESSON · A1 Level · Business English

Who I Am — Professional Introductions

A1 Core Language Spine · Unit 1 · Session 1

Free Sample

~15 minutes

Vocab · Reading · Listening · Grammar
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In This Lesson

Vocabulary	6 key terms: name · job title · department · company · colleague · office
Grammar	Present Simple — to be (positive): am · is · are
Reading	Short professional dialogue — Ana and David meet at work
Listening	Scan the QR code to hear the dialogue audio, narrated by native voices
Output	Complete 2 exercises and check your answers at the end



SECTION 1 — VOCABULARY · 2 minutes · Match the word to its definition

Match each word with its definition. Write the correct letter.

#	Term		Definition
1.	name	A .	The place where you work
2.	job title	B .	The word or words people use to call you
3.	department	C .	The official name of your position at work
4.	company	D .	A group of people who do the same type of work
5.	colleague	E .	A business organization
6.	office	F .	A person you work with



SECTION 2 — READING · 2 minutes · Read and answer

Read the dialogue. Then answer the questions below.



Dialogue — 'A Professional Introduction'

Characters: Ana (Project Coordinator) | David (Financial Analyst)

Ana: Good morning. I am Ana. I am a project coordinator.

David: Good morning, Ana. I am David. I am a financial analyst.

Ana: It is nice to meet you, David. What department are you in?

David: I am in the Finance Department. And you?

Ana: I am in Operations. My office is on the third floor.

David: My office is on the second floor. Is this your first day?

Ana: No. I am in my second week. It is a great company.

David: Yes, it is. Welcome to the team.



Listen to the Dialogue

Scan the QR code to hear Ana and David's conversation. Listen once for general understanding, then again while reading along above.

Native English audio · two-voice dialogue



Comprehension Questions — Answer directly from the dialogue.

1. What is Ana's job title?

2. What department is David in?

3. Where is Ana's office?

4. Is it Ana's first day at the company?



SECTION 3 — GRAMMAR · 2 minutes · Present Simple — to be

Grammar Reference: Present Simple — to be (positive)

Subject	Verb	Example
I	am	I am a manager.
You	are	You are in the Sales team.

Subject	Verb	Example
He / She / It	is	She is a director.
We / They	are	They are my colleagues.

Exercise A — Complete the sentences. Use: am · is · are

- I _____ a project manager.
- She _____ in the IT department.
- We _____ colleagues.
- He _____ a financial analyst.
- You _____ in the Operations team.
- They _____ in the meeting room.

Answer Keys

✓ Vocabulary Matching — Section 1

1. name → B · 2. job title → C · 3. department → D · 4. company → E · 5. colleague → F
· 6. office → A

✓ Comprehension Questions — Section 2

1. She is a project coordinator.
2. He is in the Finance Department.
3. Her office is on the third floor.
4. No. She is in her second week.

✓ Grammar Exercise A — Section 3

1. am · 2. is · 3. are · 4. is · 5. are · 6. are



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