English A2 Unit 1: New Beginnings

Unit 1 of our adult A2 English course: personality and feelings, the workplace and colleagues, present simple vs present continuous with state verbs, question forms and subject questions, possessive pronouns and whose, plus a first-week email to read, small talk at work, an introduction email to write and a unit review. 9 worksheets with answer keys.

ENGLISH A2 · UNIT 1

New Beginnings

After this unit you can:

- ☐ I can introduce myself to new colleagues and make small talk about work and free time.
- ☐ I can describe a person's character and say how someone feels.
- ☐ I can say what people usually do and what they are doing at the moment, and ask about both.
- ☐ I can say who things belong to (mine, yours, Tom's) and ask whose something is.

9 printable worksheets · answer keys included

Free to download, print, and use at home, in class, or anywhere.

ENGLISH A2 · UNIT 1 · VOCABULARY

Name: _____ Date: _____

Personality and feelings

Focus: personality adjectives (friendly, shy, confident, patient, honest) and feelings (nervous, excited, bored, proud)

PERSONALITY AND FEELINGS

friendly shy confident patient lazy hard-working polite rude serious funny clever honest calm careful creative sociable quiet nervous worried excited bored surprised upset relaxed proud

1 Match the words and the definitions.

1. shy	a. Works a lot and never stops.
2. hard-working	b. Never says false things.
3. polite	c. Doesn't like speaking to new people.
4. honest	d. Can wait a long time and stays calm.
5. patient	e. Doesn't like working or doing things.
6. lazy	f. Likes meeting people and going out.
7. sociable	g. Makes people laugh.
8. funny	h. Always says please and thank you.

2 Choose the correct word.

Example: It's my first day tomorrow. I feel _____. (bored / nervous / lazy) → nervous

1. Ben loves his new job. He is very _____ about it. (bored / excited / upset)
2. The meeting was three hours long. We were _____. (proud / surprised / bored)
3. Lena didn't know about the party. She was _____. (surprised / relaxed / lazy)
4. Sara is _____ because a colleague was rude to her. (relaxed / proud / upset)
5. After two weeks at the beach, Omar feels _____. (worried / relaxed / nervous)
6. Nina's son finished university. She is _____ of him. (proud / bored / shy)
7. The deadline is tomorrow and the report isn't ready. Tom is _____. (relaxed / worried / bored)
8. Maria isn't nervous before meetings. She's _____. (upset / worried / calm)
9. Ali paints and draws well. He is very _____. (creative / lazy / shy)
10. Ken never says good morning to the staff. He is _____. (polite / rude / calm)
11. Elena checks every number twice. She is very _____. (careful / lazy / rude)
12. Our new colleague says hello to everyone. She is _____. (friendly / shy / lazy)

ANSWER KEY

1 1 c, 2 a, 3 h, 4 b, 5 d, 6 e, 7 f, 8 g **2** 1 excited, 2 bored, 3 surprised, 4 upset, 5 relaxed, 6 proud, 7 worried, 8 calm, 9 creative, 10 rude, 11 careful, 12 friendly

Free to download, print, and use at home, in class, or anywhere.

ENGLISH A2 · UNIT 1 · VOCABULARY Name: _____ Date: _____

The workplace and colleagues

Focus: workplace words: colleague, boss, department, shift, deadline, canteen, badge, salary, full-time / part-time

THE WORKPLACE

colleague boss team department manager staff meeting break shift deadline project report task desk canteen reception badge timetable full-time part-time salary training experience customer support

1 Complete the sentences with words from the box.

Example: I work in the sales _____. There are ten of us. → department

1. The _____ for the report is Friday. We can't send it late.
2. The staff have lunch in the _____. The cooks are friendly.
3. Be careful with your _____. It has your name and photo on it.
4. My _____ is 2,000 euros a month. I'm not worried about money.
5. I've got five years' _____ in a hotel reception.
6. New staff do two days of _____ in their first week.
7. We stop for a short _____ at half past ten. I feel relaxed after it.
8. Omar works _____, forty hours a week, from Monday to Friday.

2 Put the words in the correct column.

Example: manager → People

colleague canteen shift boss reception break customer office deadline staff car park meeting

People	Places	Work and time

ANSWER KEY

1 1 deadline, 2 canteen, 3 badge, 4 salary, 5 experience, 6 training, 7 break, 8 full-time **2** People: colleague, boss, customer, staff | Places: canteen, reception, office, car park | Work and time: shift, break, deadline, meeting

Free to download, print, and use at home, in class, or anywhere.

ENGLISH A2 · UNIT 1 · NEW BEGINNINGS · GRAMMAR Name: _____ Date: _____

Present simple vs present continuous

Focus: present simple for habits and facts vs present continuous for now and this week; state verbs (know, want, need, understand)

GRAMMAR: USUALLY VS NOW

Habits and facts: **present simple** + usually / every day: I work in an office.

Now, this week: **present continuous** + at the moment / these days: I'm working.

State verbs: I **know** it (NOT I'm knowing), like, want, need, understand, prefer, own.

1 Choose the correct form.

Example: Tom works in sales, but today he _____ at reception. (works / is working) → is working

1. Lena _____ to work by metro every day. (goes / is going)
2. Listen! The manager _____ about the new project. (speaks / is speaking)
3. I _____ this word. Can you help? (don't understand / am not understanding)
4. We _____ on a report for a customer this week. (work / are working)
5. Our team _____ a meeting every Monday morning. (has / is having)
6. Sara _____ a new badge. Her old badge is at home. (needs / is needing)
7. Ben _____ lunch in the canteen at the moment. (has / is having)
8. Ali _____ two cars and a flat in the city centre. (owns / is owning)
9. Sorry, I can't talk now. I _____ a customer. (help / am helping)

2 Complete with the present simple or present continuous of the verbs.

Example: Mark _____ (not / like) long meetings. → doesn't like

1. Nina usually _____ (eat) at one, but today she _____ (eat) at her desk.
2. I _____ (not / know) the new boss very well.
3. Look! Maria _____ (wear) her new badge.
4. Omar _____ (not / work) at the moment. He's on his break.
5. They _____ (prefer) coffee to tea in the morning.
6. What _____ (you / do) at the moment? I'm writing a report.
7. This week a lot of staff _____ (work) from home because of the snow.
8. Ken _____ (not / like) meetings, but he _____ (go) to them every week.
9. Elena _____ (remember) all the customers' names.
10. The canteen _____ (open) at twelve every day.

ANSWER KEY

1 1 goes, 2 is speaking, 3 don't understand, 4 are working, 5 has, 6 needs, 7 is having, 8 owns, 9 am helping **2** 1 eats / is eating, 2 don't know, 3 is wearing, 4 isn't working, 5 prefer, 6 are you doing, 7 are working, 8 doesn't like / goes, 9 remembers, 10 opens

Free to download, print, and use at home, in class, or anywhere.

ENGLISH A2 · UNIT 1 · NEW BEGINNINGS · GRAMMAR Name: _____ Date: _____

Questions: be, do, does and subject questions

Focus: yes/no and Wh- questions with be / do / does; subject questions (Who works ...?) vs object questions; How long / How far / What kind of / Which

GRAMMAR: QUESTIONS

Yes/no: **Are** you new? **Do** you like it? **Does** she work? · Wh-: Where **do** you work?

Subject (no do / does): **Who works** with you? · Object: **Who do** you work **with**?

1 Choose the correct words.

Example: _____ you work in the sales department? (Do / Are / Does) → Do

1. Who _____ the reports every Friday? (does write / writes / do write)
2. Who _____ you usually have lunch with? (does / do / are)
3. What _____ at the Monday meeting? (does happen / happen / happens)
4. _____ long is your lunch break? (What / Which / How)
5. What _____ of training do new staff need? (long / kind / far)
6. _____ desk is yours, the big desk or the small desk? (Who / Which / How)
7. _____ far is the canteen from your office? (Where / What / How)
8. _____ you working on the website at the moment? (Do / Are / Is)

2 Complete the questions with the words in brackets.

Example: Who _____ (help) the new staff? → helps

1. Who _____ (open) the office in the morning?
2. Who _____ (you / sit) next to?
3. What _____ (happen) at the end of the shift?
4. Which team _____ (need) a new manager?
5. What _____ (the manager / want) from us?
6. Who _____ (Sara / work) for?

3 Put the words in order to make questions.

Example: start / what time / you / do / ? → What time do you start?

1. work / what kind of / Elena / does / do / ?

   _____

2. Omar / with / who / have lunch / does / ?

   _____

ANSWER KEY

1 1 writes, 2 do, 3 happens, 4 How, 5 kind, 6 Which, 7 How, 8 Are **2** 1 opens, 2 do you sit, 3 happens, 4 needs, 5 does the manager want, 6 does Sara work **3** 1 What kind of work does Elena do? | 2 Who does Omar have lunch with?

Free to download, print, and use at home, in class, or anywhere.

ENGLISH A2 · UNIT 1 · GRAMMAR Name: _____ Date: _____

Possessive pronouns and whose

Focus: possessive pronouns mine / yours / his / hers / ours / theirs vs my / your; possessive 's and s'; Whose ...?; belong to

GRAMMAR: WHOSE IS IT?

Possessive adjective + noun: **my** desk, **your** coffee · pronoun, no noun: This desk is **mine**. mine, yours, his, hers, ours, theirs · Ken's desk = **his** · the managers' office (plural s') = **theirs**
Whose phone is this? It's **Ken's**. / It's **his**. / It **belongs to** Ken.

1 Choose the correct word.

Example: Is this pen _____? (your / yours) → yours

1. That's not my badge. _____ is on my desk. (Mine / My)
2. Lena, is this _____ coffee? (your / yours)
3. Those reports aren't _____. They're Omar's. (our / ours)
4. Ben and Sara are in the canteen. That desk is _____. (theirs / their)
5. _____ bag is this? It's Elena's. (Whose / Who's)
6. Two managers work in the big office. It's the _____ office. (manager's / managers')
7. Is that your bag? No, it's _____. (her / hers)
8. The keys _____ to Elena. Give them to her, please. (belongs / belong)
9. Sorry, that seat isn't free. It's _____. (Lenas / Lena's / Lena)
10. _____ sitting at my desk? It's Tom. (Who's / Whose)

2 Complete with mine, yours, his, hers, ours or theirs.

Example: Is this your pen? Yes, it's _____. → mine

1. Ken can't find his badge. Is this badge _____?
2. I've got my keys. Have you got _____?
3. The blue cup on the desk is Elena's. It's _____.
4. We've got a small office. The big office isn't _____.
5. The two new drivers sit here. These desks are _____.
6. My phone is black. This white phone isn't _____.
7. Omar, this report has got your name on it. It's _____.

ANSWER KEY

1 1 Mine, 2 your, 3 ours, 4 theirs, 5 Whose, 6 managers', 7 hers, 8 belong, 9 Lena's, 10 Who's **2** 1 his, 2 yours, 3 hers, 4 ours, 5 theirs, 6 mine, 7 yours

Free to download, print, and use at home, in class, or anywhere.

ENGLISH A2 · UNIT 1 · READING Name: _____ Date: _____

Reading: My first week

Focus: reading an email about a first week at work: present simple vs continuous, personality words

An email from Ani: my first week

Hi Lucy, thanks for your message. I'm the new designer at a software company in Yerevan. I usually start at nine and finish at six. Our manager, Mark, is calm and patient. My colleagues are friendly and sociable, and we have lunch in the canteen every day.

This week the team is working on a website for a hotel. The deadline is Friday, so we are all working late. At the moment I'm drawing the pictures for the hotel rooms. The desk near the window is Sara's, and the desk near the door is mine.

I like the job, but I feel a bit nervous. I don't understand all the words in the meetings. My colleagues are helping me, and I'm learning fast. Write soon! Ani

1 Read the text. True or false?

1. Ani works at a hotel. ☐ T ☐ F
2. Ani usually starts work at nine. ☐ T ☐ F
3. Mark, the manager, is calm and patient. ☐ T ☐ F
4. The deadline for the hotel website is Friday. ☐ T ☐ F
5. Ani's desk is near the window. ☐ T ☐ F
6. Ani understands all the words in the meetings. ☐ T ☐ F

2 Answer the questions about the text.

Example: Where is the company? → It's in Yerevan.

1. What time does Ani usually finish work?

_____

2. What are her colleagues like?

_____

3. What is Ani drawing at the moment?

_____

4. How does Ani feel about the job?

_____

ANSWER KEY

1 1 F, 2 T, 3 T, 4 T, 5 F, 6 F **2** 1 She usually finishes at six. | 2 They are friendly and sociable. | 3 She is drawing the pictures for the hotel rooms. | 4 She likes it, but she feels a bit nervous.

Free to download, print, and use at home, in class, or anywhere.

ENGLISH A2 · UNIT 1 · EVERYDAY ENGLISH Name: _____ Date: _____

Everyday English: Meeting new colleagues

Focus: everyday English: introducing yourself at work, asking what people do, checking meaning, offering help

Model dialogue

Ani: Hi, I'm Ani, the new designer.

Mark: Welcome to the team! I'm Mark. I'm in charge of the website.

Ani: Nice to meet you, Mark. What are you working on at the moment?

Mark: Sorry, I didn't catch that. Could you say it again?

Ani: What are you working on at the moment?

Mark: A new website for a hotel. Is that coffee yours?

Ani: No, it's Lena's. Mine is at my desk.

Welcome meet charge working mean free help sales

1 Complete the dialogue with the words in the box.

Example: I work in _____. → sales

Levon: Hello, I'm Levon. I'm new in the support team.

Nina: _____ to the team! I'm Nina. Nice to _____ you.

Levon: Nice to meet you too. And what do you do here?

Nina: I'm in _____ of the training. I'm _____ on the timetable now.

Levon: Sorry, what does 'timetable' _____?

Nina: It's the days and times of your shifts. Is this seat _____?

Levon: Yes, it is. Thanks a lot for your _____, Nina.

2 Match the questions and the answers.

1. What do you do here?	a. It's your work time, from two to ten.
2. Is this chair free?	b. A new report for the boss.
3. Do you need any help?	c. Sorry, it's Maria's.
4. What does 'shift' mean?	d. Of course. The meeting is at ten.
5. What are you working on now?	e. Yes, please. Thanks a lot.
6. Could you say it again, please?	f. I'm in charge of the canteen.

ANSWER KEY

1 1 Welcome, 2 meet, 3 charge, 4 working, 5 mean, 6 free, 7 help **2** 1 f, 2 c, 3 e, 4 a, 5 b, 6 d

Free to download, print, and use at home, in class, or anywhere.

ENGLISH A2 · UNIT 1 · NEW BEGINNINGS · WRITING Name: _____ Date: _____

Writing: An email to my new team

Focus: writing an email to introduce yourself to a new team: three short paragraphs, usually vs now

WRITING TIP

Three short paragraphs: **1** who you are · **2** your work · **3** a friendly ending.

1 Match the parts of the email and the phrases.

1. say who you are
2. your usual work
3. your work now
4. a friendly ending

a. I usually start work at eight.
b. Hi all, I'm Omar, the new driver.
c. Come and say hello any time!
d. This week I'm driving the night bus.

2 Write an email to introduce yourself to a new team or class (60-80 words).

MODEL

Hi all, I'm Maria, the new nurse on the night shift. I'm from Lisbon.
I usually work at night, from ten to six. At the moment I'm doing my training and learning the timetable. People say I'm patient and calm. In my free time I go swimming and read books.
I'm very happy to be in the team. See you soon! Best wishes, Maria

- Paragraph 1: Hi all, I'm ... (your job or your studies)
- Paragraph 2: usual work, work at the moment, your character, free time
- Paragraph 3: a friendly ending and your name

Self-check: capital letters and full stops · subject + verb word order · this unit's grammar · this unit's words · the right length

ANSWER KEY

1 1 b, 2 a, 3 d, 4 c

Free to download, print, and use at home, in class, or anywhere.

ENGLISH A2 · UNIT 1 · UNIT REVIEW Name: _____ Date: _____

Unit 1 review

Focus: unit review: present simple vs continuous, question forms, possessive pronouns, personality and workplace words

1 Choose the correct word.

Example: Lena _____ a break at the moment. (has / is having) → is having

1. Sorry, I _____ what 'deadline' means. (don't know / am not knowing)
2. Who _____ in the big office next to reception? (does sit / sits / sit)
3. _____ the new colleagues need a badge? (Does / Are / Do)
4. This is not my report. It's _____. (your / yours / you)
5. Sam usually drives to work, but today he _____ the bus. (takes / is taking)
6. The small desk near the door is _____. (Tom / Toms / Tom's)
7. Who _____ Elena share her office with? (do / does / is)
8. What _____ Lena doing at the moment? (is / does / do)
9. The _____ for the project is next Monday. (break / badge / deadline)
10. Nina is _____ of her team. They finished the report early. (bored / proud / shy)
11. The food in the _____ is cheap. Lunch costs four euros. (canteen / reception / salary)
12. David doesn't speak at meetings. He is very _____. (sociable / rude / shy)
13. Our boss is _____. She never gets upset with new staff. (lazy / patient / nervous)

2 Correct the mistake in each sentence.

Example: I am knowing the new manager. → I know the new manager.

1. Who's desk is this? It's Omar's.

   _____

2. Ben is wanting a cup of tea.

   _____

3. Where does your two colleagues have lunch?

   _____

3 Match the questions and the answers.

1. What kind of work do you do?	a. No, three days a week.
2. Whose coffee is this?	b. He's writing a report.
3. What is Ali doing at the moment?	c. It's Elena's.
4. Does Ken work full-time?	d. I'm a designer.

ANSWER KEY

1 1 don't know, 2 sits, 3 Do, 4 yours, 5 is taking, 6 Tom's, 7 does, 8 is, 9 deadline, 10 proud, 11 canteen, 12 shy, 13 patient **2** 1 Whose desk is this? It's Omar's. | 2 Ben wants a cup of tea. | 3 Where do your two colleagues have lunch? **3** 1 d, 2 c, 3 b, 4 a

Free to download, print, and use at home, in class, or anywhere.