

1 CONVERSATION STATING JOB INTEREST & WORK SKILLS

Practice conversations about these people.



- A. What kind of job are you looking for?
- B. I'm looking for a job as _____.
- A. Tell me about your skills.
- B. I can _____, and I can _____.



a secretary
type
file



a cashier
use a cash
register
handle
money



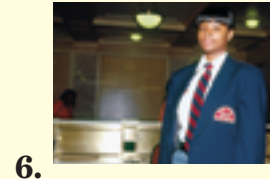
a waiter
take orders
serve
customers



a construction
worker
use tools
operate
equipment



a cook
use cooking
equipment
prepare
meals



a security
guard
guard
buildings
inspect bags
and packages

2 TEAMWORK SKILLS INTERVIEW

Using the conversation above, interview four classmates.
Write their information on the chart.

NAME	JOB	SKILLS

3 CONVERSATION ASKING PERMISSION TO LEAVE WORK EARLY

Practice the conversation with a classmate.



- A. Excuse me, *Mr. Cooper*.
Can I possibly leave work early today?
I have to *take my daughter to the doctor*.
- B. Yes. That's okay.
- A. Thanks very much.

With your classmate, make a list of *good* reasons to ask to leave work early.
Practice new conversations with these reasons.

THINK & SHARE What are *bad* reasons to ask to leave work early?
Discuss as a class.