Choose the correct answer.

1. Ramon can ____. He’s looking for a job as a secretary.
   A. bake  
   B. paint  
   C. type  
   D. ski  

2. Ann can ____. She’s looking for a job as a mechanic.
   A. repair cars  
   B. fix stoves  
   C. skate  
   D. paint pictures  

3. Ivan can ____. He’s looking for a job as a salesperson.
   A. file  
   B. operate equipment  
   C. use tools  
   D. take inventory  

4. I’m a construction worker. I can ____.  
   A. use business software  
   B. build things  
   C. take inventory  
   D. use a cash register  

5. ____ come to your party on Saturday. I have to work.
   A. I have to  
   B. I can  
   C. I can’t  
   D. You can’t  

6. I’m sick. I can’t go to work today. ____ go to the doctor.
   A. I have  
   B. I have to  
   C. You have to  
   D. You have  

Look at the classified ads. Answer the questions.

7. Lynn can cook. She’s applying for the job as ____.  
   A. a construction worker  
   B. a superintendent  
   C. a restaurant  
   D. a chef  

8. Lynn has to ____.
   A. work full-time  
   B. work evenings  
   C. call Eve  
   D. apply in person  

9. Ahmed can manage a building. He has experience for the job ____.
   A. as a chef  
   B. at Capital Construction  
   C. at 947 Franklin Street  
   D. at 1400 Central Avenue  

10. To apply, Ahmed has to ____.
    A. call 377-2560  
    B. ask for Frank  
    C. call 930-7432  
    D. go to 947 Franklin Street  

Mark your answers in the answer box.

Answers

1 A B C D  
2 A B C D  
3 A B C D  
4 A B C D  
5 A B C D  
6 A B C D  
7 A B C D  
8 A B C D  
9 A B C D  
10 A B C D  

SKILLS CHECK

Words:  
actor  
actress  
baker  
cashier  
chef  
construction worker  
cook  
dancer  
mechanic  
salesperson  
secretary  
security guard  
singer  
superintendent  
teacher  
truck driver  
waiter  
act  
bake  
build  
cook  
dance  
drive  
file  
fix  
guard buildings  
handle money  
inspect bags and packages  
operate equipment  
paint  
prepare meals  
repair  
servant customers  
sing  
speak Spanish  
take inventory  
take orders  
talk  
teach  
teach type  
use  

I can ask & answer:  
• What kind of job are you looking for?  
• What can you do?  
• Tell me about your skills.  
• Can you type?  
• Can you have lunch with me on Saturday?  

I can apologize:  
I’m sorry. I can’t. I have to work.  

I can ask permission to leave work early:  
• Can I possibly leave work early today? I have to _____.  

I can read:  
• help wanted signs  
• abbreviations in want ads  
• want ads  
• safety signs  

I can fill out job application form information about:  
• name, address, telephone  
• social security number  
• availability  
• skills & abilities  

I can write about:  
• things I can and can’t do  
• an application procedure  
• things I have to do this week

Help Wanted

Chef  PT. Eves. Small restaurant. Call Mario at 930-7432.


Superintendent  Large apartment building. 947 Franklin St. Exper. req. Call Ms. Wong at 377-2560.