



# 8

**Adverbs**  
**Comparative of**  
**Adverbs**

**Agent Nouns**  
**If-Clauses**

- Describing People's Actions
- Describing Plans and Intentions
- Consequences of Actions
- Job Interview
- Stating Skills and Work Experience
- Asking for Permission at Work
- Help Wanted Ads
- Reading a Paycheck and Pay Stub
- Employee Accident Report

## VOCABULARY PREVIEW



1. actor
2. dancer
3. driver
4. painter

5. player
6. runner
7. singer
8. skier

9. teacher
10. translator
11. worker

# He Drives Very Carelessly

slow – slowly  
careless – carelessly

careful – carefully  
graceful – gracefully

fast – fast  
hard – hard

good – well



- A. I think he's a **careless driver**.  
B. I agree. He **drives VERY carelessly**.



1. a careful worker



2. a slow chess player



3. a graceful dancer



4. good actors



5. a careless skier



6. a fast runner



7. a beautiful singer



8. bad painters



9. a good teacher



10. a hard worker



11. an accurate translator



12. dishonest card players

# You Should Work Faster

fast – faster  
quickly – quicker\*  
loud(ly) – louder\*  
slowly – slower\*

carefully – more carefully  
gracefully – more gracefully  
accurately – more accurately

well – better



- A. Am I working **fast** enough?
- B. Actually, you should work **faster**.



- A. Am I painting **carefully** enough?
- B. Actually, you should paint **more carefully**.



- 1. Am I typing **quickly** enough?



- 2. Am I dancing **gracefully** enough?



- 3. Am I speaking **loud** enough?



- 4. Am I driving **slowly** enough?



- 5. Am I translating **accurately** enough?



- 6. Am I playing **well** enough?

\* quicker or more quickly

louder or more loudly

slower or more slowly

# He Should Try to Speak Slower

loud(ly) – louder\*  
neatly – neater\*  
quickly – quicker\*

slowly – slower\*  
softly – softer\*

carefully – more carefully  
politely – more politely

early – earlier  
late – later  
well – better



- A. Bob speaks **VERY quickly**.
- B. You're right. He should try to speak **slower**.



- 1. Timothy types very slowly.



- 2. Carol skates very carelessly.



- 3. Howard speaks very softly.



- 4. Linda goes to bed very late.



- 5. Jimmy gets up very early.



- 6. They dress very sloppily.



- 7. Brenda plays her radio very loudly.



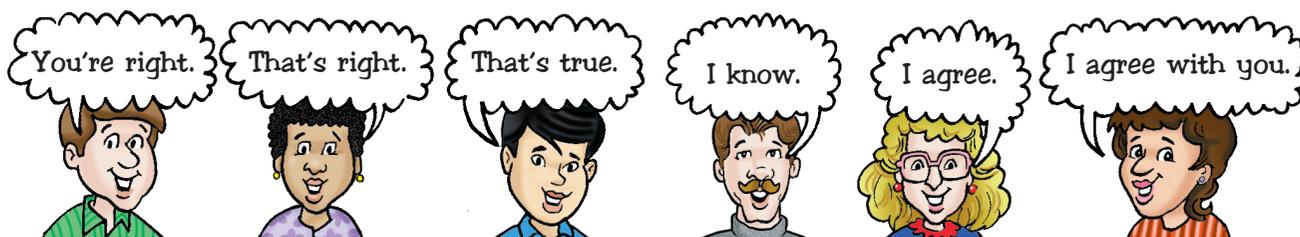
- 8. Richard speaks to his parents very impolitely.



- 9. Our next-door neighbor drives very badly.

## How to Say It!

### Expressing Agreement



Practice the conversations on this page again. Express agreement in different ways.

\* louder or more loudly    neater or more neatly    quicker or more quickly    slower or more slowly    softer or more softly

## READING

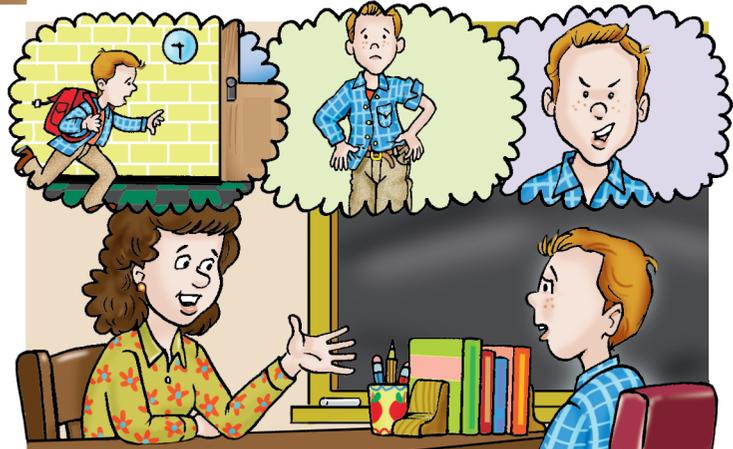
### TRYING HARDER

Michael's boss talked with him today. In general, she doesn't think Michael is doing very well on the job. He has to do better. According to Michael's boss, he types too slowly. He should type faster. In addition, he files too carelessly. He should file more carefully. Furthermore, he speaks on the telephone too quickly. He should speak slower. Michael wants to do well on the job, and he knows now that he has to try a little harder.



Stella's director talked with her today. In general, he doesn't think Stella is doing very well in his play. She has to do better. According to Stella's director, she speaks too softly. She should speak louder. In addition, she walks too slowly. She should walk faster. Furthermore, she dances too awkwardly. She should dance more gracefully. Stella wants to do well in the play, and she knows now that she has to try a little harder.

Billy's teacher talked with him today. In general, she doesn't think Billy is doing very well in school. He has to do better. According to Billy's teacher, he arrives at school too late. He should arrive earlier. In addition, he dresses too sloppily. He should dress more neatly. Furthermore, he speaks too impolitely. He should speak more politely. Billy wants to do well in school, and he knows now that he has to try a little harder.



### ✓ READING CHECK-UP

#### Q & A

Michael is talking with his boss. Stella is talking with her director. Billy is talking with his teacher. Using this model, create dialogs based on the story.

- A. Do I *type fast* enough?
- B. No. You *type too slowly*.
- A. Oh. I'll try to *type faster* in the future.

#### WHAT'S THE OPPOSITE?

- |                              |              |
|------------------------------|--------------|
| 1. quickly ( <i>slowly</i> ) | 6. sloppily  |
| 2. carefully                 | 7. awkwardly |
| 3. loudly                    | 8. earlier   |
| 4. politely                  | 9. faster    |
| 5. badly                     |              |

If \_\_\_\_\_ will \_\_\_\_\_



- A. What are they going to name their new baby?
- B. If they have a boy, they'll name him John. If they have a girl, they'll name her Jane.



- 1. A. How are you going to get to school tomorrow?
- B. If it rains, I'll \_\_\_\_\_.  
If it's sunny, I'll \_\_\_\_\_.



- 2. A. What's Roger going to do this Saturday afternoon?
- B. If the weather is good, he'll \_\_\_\_\_.  
If the weather is bad, he'll \_\_\_\_\_.



- 3. A. What's Rosa going to have for dinner tonight?
- B. If she's very hungry, \_\_\_\_\_.  
If she isn't very hungry, \_\_\_\_\_.



- 4. A. What's Ken going to do tomorrow?
- B. If he feels better, \_\_\_\_\_.  
If he doesn't feel better, \_\_\_\_\_.

How About You?



What are you going to do tonight if you have a lot of homework?

What are you going to do tonight if you DON'T have a lot of homework?

What are you going to wear tomorrow if it's warm and sunny?

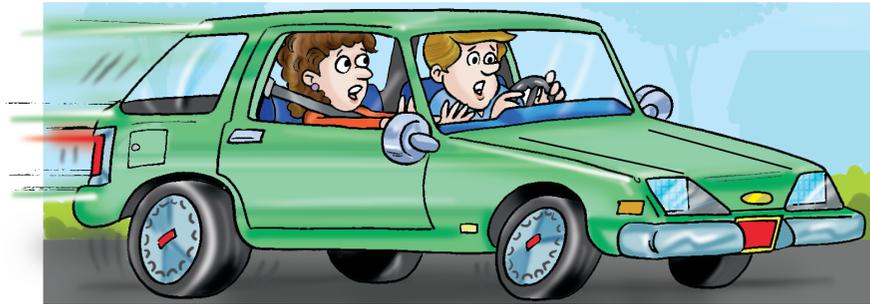
What are you going to wear tomorrow if it's cool and raining?

What are you going to do this weekend if the weather is nice?

What are you going to do this weekend if the weather is bad?

# If You Drive Too Fast, You Might Have an Accident

If \_\_\_\_\_ might \_\_\_\_\_



- A. You know . . . you shouldn't drive so fast.
- B. Oh?
- A. Yes. If you drive too fast, you might have an accident.
- B. Hmm. You're probably right.



1. *eat so quickly  
get a stomachache*



2. *sing so loudly  
get a sore throat*



3. *work so slowly  
lose your job*



4. *go to bed so late  
be tired in the morning*



5. *listen to loud music  
hurt your ears*



6. *watch scary movies  
have nightmares*



7. *do your homework  
so carelessly  
make mistakes*



8. *sit at your computer  
so long  
get a backache*



9.

## READING

### GOOD DECISIONS



Ronald wants to stay up late to watch a movie tonight, but he knows he shouldn't. If he stays up late to watch a movie, he won't get to bed until after midnight. If he doesn't get to bed until after midnight, he'll be very tired in the morning. If he's very tired in the morning, he might oversleep. If he oversleeps, he'll be late for work. If he's late for work, his boss might get angry and fire him. So, even though Ronald wants to stay up late to watch a movie tonight, he isn't going to. Good decision, Ronald!



Barbara wants to buy a new car, but she knows she shouldn't. If she buys a new car, she'll have to take a lot of money out of her bank account. If she has to take a lot of money out of her bank account, she won't have much left. If she doesn't have much left, she won't have enough money to pay the rent. If she doesn't have enough money to pay the rent, her landlord might evict her from her apartment. So, even though Barbara wants to buy a new car, she isn't going to. Good decision, Barbara!

### ✓ READING CHECK-UP

#### WHICH WORD IS CORRECT?

1. If Ronald ( doesn't won't ) go to bed early, he'll be ( angry tired ) in the morning.
2. If ( he's he'll ) late for work, his boss might ( watch fire ) him.
3. If Barbara ( buy buys ) a new car, she ( won't doesn't ) have much money left.
4. If she ( should doesn't ) pay her rent, her landlord might ( account evict ) her.
5. Even though Ronald and Barbara ( won't want ) to do these things, they ( are aren't ) going to.



**How About You?**

Complete these sentences:

If I stay up late tonight, ...

If it rains tomorrow, ...

If I'm not busy on Saturday, ...

If I don't practice English, ...

## LISTENING

Listen and choose the best answer to complete the sentence.

1. a. my teacher will be happy.  
b. my teacher won't be happy.
2. a. she won't go back to school.  
b. she'll go back to school.
3. a. you'll get a sore throat.  
b. you might get a backache.
4. a. I'll be early in the future.  
b. I'll be tired in the morning.
5. a. people will hear you.  
b. people won't hear you.
6. a. your boss might fire you.  
b. your landlord might evict you.

## ON YOUR OWN *Superstitions*



Many people believe that you'll have GOOD luck . . .

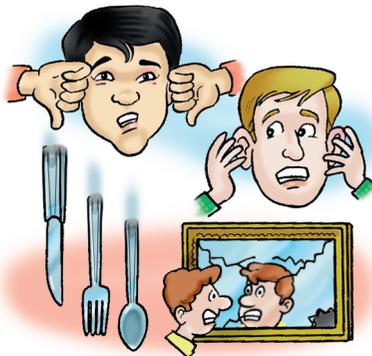
- if you find a four-leaf clover.
- if you find a horseshoe.
- if you give a new pair of shoes to a poor person.



Many people believe that you'll have BAD luck . . .

- if a black cat walks in front of you.
- if you walk under a ladder.
- if you open an umbrella in your home.
- if you put your shoes on a table.

Here are some other superstitions:



- If your right eye itches, you'll laugh soon.
- If your left eye itches, you'll cry soon.

- If your right ear itches, somebody is saying good things about you.
- If your left ear itches, somebody is saying bad things about you.

- If a knife falls, a man will visit soon.
- If a fork falls, a woman will visit soon.
- If a spoon falls, a baby will visit soon.

- If you break a mirror, you'll have bad luck for seven years.

Do you know any superstitions? Share them with other students in your class.

## PRONUNCIATION Contrastive Stress

Listen. Then say it.

If it rains, I'll go to the movies.  
If it's sunny, I'll go to the beach.

If they have a boy, they'll name him John.  
If they have a girl, they'll name her Jane.

If she's tired, she'll go to bed early.  
If she isn't tired, she'll go to bed late.

Say it. Then listen.

If it's hot, I'll wear a tee shirt.  
If it's cold, I'll wear a sweater.

If we work quickly, we'll finish early.  
If we work slowly, we'll finish late.

If he speaks loudly, people will hear him.  
If he doesn't speak loudly, people won't hear him.



Think about something you want to do.  
If you do it, what will happen?  
Write about it in your journal.



## GRAMMAR FOCUS

### ADVERBS

He works	slowly. carefully. sloppily.
	fast. hard. well.

### COMPARATIVE OF ADVERBS

He should try to work	quicker. more quickly.
	more carefully. more accurately.
	faster. harder. better.

### AGENT NOUNS

actor	singer
dancer	skier
driver	teacher
painter	translator
player	worker
runner	

Choose the correct word.

- Roger is a ( slow slowly ) driver. He drives very ( slow slowly ).
- Angela is a ( careful carefully ) worker. She works very ( careful carefully ).
- Mrs. Chang teaches very ( good well ). She's a ( good well ) teacher.
- Jim always arrives at the office too ( late later ). He should arrive ( later earlier ).

### IF-CLAUSES

If	I we you they	feel	better,	I'll we'll you'll they'll	go to work.
	he she it	feels		he'll she'll it'll	

If	I'm we're you're they're	tired,	I'll we'll you'll they'll	go to sleep early.
	he's she's it's		he'll she'll it'll	

Choose the correct word.

- If ( I I'm ) hungry, ( I'm I'll ) have a big dinner.
- If ( she she'll ) goes to bed late, ( she she'll ) be tired tomorrow.
- If ( you'll you ) eat too fast, ( you'll you ) get sick.
- If it ( rains will rain ) tomorrow, ( we'll we ) go to the movies.

## 1 CONVERSATION DESCRIBING JOB INTEREST, SKILLS, & WORK HISTORY

Look at the job application forms. Practice conversations with your classmates.



- A. What kind of job are you looking for?
- B. I'm looking for a job as a/an \_\_\_\_\_.
- A. Tell me about your skills.
- B. I can \_\_\_\_\_, and I can \_\_\_\_\_.
- A. Where do you work now?
- B. I work at \_\_\_\_\_.
- A. And where did you work before that?
- B. I worked at \_\_\_\_\_.

1. 

Position Desired: waitress

Skills: take orders, serve customers

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**EMPLOYMENT**

Current: Jake's Restaurant

Previous: the Main Street Diner

2. 

Position Desired: auto mechanic

Skills: fix cars, tune up engines

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**EMPLOYMENT**

Current: Ahmed's Car Repair

Previous: County Line Auto Shop

3. 

Position Desired: electrician

Skills: install light fixtures, wire a house

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**EMPLOYMENT**

Current: Ajax Electrical Services

Previous: City Light & Power Company

4. 

Position Desired: medical technician

Skills: take blood samples, do lab tests

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**EMPLOYMENT**

Current: Memorial Hospital

Previous: Bay Shore Laboratory

## 2 TEAMWORK PREPARING FOR A JOB INTERVIEW

Work with a classmate. Fill out the form with your information. Then practice job interview conversations.

Position Desired: \_\_\_\_\_

Skills: \_\_\_\_\_

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**EMPLOYMENT**

Current: \_\_\_\_\_

Previous: \_\_\_\_\_

**3 CONVERSATION REQUESTING A SCHEDULE CHANGE**

Practice this conversation between an employee and a supervisor at work.



- A. Excuse me, **Mr. Harris**.
- B. Yes?
- A. Could I possibly **leave early today**?  
The reason is **I have to take my mother to the doctor**.
- B. I understand. Yes. That'll be okay.
- A. Thank you very much.

Now practice conversations with different classmates. Use your last names in the conversations.



- 1. **take the day off next Monday**  
**I have to go to court.**



- 2. **take a break**  
**I don't feel well. I need to sit down.**



- 3. **leave now**  
**The school nurse called. My daughter is sick.**



- 4. **come in an hour late on Friday morning**  
**I have a parent-teacher conference at my son's school.**

**4 TEAMWORK CRITICAL THINKING**

Work with a classmate. What are some good reasons to ask for a change in schedule or time off from work? What are some bad reasons? Make two lists. Then discuss with your classmates.

Good Reasons	Bad Reasons
_____	_____
_____	_____
_____	_____

Look at the help wanted ads and answer the questions.

<p><b>CASHIER</b> Donut shop needs PT cashier. 2 weekday nights, 7 P.M.–11 P.M. &amp; 2 weekend days, 8 A.M.–4 P.M. \$9+/hr. Apply in person at Mr. Donut, 850 Willow Avenue.</p>	<p><b>RECEPTIONIST NEEDED</b> PT, \$7.50–\$8/hr. Answer phones, file, get customer information. Must have high school diploma. Good English language and telephone skills req. Spanish speaker pref. Call Rita at 760-846-3700.</p>
<p><b>CHEF</b> Fine restaurant needs FT chef. Prepare &amp; cook appetizers, soups, vegetables, desserts. Supervise 5 employees. 2 yrs. exper. req. Excel. salary &amp; benefits. Send 2 copies of resume to Carrington Restaurant, 53 Ames St., Bridgeport, CA.</p>	<p><b>RESTAURANT HELP</b> New restaurant now hiring FT dishwashers, PT waitpersons. Exper. pref., but not req. Will train. Apply in person. Harbor Restaurant, 350 Ocean Drive. No phone calls, please.</p>
<p><b>CUSTODIAN</b> FT. \$8.00/hr. M–F, 10 P.M.–5 A.M. Clean offices, vacuum carpets, operate floor machines, clean restrooms. 1 yr. exper. pref. Call 760-467-9000. Ask for Gordon.</p>	<p><b>SALESPEOPLE</b> FT &amp; PT positions starting at \$9/hr. Work days or eves. No exper. req. Call 760-965-3400 ext. 47 or apply in person at P. T. Jones and Company, 457 Forest Ave.</p>
<p><b>DRIVERS WANTED</b> Looking for drivers to deliver the Bridgeport Herald. PT, 7 days/wk early morning. \$950–\$1,050/mo. Must have reliable car, valid CA driver’s license, &amp; clean driving record. Call Mark. 760-983-1945.</p>	<p><b>SECRETARY</b> FT position in busy doctors’ office. Excel. computer skills &amp; 2+ yrs. exper. req. Excel. salary &amp; medical benefits. Send resume to Mt. Pleasant Medical Associates, 1240 Main St., Bridgeport, CA.</p>

- The Harbor Restaurant needs \_\_\_\_\_.
  - part-time dishwashers
  - a full-time chef
  - part-time waiters and waitresses
  - a part-time cashier
- The custodian does NOT have to \_\_\_\_\_.
  - clean offices
  - vacuum carpets
  - operate floor machines
  - have a clean driving record
- The drivers work \_\_\_\_\_.
  - forty hours a week
  - seven mornings a week
  - eight hours a day
  - evenings
- The cashier at Mr. Donut has to work \_\_\_\_\_.
  - Sunday morning
  - Wednesday evening
  - Saturday night
  - Monday afternoon
- Apply in person for the job as \_\_\_\_\_.
  - a driver
  - a secretary
  - a receptionist
  - a dishwasher
- Send two copies of your resume to \_\_\_\_\_.
  - P.T. Jones and Company
  - Mt. Pleasant Medical Associates
  - Carrington Restaurant
  - Harbor Restaurant
- Experience is required for the job \_\_\_\_\_.
  - at Harbor Restaurant
  - at P.T. Jones and Company
  - as a custodian
  - at Mt. Pleasant Medical Associates
- The receptionist does NOT have to \_\_\_\_\_.
  - have a high school diploma
  - speak Spanish
  - have good English language skills
  - have good telephone skills

**TEAMWORK** Cut out some help wanted ads from the newspaper and bring them to class. Work with a classmate. Compare ads for different jobs. What information is in the ads? How should people apply for the jobs?

Look at the paycheck and pay stub and answer the questions.

<b>FOSTER COMPANY</b>		LAM M.		EMP. NO. 46803	
<b>PAY PERIOD</b>				<b>PAY DATE:</b>	
06/30/20 – 07/06/20				07/11/20	
EARNINGS	RATE	HOURS	THIS PERIOD	YEAR TO DATE	
REGULAR	11.00	32	352.00	11,440.00	
OVERTIME	16.50	2	33.00	319.00	
HOLIDAY	22.00	8	176.00	528.00	
GROSS PAY			561.00	12,287.00	
	THIS PERIOD	YEAR TO DATE	GROSS PAY		561.00
FED TAX	37.84	975.92	TAXES		92.94
FICA/MED	36.18	933.22	DEDUCTIONS		42.25
STATE TAX	18.92	487.96			
HEALTH	42.25	1,140.75			
			<b>NET PAY</b>		425.81

**FC FOSTER COMPANY**

Check No. **2689412**

Date Issued **07/11/20**

Pay to **MEI LAM**

FOUR HUNDRED TWENTY-FIVE DOLLARS AND EIGHTY-ONE CENTS **\*\*\*\$425.81**

*Rosemary Martinez*

- Mei's regular pay is \_\_\_\_\_.
  - \$8.00 an hour
  - \$11.00 an hour
  - \$16.50 an hour
  - \$32.00 an hour
- Mei earned \_\_\_\_ when she worked on the July 4th holiday during this pay period.
  - \$11.00 an hour
  - \$16.50 an hour
  - \$176.00
  - \$528.00
- Mei worked \_\_\_\_ this pay period.
  - 32 hours
  - 34 hours
  - 40 hours
  - 42 hours
- A pay period at this company is \_\_\_\_\_.
  - a week
  - a day
  - a month
  - a year
- Mei earned \_\_\_\_ before taxes and other deductions.
  - \$92.94
  - \$352.00
  - \$425.81
  - \$561.00
- The deduction for state taxes was \_\_\_\_\_.
  - \$18.92
  - \$36.18
  - \$37.84
  - \$42.25
- Mei paid \$1,140.75 this year for \_\_\_\_\_.
  - federal taxes
  - health insurance
  - state taxes
  - overtime
- Mei earned \_\_\_\_ from 1/1/20 to 7/6/20.
  - \$975.92
  - \$1,140.75
  - \$11,440.00
  - \$12,287.00

**THINK & SHARE** What taxes and deductions do you see on the pay stub in this lesson? What do these taxes and deductions pay for? Discuss as a class.

Look at the employee accident report and answer the questions.

HILLER HOTEL EMPLOYEE ACCIDENT REPORT			
PLEASE COMPLETE AND SUBMIT TO THE PERSONNEL DEPARTMENT.			
Name of injured employee:	<i>Orlando Cortina</i>	SS#	<i>289-43-6708</i>
		SEX:	<input checked="" type="checkbox"/> M <input type="checkbox"/> F
Home address of employee:	<i>89 Carleton Road, Cloverleaf, TX 77015</i>		Date of Birth:
			<i>5/22/80</i>
Job Title:	<i>Custodian</i>	Department:	<i>Maintenance</i>
		Date of Report:	<i>10/01/19</i>
Where did accident occur?	<i>Laundry room, basement</i>		Date of Accident:
			<i>9/23/19</i>
Time of Accident:	<i>11:30</i> <input checked="" type="radio"/> A.M. <input type="radio"/> P.M.	Names of Witnesses:	<i>Paula Sanders, Jane Ling</i>
Nature of injury and part(s) of body injured:	<i>I broke my left arm.</i>		
How did the employee get injured?	<i>I went to the laundry room to fix a broken shelf. I was on a ladder. The ladder moved, and I fell off.</i>		
What safety equipment, if any, did employee use?	<i>None</i>		
What factors contributed to the accident?	<i>The floor was wet and slippery. There wasn't enough light.</i>		
Did employee lose time from work?	<i>Yes</i>	How much time?	<i>One week</i>
Physician's name:	<i>Dr. Rafael Garcia</i>	Address:	<i>78 Forest Avenue, Cloverleaf, TX 77015</i>
Immediate Supervisor signature:	<i>Alice Winter</i>	Date signed:	<i>10/01/19</i>
Department Head signature:	<i>Carlo Marconi</i>	Date signed:	<i>10/01/19</i>
Employee signature:	<i>Orlando Cortina</i>	Date signed:	<i>10/01/19</i>

- What is Orlando Cortina's job?
  - He's a laundry worker.
  - He's a physician.
  - He's a supervisor.
  - He's a custodian.
- When was the accident?
  - On May twenty-second.
  - On September twenty-third.
  - On October first.
  - At 11:30 at night.
- Who saw the accident?
  - Alice Winter.
  - Carlo Marconi.
  - Dr. Rafael Garcia.
  - Paula Sanders and Jane Ling.
- Why did Orlando go to the laundry room?
  - To fix a shelf.
  - To do the laundry.
  - To move a ladder.
  - To fix a ladder.
- Who should Orlando give this report to?
  - The maintenance department.
  - The personnel department.
  - His physician.
  - His supervisor.
- What DIDN'T Orlando do?
  - He didn't break his left arm.
  - He didn't fall off a ladder.
  - He didn't use safety equipment.
  - He didn't sign the accident report.

**THINK & SHARE** What kinds of accidents and injuries can happen at different workplaces you know? How can employers and employees prevent these accidents and injuries? Share ideas as a class.

**Choose the correct answer.**

1. Timothy isn't a good dancer. He dances \_\_\_\_\_.
  - A. awkwardly
  - B. beautifully
  - C. gracefully
  - D. very well
2. If you want to finish this report today, you'll have to work more \_\_\_\_\_.
  - A. slowly
  - B. quickly
  - C. carelessly
  - D. sloppily
3. I'm sorry. I can't hear you. You aren't speaking \_\_\_\_\_ enough.
  - A. softly
  - B. fast
  - C. quickly
  - D. loud
4. Barry's boss likes him because he always \_\_\_\_\_.
  - A. arrives late for work
  - B. speaks impolitely
  - C. dresses sloppily
  - D. gets to work early
5. I can fix cars and tune up engines. I have good \_\_\_\_\_ to be a mechanic.
  - A. work
  - B. job
  - C. skills
  - D. employment
6. \_\_\_\_\_, Ms. Carson. Could I possibly leave work early today?
  - A. Excuse me
  - B. The reason is
  - C. That'll be okay
  - D. Thank you very much
7. Marcela earned \_\_\_\_\_ this pay period.
  - A. 40 hours
  - B. \$127.50
  - C. federal taxes
  - D. health insurance
8. Anna had an accident at work. She completed and submitted \_\_\_\_\_.
  - A. her supervisor
  - B. three witnesses
  - C. her physician
  - D. an accident report

**Look at the help wanted ads. Choose the correct answer.**

9. The salesperson doesn't have to \_\_\_\_\_.
  - A. work in the morning
  - B. apply in person
  - C. work on Sunday
  - D. go to Washington Street
10. Experience is required for the \_\_\_\_\_.
  - A. full-time job
  - B. job at the Maxwell Company
  - C. job as a cashier
  - D. job as a salesperson

<b>CASHIER</b>
Drug store needs PT cashier 3 weekday afts. 1 P.M.–5:30 P.M. & 2 weekend mornings 8:00 A.M.–11:30 A.M. \$11/hr. Exper. pref., but not req. Call Ms. Lee at 775-220-4574.
<b>CUSTODIAN</b>
PT. \$9.00/hr. 4 weekday mornings 8:00 A.M.–11:00 A.M. & 2 weekend afternoons 2:00 P.M.–5:00 P.M. 2 yrs. exper. req. Apply in person at the Maxwell Company, 451 Winter St.
<b>SALESPERSON</b>
FT position starting at \$10/hr. 9:30 A.M.–6:00 P.M. M–Sat. No exper. req. Apply in person. Saxony Department Store, 943 Washington St.

**SKILLS CHECK**

**Words:**

- |  |  |
|--|--|
| <input type="checkbox"/> accurate – accurately   | <input type="checkbox"/> hard – hard           |
| <input type="checkbox"/> awkward – awkwardly     | <input type="checkbox"/> impolite – impolitely |
| <input type="checkbox"/> bad – badly             | <input type="checkbox"/> loud – loud(ly)       |
| <input type="checkbox"/> beautiful – beautifully | <input type="checkbox"/> neat – neat(ly)       |
| <input type="checkbox"/> careful – carefully     | <input type="checkbox"/> polite – politely     |
| <input type="checkbox"/> careless – carelessly   | <input type="checkbox"/> quick – quickly       |
| <input type="checkbox"/> dishonest – dishonestly | <input type="checkbox"/> sloppy – sloppily     |
| <input type="checkbox"/> fast – fast             | <input type="checkbox"/> slow – slowly         |
| <input type="checkbox"/> good – well             | <input type="checkbox"/> soft – softly         |
| <input type="checkbox"/> graceful – gracefully   |  |

**I can ask & answer:**

- Am I *working fast* enough? Actually, you should *work faster*.
- What are you going to do *tomorrow*? If \_\_\_\_\_, I'll \_\_\_\_\_.
- What kind of job are you looking for?
- Tell me about your skills.
- Where do you work now?
- And where did you work before that?
- Could I possibly *leave early today*? The reason is \_\_\_\_\_.

**I can express agreement:**

- You're right./That's right./That's true./I know./I agree./I agree with you.

**I can write about:**

- consequences of my actions

**I can interpret:**

- help wanted ads
- a paycheck and pay stub
- an employee accident report

## You're Hired!

Ten tips for a successful job interview!



**W**e asked personnel officers at companies in New York, Los Angeles, Toronto, Miami, Chicago, and Vancouver: What should job applicants do to have a successful job interview? Here is their advice:

- 1 Dress neatly. Don't dress sloppily. Comb your hair neatly.
- 2 Arrive promptly. Don't be late for your interview. Try to arrive early.
- 3 Shake hands firmly. A firm handshake shows that you are a friendly and confident person.
- 4 Look at the interviewer directly. Make "eye contact." Smile!
- 5 Listen carefully to the interviewer. Listen to the questions carefully so you can answer accurately.
- 6 Speak politely. Don't speak too quickly, and don't speak too loudly or softly.
- 7 Answer questions honestly. Tell the truth.
- 8 Speak confidently. Describe your skills and experience completely. If you don't have experience, you should talk about how you can learn quickly.
- 9 Speak enthusiastically. Show that you really want the job!
- 10 Send a thank-you note promptly. Thank the interviewer for his or her time and express again your interest in the job.

*Some of these tips might not be correct in some cultures—for example, a firm handshake or eye contact. Are these tips correct in different cultures you know? What are other tips for job interviews in these cultures?*

## BUILD YOUR VOCABULARY!

### Occupations

I'm a/an \_\_\_\_\_ .



■ assembler



■ designer



■ director



■ gardener



■ inspector



■ photographer



■ programmer



■ supervisor



■ welder

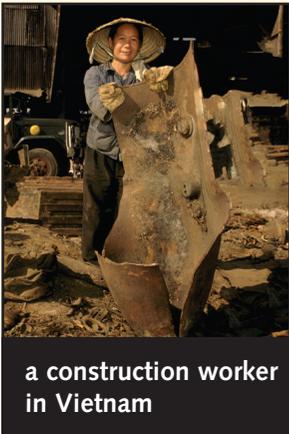


■ writer

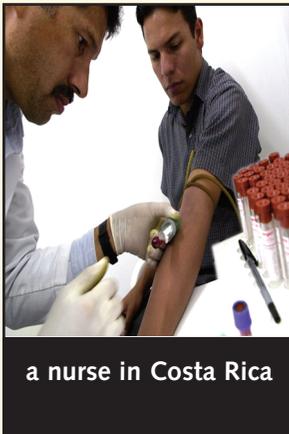
## AROUND THE WORLD

### Men and Women at Work

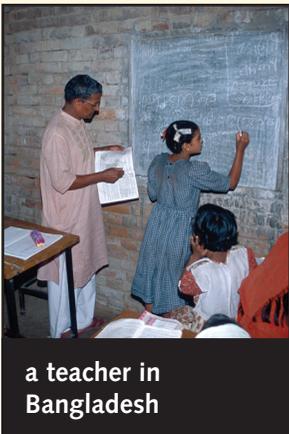
The jobs that men and women have are changing in many countries around the world.



a construction worker in Vietnam



a nurse in Costa Rica



a teacher in Bangladesh



a company president in France



an airline pilot in England



a homemaker in the United States

What jobs do men and women usually have in different countries you know? Is this changing?

**Global Exchange**

**Glen25:** In your last message, you asked me to tell you more about myself. So I will. I'm very athletic. I get up early every morning, and I run for an hour. My friends say I'm a fast runner. I'm also a hard worker. I work very hard at school. I'm a good driver. I drive very carefully. I'm not a good dancer. I don't dance very well. I'm not really a very shy person, but everybody tells me I speak softly. And I like to play the piano. I play pretty well, but I want to play better, so I have a piano lesson every week. How about you? Tell me more about yourself.

Send a message to a keypal. Tell a little about yourself. (Remember: Don't give your full name or other personal information when you communicate with people online.)

## LISTENING

### Attention, All Employees!



- |             |               |              |
|-------------|---------------|--------------|
| <u>  </u> d | 1 Workplace 1 | a. neatly    |
| <u>  </u> 2 | 2 Workplace 2 | b. early     |
| <u>  </u> 3 | 3 Workplace 3 | c. quickly   |
| <u>  </u> 4 | 4 Workplace 4 | d. carefully |
| <u>  </u> 5 | 5 Workplace 5 | e. loudly    |

### What Are They Saying?



A **declarative** sentence makes a statement.  
 An **interrogative** sentence asks a question.  
 An **imperative** sentence gives a command or makes a request.  
 An **exclamatory** sentence expresses strong feeling or gives an urgent warning.

Practice these conversations with a classmate.

There's a bus stop near the building.

- A. What's the sentence?
- B. *There's a bus stop near the building.*
- A. What kind of sentence is it?
- B. It's a **declarative sentence**.
- A. How do you know?
- B. It makes a statement, and it ends with a period.

How much is the rent?

- A. What's the sentence?
- B. *How much is the rent?*
- A. What kind of sentence is it?
- B. It's an **interrogative sentence**.
- A. How do you know?
- B. It asks a question, and it ends with a question mark.

Turn off the power.

- A. What's the sentence?
- B. *Turn off the power.*
- A. What kind of sentence is it?
- B. It's an **imperative sentence**.
- A. How do you know?
- B. It gives a command or makes a request, and it ends with a period.

There's a fire in my apartment!

- A. What's the sentence?
- B. *There's a fire in my apartment!*
- A. What kind of sentence is it?
- B. It's an **exclamatory sentence**.
- A. How do you know?
- B. It expresses strong feeling or gives an urgent warning, and it ends with an exclamation point.

Write the correct punctuation mark at the end of each sentence. Then practice new conversations about these sentences.

1. The rent includes utilities
2. What happened
3. Wash the wound with soap and water
4. My father is having a heart attack
5. Are pets allowed in the building
6. I keep a first-aid kit in my bathroom
7. That's terrible
8. What's the problem
9. Please keep the laundry room clean
10. Are you prepared for an emergency

# WHERE WILL THE JOBS BE?



High school students, college graduates, and middle-aged workers all have the same question: Where will the jobs be in the future? A recent report has some interesting answers. According to the report, professional jobs and skilled jobs have a bright future. There are four job groups that will have the most growth between now and the year 2022. They are health care workers, health care professionals (doctors, nurses), construction workers, and personal care (home care) workers.

The future for some workers, however, isn't so good. Computers and technology are taking jobs from many workers. For example, there won't be as many jobs in factories and offices. Instead, computers will do the work. Companies will need educated workers to manage the computers. As a result, some workers will need to learn new skills and get more education to find good jobs.

In the future, there will be good jobs for skilled workers such as plumbers, electricians, and construction supervisors. However, they will need to learn new skills. Sometimes they can learn skills at a vocational school or in college. Other times they can learn skills on the job. Employers say that it is often difficult to find the kind of skilled workers they're looking for. Employers need more workers with computer and technology knowledge. In the future, computer and technological

ability will be a necessary job skill.

Professional workers such as doctors, computer engineers, and scientists will have many jobs in the future. Professionals have the most education and the most skills of all workers. However, just like skilled workers, professional workers will also need to have a high level of technological and communication skills.

For workers with a high school diploma or less, there will be many jobs. These workers include restaurant workers, cashiers, cafeteria workers, and painters. However, even these workers often need good language skills and some technology skills. Workers without a high school diploma usually receive the lowest salaries.

In the 1950s, most workers worked for just one or two employers during their lifetimes. Nowadays, workers change jobs often. Between the ages of 18 and 45, workers sometimes have as many as 11 different jobs. This will continue in the future. The typical worker will change occupations several times during fifty years in the workforce. For example, a truck driver might become a mechanic, or a journalist might

## Useful Advice for Your Employment Future

▶ Think about the kind of work that will make you happy. What do you want to do for many years? What type of company do you want to work for? You will be a better employee if you are satisfied with your job and you like your company.

▶ Think about your skills. What skills will you bring to a job? Are they useful skills? Do you have any special talents?

▶ Think about your communication skills. How can you improve your speaking and writing? These are important skills in almost every job.

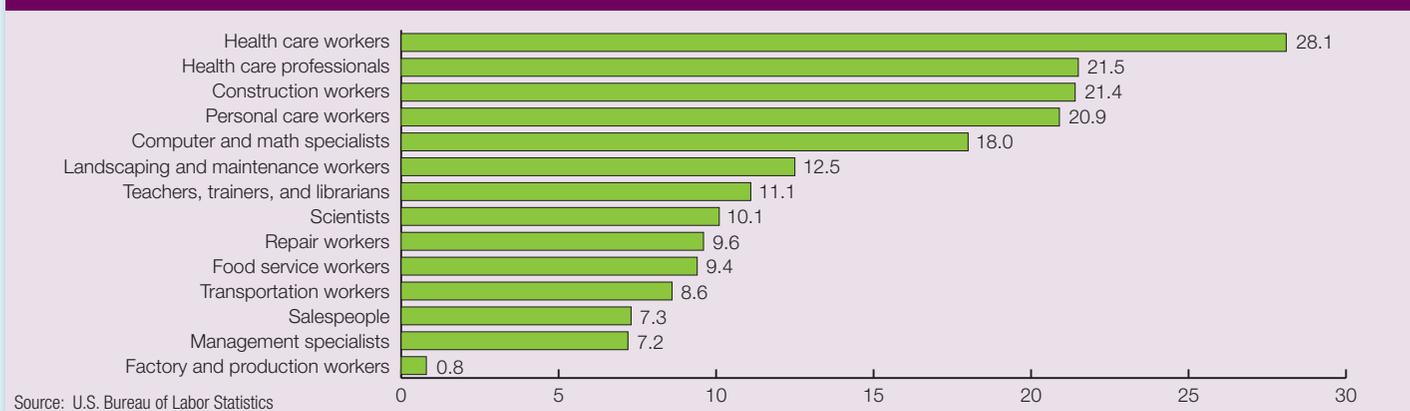
▶ Think about learning. Do you like to learn new things? Do you often look for ways to learn new skills?

become a teacher. This is because workers often look for more interesting jobs and better salaries.

For the worker of today and tomorrow, it is important to be a “life-long learner”—to continue to always learn new skills. Some companies give extra training to employees; other companies don’t. As a result, people need to find ways to learn new skills on their own. For example, they can take a course or return to school. With new skills, it’s possible to find a better job with a better salary.



**Percent increase in jobs, 2012-2022**



- In the future, there won't be as many jobs for factory and office workers because \_\_\_\_\_.
  - they won't have enough education
  - their salaries will be too high
  - computers and technology will do their work
  - managers will take their jobs
- In the future, managers will need more employees with \_\_\_\_\_.
  - language skills
  - computer skills
  - high school diplomas
  - vocational school diplomas
- In the future, professional workers \_\_\_\_\_.
  - will be able to find good jobs
  - won't be able to find the kinds of jobs they want
  - won't need more education
  - will have lower salaries than healthcare workers
- According to the article, if a worker \_\_\_\_\_, he or she will probably have the lowest salary.
  - has a high school diploma
  - doesn't have a high school diploma
  - doesn't have computer or technology skills
  - has an associate's degree from a two-year college
- For a good employment future, you should \_\_\_\_\_.
  - change jobs often
  - go to a vocational school
  - always look for ways to learn new skills
  - get a four-year college degree
- According to the graph, employment for teachers \_\_\_\_\_.
  - will grow more quickly than jobs for personal care workers
  - will grow more slowly than jobs in factories
  - won't grow as quickly as jobs for food service workers
  - won't be as good as employment for construction workers

## Think & Share

- According to the magazine article, in the future almost all workers will need computer skills. Do you agree? Why or why not?
- The number of jobs for personal care workers will grow quickly in the future. Why do you think that is true?
- What education level do you want to have in the future? Why? What kind of job do you want to have?

# THE WRITING PROCESS

- Pre-writing
- Organizing Ideas

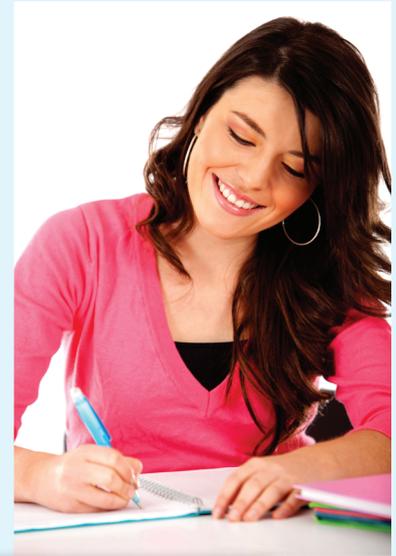
- Writing a First Draft

Maria is preparing to write a story about her first day of work at a new job. Before she begins to write, she's thinking about her **purpose** for writing and her **audience**. Her purpose is to describe her experiences and feelings on her first day at a new job. Her audience will be other students in the class who will read her story.

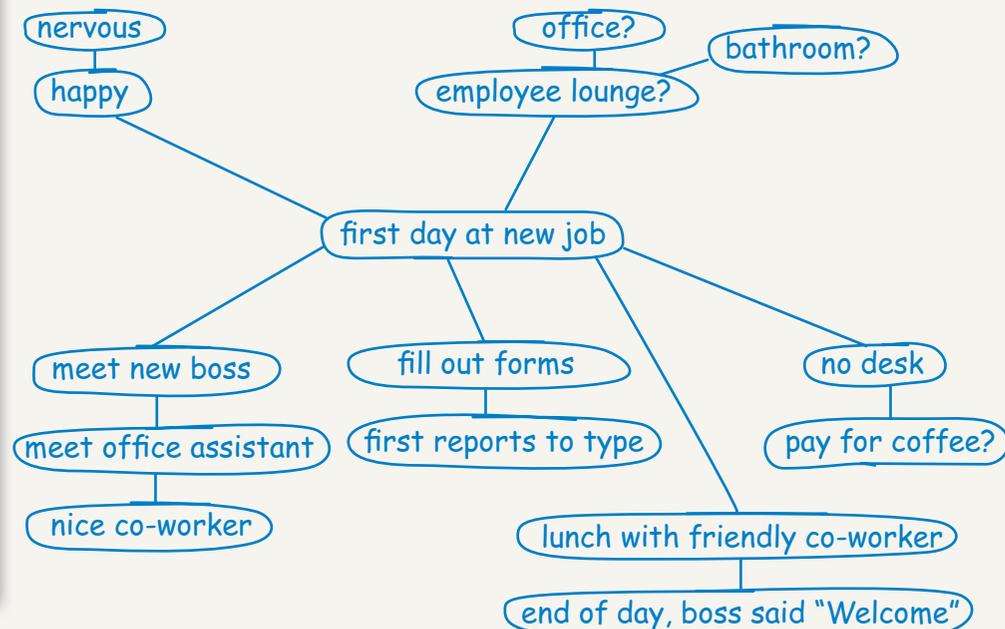
Pre-writing is the first step in the writing process. During this step, you **brainstorm**—you write down all your ideas about the topic. One way to brainstorm is to quickly make a **list** of your ideas, thoughts, and feelings about a topic. Don't write full sentences. Just write words and phrases. Don't take time to think about your ideas. Just write down everything.

Another way to brainstorm is to write ideas on a **cluster map**. Write the topic in the center. Write your ideas, thoughts, and feelings in circles around the topic. Connect circles that relate to each other.

Maria first made a list, but she also made a cluster map to organize her ideas.



nervous  
meet new boss  
where's my office?  
meet office assistant  
no desk  
nice co-worker in office  
fill out forms  
where's employee lounge?  
pay for coffee?  
first reports to type  
where's bathroom?  
lunch with friendly co-worker  
end of day, boss said "Welcome"  
happy



## Brainstorm and write a story about your first day at a new job (or at a new school).

**Pre-write:** Make a list or a cluster map, or both. Write your ideas, thoughts, and feelings about this day in your life.

**Organize your ideas:** Look at all the ideas you brainstormed. Decide how you want to organize the information. You can use *chronological order* and write about what happened first, second, third, and so on. Or, you can put together the information about the workplace, the people, and your thoughts and feelings and write separate paragraphs about each group of ideas.

**Write a first draft:** Write your story. Indent the first line of each paragraph. Use this title: My First Day at a New Job (or, My First Day at a New School).