

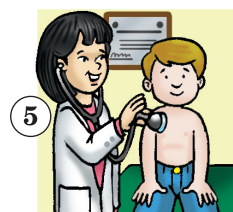
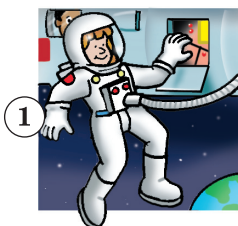


5

Present Perfect vs. Present Tense Present Perfect vs. Past Tense Since/For

- Discussing Duration of Activity
- Medical Symptoms and Problems
- Career Advancement
- Telling About Family Members
- Job Interview
- Giving Employment History
- Cover Letters and Resumes
- Employee Manual: Workplace Policies and Expectations

VOCABULARY PREVIEW



- | | | |
|------------------------|-----------------------|--------------------|
| 1. astronaut | 6. guidance counselor | 11. police officer |
| 2. cashier | 7. guitarist | 12. president |
| 3. clerk | 8. journalist | 13. salesperson |
| 4. computer programmer | 9. manager | 14. taxi driver |
| 5. doctor/physician | 10. musician | 15. vice president |

How Long?

for	since
three hours	three o'clock
two days	yesterday afternoon
a week	last week
a long time	2000
•	•
•	•
•	•



- A. How long have you known* each other?
 B. We've known each other **for three years**.

*know – knew – known



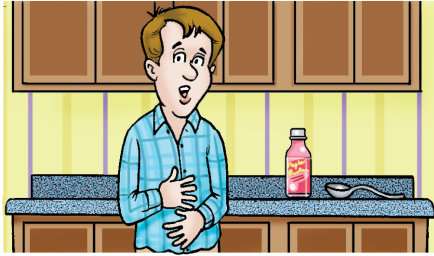
- A. How long have you been sick?
 B. I've been sick **since last Friday**.



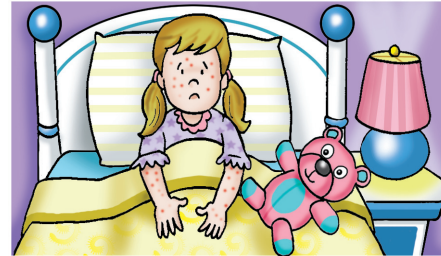
1. How long have Tom and Janet known each other?
two years



2. How long have Mr. and Mrs. Garcia been married?
1995



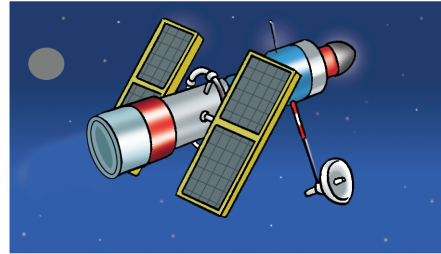
3. How long have you had a stomachache?
ten o'clock this morning



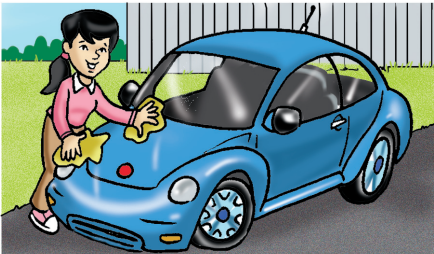
4. How long has Melanie had the measles?
five days



5. How long has Ms. Bennett been a guidance counselor?
nineteen years



6. How long have there been satellites in space?
1957



7. How long have you owned this car?
three and a half years



8. How long has Bob owned his own house?
1999



9. How long have you been interested in astronomy?
many years



10. How long has Glen been interested in photography?
a long time



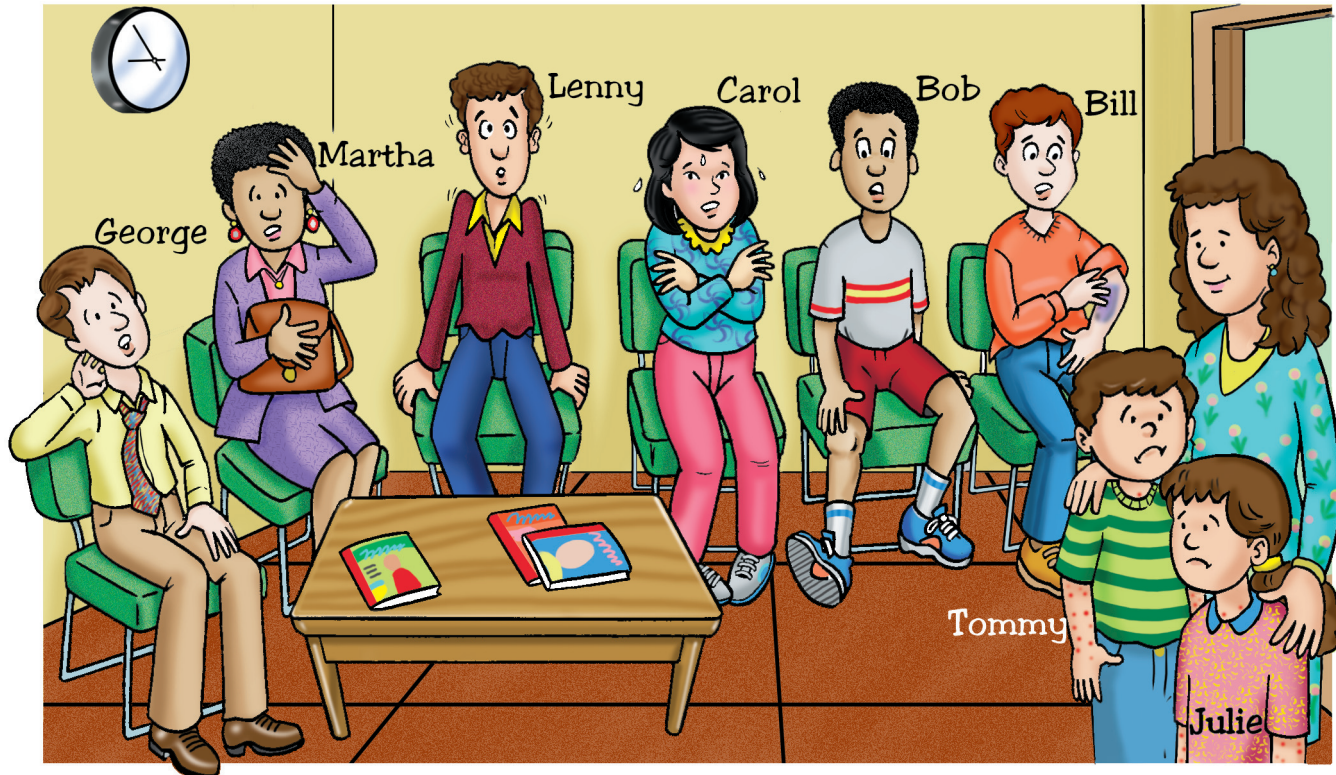
11. How long have you been here?
1979



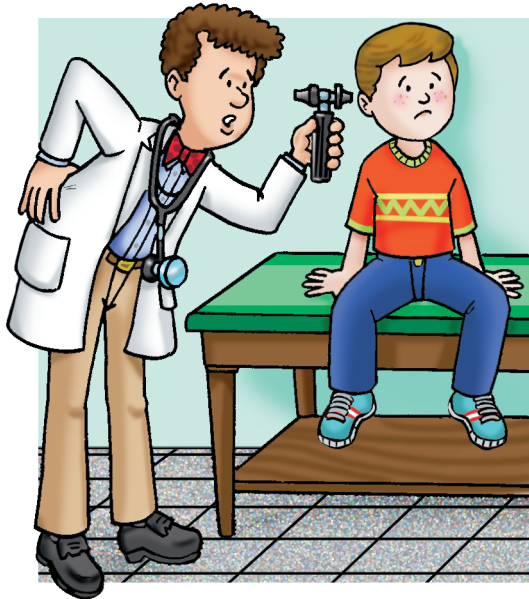
12. How long has your son had blue hair?
a week

READING

A VERY DEDICATED DOCTOR



Dr. Fernando's waiting room is very full today. A lot of people are waiting to see him, and they're hoping that the doctor can help them. George's neck has been stiff for more than a week. Martha has had a bad headache since yesterday, and Lenny has felt dizzy since early this morning. Carol has had a high fever for two days, Bob's knee has been swollen for three weeks, Bill's arm has been black and blue since last weekend, and Tommy and Julie have had little red spots all over their bodies for the past twenty-four hours.

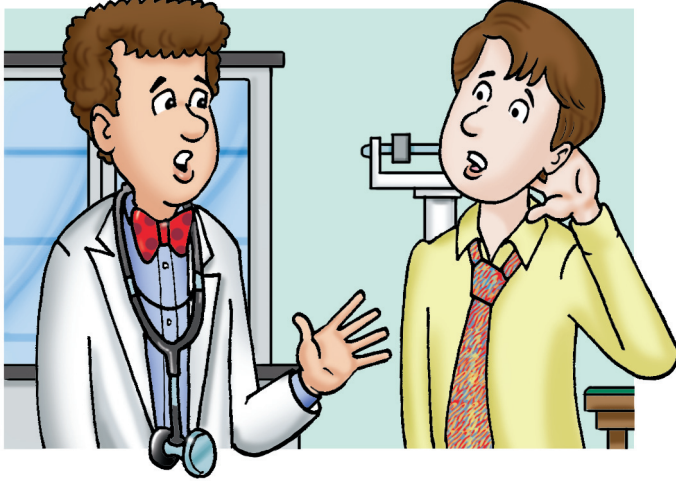


Dr. Fernando has been in the office since early this morning. He has already seen a lot of patients, and he will certainly see many more before the day is over. Dr. Fernando's patients don't know it, but he also isn't feeling well. He has had a pain in his back since last Thursday, but he hasn't taken any time to stay at home and rest. He has had a lot of patients this week, and he's a very dedicated doctor.

✓ READING CHECK-UP

Q & A

Dr. Fernando's patients are talking to him about their problems. Using this model, create dialogs based on the story.



- A. So how are you feeling today, *George*?
- B. Not very well, Dr. Fernando.
- A. What seems to be the problem?
- B. *My neck is stiff.*
- A. I see. Tell me, how long *has your neck been stiff*?
- B. *For more than a week.*

CHOOSE

1. They've known each other since _____.
 - a. 2000
 - b. three years
2. I've been interested in astronomy for _____.
 - a. last year
 - b. one year
3. She has been a doctor for _____.
 - a. two years ago
 - b. two years
4. He has had a toothache since _____.
 - a. yesterday
 - b. two days
5. We've been here for _____.
 - a. one hour
 - b. one o'clock
6. There have been two robberies in our neighborhood since _____.
 - a. one month
 - b. last month
7. My grandparents have owned this house for _____.
 - a. a long time
 - b. many years ago
8. They've been in love since _____.
 - a. last spring
 - b. three months

CHOOSE

1. My right arm has been very _____.
 - a. dizzy
 - b. stiff
2. My son has a high _____.
 - a. fever
 - b. pain
3. Tell me, how long has your knee been ____?
 - a. nauseous
 - b. swollen
4. Ted's leg has been black and _____.
 - a. blue
 - b. red
5. Dr. Fernando, there are several patients in the _____.
 - a. past 24 hours
 - b. waiting room
6. Look! I have spots all over my ____!
 - a. measles
 - b. body

● Since I Was a Little Girl



- A. Do you know how to ski?
- B. Yes. I've known how to ski **since I was a little girl.**



- A. Are you two engaged?
- B. Yes. We've been engaged **since we finished college.**



1. Does your sister Jennifer play the cello?
since she was eight years old



2. Is your friend Michael a professional musician?
since he graduated from music school



3. Do you have a personal computer?
since I started high school



5. Is Paul interested in Russian history?
since he visited Moscow



7. Do you like jazz?
since I was a teenager



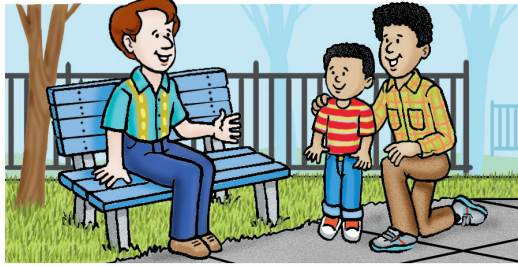
9. Do you know Mr. Wilson?
since I was a little boy



11. Are you afraid of boats?
since I saw "Titanic"



4. Are you interested in modern art?
since I read about Picasso



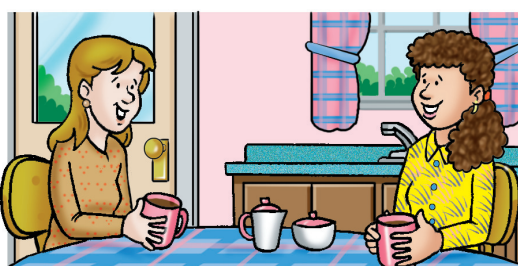
6. Does Timmy know how to count to ten?
since he was two years old



8. Do you own your own business?
since I got out of the army



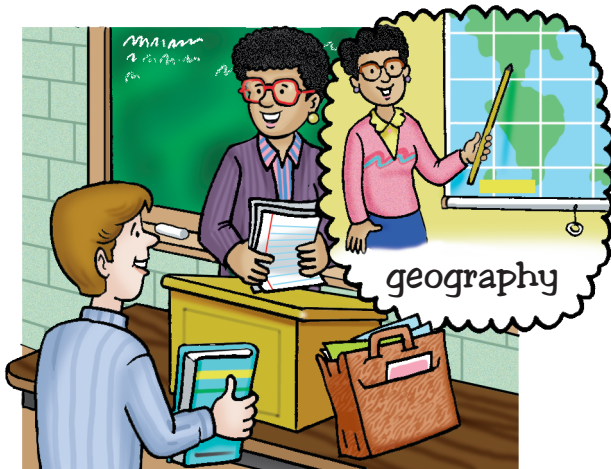
10. Do you have termites?
since we bought the house



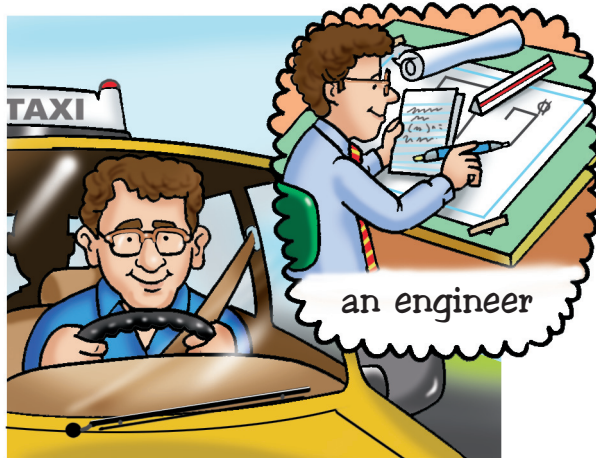
12. Do your children know about "the birds and the bees"?*
since they were nine years old

*the facts of life

Have You Always Taught History?



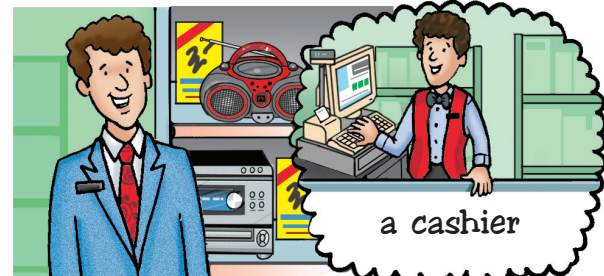
- A. Have you always taught history?
- B. No. **I've taught** history for the past three years. Before that, **I taught** geography.



- A. Has Victor always been a taxi driver?
- B. No. **He's been** a taxi driver since he immigrated to this country. Before that, **he was** an engineer.



1. Have you always liked classical music?
the past five years



2. Has Carlos always been the store manager?
last January



3. Has Kimberly always had short hair?
she started her new job



4. Has your son always wanted to be an astronaut?
the past five or six years



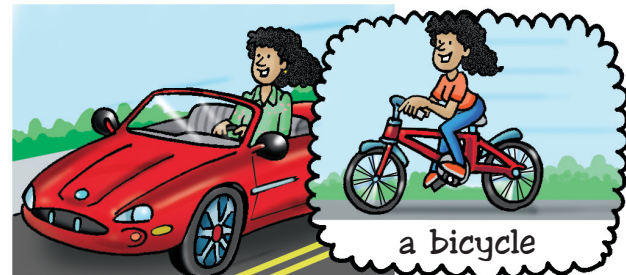
5. Has Ron always spoken with a southern accent?
he moved to Georgia



6. Have you and your wife always had a dog?
the last six months



7. Have you always drunk skim milk?
I went on a diet



8. Has Carol always owned a sports car?
she won the lottery

How to Say It!

Reacting to Information



Practice the conversations in this lesson again. React to information in different ways.

How About You?

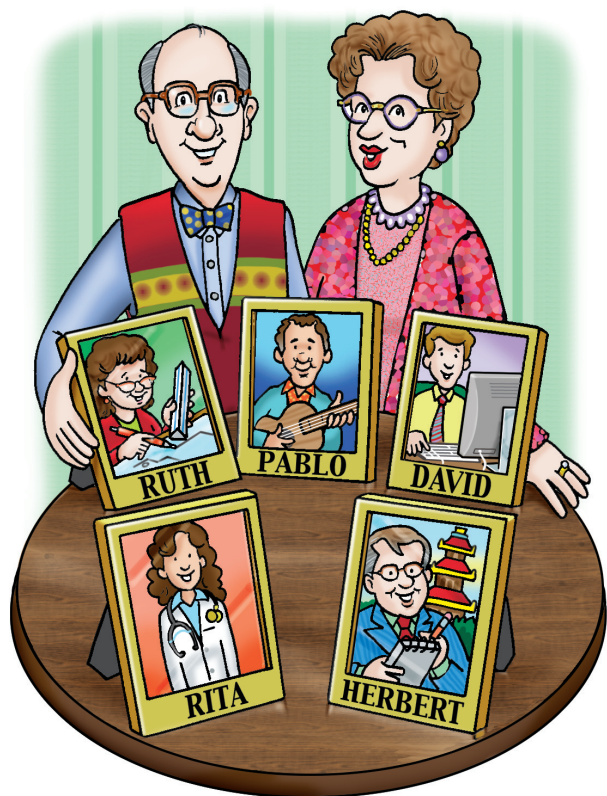


What is your present address? How long have you lived there?
What was your last address? How long did you live there?

Who is the leader of your country? How long has he/she been the leader?
Who was the last leader of your country? How long was he/she the leader?

Who is your English teacher now? How long has he/she been your teacher?
Who was your last English teacher? How long was he/she your teacher?

READING



A WONDERFUL FAMILY

Mr. and Mrs. Patterson are very proud of their family. Their daughter, Ruth, is a very successful engineer. She has been an engineer since she finished college. Her husband's name is Pablo. They have been happily married for thirty-five years. Pablo is a professional guitarist. He has known how to play the guitar since he was four years old.

Ruth and Pablo have two children. Their son, David, is a computer programmer. He has been interested in computers since he was a teenager. Their daughter, Rita, is a physician. She has been a physician since she finished medical school in 1997.

Mr. and Mrs. Patterson also have a son, Herbert. Herbert is single. He has been a bachelor all his life. He's a famous journalist. They haven't seen him since he moved to Singapore several years ago.

Mr. and Mrs. Patterson feel fortunate to have such wonderful children and grandchildren. They're very proud of them.

✓ READING CHECK-UP

TRUE OR FALSE?

1. Ruth got married thirty-five years ago.
2. Ruth's husband is a professional violinist.
3. Ruth and Pablo have two teenagers.
4. The Pattersons' grandson is interested in computers.
5. Rita has been in medical school since 1997.
6. Herbert has never been married.
7. Herbert hasn't seen his parents since they moved to Singapore several years ago.

LISTENING

Listen to the conversation and choose the answer that is true.

1. a. She doesn't have a backache now.
b. She still has a backache.
2. a. His father is an engineer.
b. His father isn't an engineer.
3. a. Her knee isn't swollen now.
b. Her knee is still swollen.
4. a. He isn't a teenager.
b. He's a teenager.
5. a. She has lived in Tokyo for five years.
b. She lived in Tokyo for five years.
6. a. Roger lives in Cairo.
b. Roger has lived in Cairo.
7. a. Amy went home two days ago.
b. Amy hasn't been home for two days.
8. a. He has lived in Toronto for three years.
b. He lived in Toronto for three years.

READING

WORKING THEIR WAY UP TO THE TOP



Louis is very successful. For the past six years, he has been the manager of the Big Value Supermarket on Grant Street. Louis has worked very hard to get where he is today. First, he was a clerk for two years. Then, he was a cashier for three years. After that, he was an assistant manager for five years. Finally, six years ago, he became the manager of the store. Everybody at the Big Value Supermarket is very proud of Louis. He started at the bottom, and he has worked his way up to the top.



Kate is very successful. For the past two years, she has been the president of the Marcy Company. Kate has worked very hard to get where she is today. She started her career at the Marcy Department Store in Dallas, Texas. First, she was a salesperson for three years. Then, she was the manager of the Women's Clothing Department for ten years. Then, she was the store manager for eight years. After that, she moved to New York and became a vice president. Finally, two years ago, she became the president. Everybody at the Marcy Company is very proud of Kate. She started at the bottom, and she has worked her way up to the top.



READING CHECK-UP

TRUE, FALSE, OR MAYBE?

Answer True, False, or Maybe (if the answer isn't in the story).

1. Louis started as a cashier at the Big Value Supermarket.
2. He has worked there for sixteen years.
3. All employees at the Big Value Supermarket start at the bottom.
4. Kate has been the manager of the Women's Clothing Department in Dallas for ten years.
5. The Women's Clothing Department was on the bottom floor of the store.
6. Kate hasn't been a vice president for two years.



Writing

Write a story about your English teacher.

How long have you known him/her?
How long has he/she been an English teacher?
What did he/she do before that? How long?

Where does he/she live?
How long has he/she lived there?
Has he/she lived anywhere else? Where?
How long?

Besides teaching English, what is your English teacher interested in?
How long has he/she been interested in that?

ROLE PLAY *It's Been a Long Time*



- A.** George!
- B.** Tony! I can't believe it's you! I haven't seen you in years.
- A.** That's right, George. It's been a long time. How have you been?
- B.** Fine. And how about YOU?
- A.** Everything's fine with me, too.
- B.** Tell me, Tony, do you still live on Main Street?
- A.** No. I haven't lived on Main Street for several years. I live on River Road now. And how about YOU? Do you still live on Central Avenue?
- B.** No. I haven't lived on Central Avenue since 1995. I live on Park Boulevard now.
- A.** Tell me, George, are you still a barber?
- B.** No. I haven't been a barber for several years. I'm a computer programmer now. And how about YOU? Are you still a painter?
- A.** No. I haven't been a painter for a long time. I'm a carpenter now.
- B.** Tell me, Tony, do you still play the saxophone?
- A.** No. I haven't played the saxophone for many years. And how about YOU? Do you still go fishing on Saturday mornings?
- B.** No. I haven't gone fishing on Saturday mornings since I got married.
- A.** Well, George, I'm afraid I have to go now. We should get together soon.
- B.** Good idea, Tony. It's been a long time.

Pretend that it's ten years from now. You're walking along the street and suddenly you meet a student who was in your English class. Try this conversation. Remember, you haven't seen this person for ten years.

A. _____!

B. _____! I can't believe it's you! I haven't seen you in years.

A. That's right, _____. It's been a long time. How have you been?

B. Fine. And how about YOU?

A. Everything's fine with me, too.

B. Tell me, _____, do you still live on _____?

A. No. I haven't lived on _____ (for/since) _____. I live on _____ now. And how about YOU? Do you still live on _____?

B. No. I haven't lived on _____ (for/since) _____. I live on _____ now.

A. Tell me, _____, are you still (a/an) _____?

B. No. I haven't been (a/an) _____ (for/since) _____. I'm (a/an) _____ now. And how about YOU? Are you still (a/an) _____?

A. No. I haven't been (a/an) _____ (for/since) _____. I'm (a/an) _____ now.

B. Tell me, _____, do you still _____?

A. No. I haven't _____ (for/since) _____. And how about YOU?
Do you still _____?

B. No. I haven't _____ (for/since) _____.

A. Well, _____, I'm afraid I have to go now. We should get together soon.

B. Good idea, _____. It's been a long time.

PRONUNCIATION Reduced *have* & *has*

Listen. Then say it.

How long **have** you been sick?

How long **has** Ms. Bennett been a teacher?

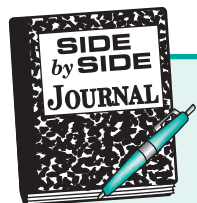
Bob **has** been the manager for six months.

Say it. Then listen.

How long **have** you known each other?

How long **has** Mr. Perkins had a stomachache?

Kate **has** been the president for the past two years.



Write in your journal about your activities and interests. What sport or musical instrument do you play? How long have you known how to play it? Why do you like it? What other things are you interested in? How long have you been interested in those things? Why do you like them?



GRAMMAR FOCUS

SINCE/FOR

We've known each other	since	three o'clock. yesterday afternoon. last week. 2000. we were in high school.
	for	three hours. two days. a week. a long time.

PRESENT PERFECT VS. PRESENT TENSE

I **know** how to ski.

I've **known** how to ski since I was a little girl.

PRESENT PERFECT VS. PAST TENSE

Victor **was** an engineer.

He's **been** a taxi driver since he immigrated.

Choose the correct word.

- My wife and I (**knew** have known) each other (**since** for) 1989.
- My daughter (**is sick** has been sick) (**since** for) several days.
- How long (**have you had** do you have) a stomachache?
- (**Are you** Have you been) interested in photography now?
- (**We've owned** We own) our own business (**since** for) several years.
- (**She's had** She had) a cat (**since** for) last year. Before that, (**she's had** she had) a dog.
- Alexander (**was** has been) a taxi driver (**since** for) he came to this country. Before that, (**he was** he's been) an engineer.
- I (**didn't see** haven't seen) you in a long time. How (**are** have) you been?
- I (**haven't lived** didn't live) on Oak Street for many years. (**I've lived** I live) on Pine Street now.

1 CONVERSATION DESCRIBING WORK EXPERIENCE

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



A. Where do you work now?

B. I work at (employer).

A. How long have you worked there?

B. I've worked there since (month) (year).

A. Where did you work before that?

B. I worked at (employer).

A. How long did you work there?

B. I worked there for (number of years/months).

1.



DATE	EMPLOYER
From: 6/15 To: present	Zenith Computer Company
From: 5/13 To: 5/15	Carter Insurance

2.



DATE	EMPLOYER
From: 1/16 To: present	The Hamilton Hotel
From: 12/14 To: 12/15	The Bayside Inn

3.



DATE	EMPLOYER
From: 9/14 To: present	Save-Mart Department Store
From: 1/14 To: 8/14	Super Price Discount Store

Now practice conversations using your own employment information. (If you aren't working now, talk about going to school.)

2 CONVERSATION ASKING FOR CLARIFICATION



A. Have you ever been _____?

B. I'm sorry. I don't understand what "_____" means.

A. Have you ever been _____?

B. I understand. No, I haven't.

Practice with a classmate.

1. **terminated**
fired from a job

2. **incarcerated**
in jail

TEAMWORK Work with a classmate. What are other questions people have asked you that you didn't understand? Make a list. Then share as a class. Discuss what each question means.

Read the cover letter and resume and answer the questions.

568 East 34th Street
Sunrise, FL 33304

January 15, 2017

Ms. Monica Jordan
Seaside Restaurant Company
1200 Marine Avenue
Seaside, FL 33308

Dear Ms. Jordan:

I would like to apply for the position of manager of the Seaside Restaurant. I saw your advertisement in the Sunrise Times. As you can see from my resume, I have the experience and skills to manage a successful restaurant. Under my management, the Garden Restaurant has become the most popular family restaurant in the Sunrise area. The number of people we serve has grown from 200 to 300 customers each night.

I look forward to hearing from you to arrange an interview.

Sincerely,

Linda Palermo
Linda Palermo

Linda Palermo

Tel 954-589-4312

568 East 34th Street, Sunrise, FL 33304

Work Experience:

- 2014–present **Manager**, The Garden Restaurant, Sunrise, FL
Hire, train, and supervise a staff of 15 dining room and kitchen workers. Order supplies. Plan menus. Handle customer complaints.
- 2010–2013 **Chef**, Ocean House, Miami, FL
Prepared fish, seafood, and vegetable dishes. Created exciting new recipes.
- 2008–2009 **Prep Cook**, Health Food Markets, North Miami, FL
Worked as part of a kitchen team to prepare takeout food. Peeled, sliced, and chopped ingredients. Kept kitchen area clean.
- 2007–2008 **Deli Counter Clerk**, Health Foods Markets, North Miami, FL
Weighed and packaged food. Made sandwiches. Prepared salad plates. Recommended food. Gave excellent customer service.

- Linda has been the manager of a restaurant _____.
A. for one year
B. since 2010
C. since 2014
D. since she left Health Foods Market
- Linda was ____ for four years.
A. a deli counter clerk
B. a chef
C. a prep cook
D. a manager
- Linda worked at Health Food Markets _____.
A. for one year
B. for two years
C. for three years
D. for five years
- In her present job, Linda does NOT _____.
A. prepare food
B. hire cooks and prep cooks
C. supervise waiters and waitresses
D. listen to customers when they complain
- Linda learned about this job from _____.
A. a friend
B. the Internet
C. a help wanted sign
D. the newspaper
- Before Linda became manager, the Garden Restaurant _____.
A. was the most popular restaurant in Sunrise
B. had 200 customers every night
C. had 300 customers every night
D. had more than 200 customers every night

WRITING You're applying for a job. Write a cover letter and a resume.

Read the manual for new employees and answer the questions.

The Brayburn Company

Hours of Work—Full-time employees work a 40-hour week—8:00 AM to 5:00 PM, Monday to Friday. Full-time employees get a one-hour lunch break and two fifteen-minute breaks each day.

Time Clocks and Time Sheets—Employees either punch a time clock (with a time card) or fill out a time sheet to record the hours they work. If you use the time clock, you must punch in when you start work, punch out for lunch, punch in when you return to work, and punch out at the end of the day. Never punch in for another worker. If you use a time sheet, you must fill out the form each day to record the hours you have worked. At the end of each week, all employees must sign their time cards or time sheets and get their supervisors' signatures. Time cards and time sheets are due in the payroll office every Monday at 9:00 AM.

Payment Schedule—Employees get paid each week on Friday. You can either receive your paycheck from your supervisor at 4 PM on Friday or sign up for direct deposit. When you sign up for direct deposit, we deposit your pay into your bank account each Friday.

Sick Time—Full-time employees get one paid sick day each month for a total of twelve sick days a year. Employees can take unused sick days from previous years when necessary.

Vacation Time—Full-time employees get two weeks of vacation with pay during each of their first ten years of employment. After ten years, they get three weeks of vacation per year. Employees cannot save up their vacation days to use in future years.

Absence and Tardiness—It's important to have good attendance and to be on time. Use sick leave as little as possible (for medical reasons only), but stay home when you have a fever and can infect others. If you can't come to work, call your supervisor no later than one hour after your work shift starts. Employees who are often absent or late can lose their jobs.

1. Full-time employees at the Brayburn Company do NOT _____.
 - A. work five days a week
 - B. work forty hours a week
 - C. have a thirty-minute lunch break
 - D. get paid once a week
2. Workers punch out when they _____.
 - A. go to lunch
 - B. arrive at work
 - C. return to work
 - D. receive their paychecks
3. When you sign up for direct deposit of your paycheck, _____.
 - A. you receive your paycheck at 4 PM
 - B. you save up your vacation days
 - C. your supervisor signs your paycheck
 - D. you don't get your paycheck at work
4. Lee has worked for fifteen months. She has taken nine sick days. She hasn't used _____.
 - A. three sick days
 - B. six sick days
 - C. twelve sick days
 - D. fifteen sick days
5. It's Don's eleventh year at work. He can _____.
 - A. take one week of vacation this year
 - B. take two weeks of vacation this year
 - C. take three weeks of vacation this year
 - D. take four weeks of vacation this year
6. If your work shift starts at 8:00 AM and you're going to miss work, _____.
 - A. call your supervisor before 8:00 AM
 - B. call your supervisor before 9:00 AM
 - C. call your supervisor before 10:00 AM
 - D. ask another worker to punch in for you

ASSESSMENT

• Check-up test

• Self-evaluation checklists

Choose the correct answer.

1. Ahmed called his doctor because he felt _____.
A. engaged C. dizzy
B. busy D. full
2. We're upset because our house has _____.
A. termites C. measles
B. satellites D. a high fever
3. When did your parents immigrate to this _____?
A. store C. house
B. business D. country
4. Someday I want to _____ my own business.
A. know C. count
B. own D. wait for
5. Ben comes to work early and leaves very late.
He's a very dedicated _____.
A. store manager C. patient
B. teenager D. bachelor
6. Dolores is a professional _____.
She plays the cello.
A. physician
B. musician
C. engineer
D. journalist
7. I've decided to sign up for _____.
A. a sick day
B. a timesheet
C. my supervisor's signature
D. direct deposit of my paycheck
8. All of our employees get _____ with pay.
A. good attendance
B. a time clock
C. two weeks of vacation
D. signatures

Look at Michael Rivera's work experience. Choose the correct answer.

9. Michael has _____ since 2016.
A. waited on customers
B. trained sales clerks
C. inspected items
D. hired sales clerks
10. Michael hasn't _____ for many years.
A. worked in Philadelphia
B. unpacked boxes
C. managed a store
D. supervised employees

Work Experience:

2016–present **Store Manager**, Regency Department Store, Philadelphia, PA
Manage the store. Hire and supervise a staff of 75 employees.

2012–2015 **Assistant Manager**, Regency Department Store, Philadelphia, PA
Helped the store manager. Trained sales clerks.

2006–2011 **Sales Clerk**, Wilkins Department Store, Atlanta, GA
Waited on customers. Used a cash register.

2004–2005 **Stock Clerk**, Wilkins Department Store, Atlanta, GA
Unpacked boxes. Inspected items. Put prices on items.

SKILLS CHECK

Words:

- | | | |
|--|---|---|
| <input type="checkbox"/> astronaut | <input type="checkbox"/> painter | <input type="checkbox"/> absence |
| <input type="checkbox"/> barber | <input type="checkbox"/> police officer | <input type="checkbox"/> attendance |
| <input type="checkbox"/> carpenter | <input type="checkbox"/> president | <input type="checkbox"/> direct deposit |
| <input type="checkbox"/> cashier | <input type="checkbox"/> salesperson | <input type="checkbox"/> lunch break |
| <input type="checkbox"/> clerk | <input type="checkbox"/> taxi driver | <input type="checkbox"/> paycheck |
| <input type="checkbox"/> computer programmer | <input type="checkbox"/> vice president | <input type="checkbox"/> payment schedule |
| <input type="checkbox"/> doctor/physician | <input type="checkbox"/> black and blue | <input type="checkbox"/> payroll office |
| <input type="checkbox"/> engineer | <input type="checkbox"/> dizzy | <input type="checkbox"/> shift |
| <input type="checkbox"/> guidance counselor | <input type="checkbox"/> fever | <input type="checkbox"/> sick day |
| <input type="checkbox"/> guitarist | <input type="checkbox"/> measles | <input type="checkbox"/> tardiness |
| <input type="checkbox"/> journalist | <input type="checkbox"/> pain | <input type="checkbox"/> time clock |
| <input type="checkbox"/> manager | <input type="checkbox"/> patient | <input type="checkbox"/> time sheet |
| <input type="checkbox"/> musician | <input type="checkbox"/> stiff | <input type="checkbox"/> punch in |
| | <input type="checkbox"/> swollen | <input type="checkbox"/> punch out |

I can ask & answer:

- ☐ How long have you *been here*?
I've *been here* for *two years*.
I've *been here* since *2005*.
- ☐ I've *been the manager* for *two years/since 2007*.
Before that, I was *a cashier*.
- ☐ Where do you work now?
☐ How long have you worked there?
☐ Where did you work before that?
☐ How long did you work there?

I can:

- ☐ describe my work experience
☐ ask for clarification
☐ interpret a new employee manual
☐ describe workplace rules and policies

I can react to information:

- ☐ Oh. I didn't know that.
☐ Oh. I didn't realize that.
☐ Oh. I wasn't aware of that.

I can write:

- ☐ a cover letter
☐ a simple resume

I can write about:

- ☐ my English teacher
☐ my activities and interests

"24/7"

24 Hours a Day/7 Days a Week

Work schedules are changing all over the world

More and more companies around the world are operating twenty-four hours a day, seven days a week. Many of these companies do business with companies in other time zones around the world. Other companies sell products to customers worldwide. In an age of instant communication by telephone, by fax, and over the Internet, many businesses must stay open all the time to serve their customers. International banks, computer companies, manufacturing companies, and businesses that sell their products over the World Wide Web are examples of such companies.

Employees of these "24/7" companies have seen changes in their work schedules in recent years. About twenty percent of employees don't work on a traditional "9 to 5" daytime schedule anymore. Their companies have switched them to other shifts, such as 3:00 P.M. to 11:00 P.M., or 11:00 P.M. to 7:00 A.M. In the past, many factory workers, doctors and nurses, police, firefighters, and others had these shifts, but now many office workers have also started to work during these hours.

Many local businesses have adjusted their hours to serve the employees of these companies. More and more supermarkets are open 24 hours a day. Restaurants and coffee shops close later and open earlier. And businesses such as photocopy centers, health clubs, laundromats, and even some child-care centers are always open.

Describe the work schedules of people you know. Are there any "24/7" businesses in your area? What's your opinion about these businesses and their employees' work schedules?



A sign of the times



The night shift



A typical night at the office



A health club that's open 24 hours a day



A coffee shop that never closes



Late-night shopper at the supermarket

AROUND THE WORLD

Unique Jobs

Some jobs are unique. They exist only in certain countries.



a subway pusher in Japan



a tulip farmer in Holland



a reindeer herder in Siberia



a safari guide in Africa



a coffee plantation worker in Colombia



a dog day-care worker in California

What unique jobs do you know? In what countries do these jobs exist?

Interview

Mr. and Mrs. Roberto Souza have two children, ages two and four. Mr. Souza works the day shift at a manufacturing company, and Mrs. Souza works at night in an office. Their lives are certainly busy!



Q: Mr. Souza, can you describe your typical day?

A: I get up at 5:30 A.M. I take a shower, eat breakfast, and make my lunch. Sometimes I do some laundry before I go to work. I leave the house at 6:30 A.M.

Q: Is anyone in your house awake when you leave?

A: No. Everyone is still asleep. I work from 7:00 A.M. until 3:00 P.M. After work, I pick up my kids at their grandmother's apartment. Usually we go food shopping and then we go home to make dinner. My wife has already left for work. I play with the kids, we eat dinner, and then I put the kids to bed. I'm normally asleep by 10:00 P.M.

Q: And Mrs. Souza, what about your day?

A: The kids and I get up at 7:00. We eat breakfast, and then they play while I do some housework. Sometimes we go to the park or we visit family or friends. Other times we go shopping. I take the kids to my mother's apartment at 2:00 P.M., and I'm at work by 3:00 P.M. I come home at 11:30 P.M. That's my day!

Q: It sounds exhausting! When do you have time to see your husband?

A: Sometimes he waits for me to come home, but usually he has already gone to bed. Believe it or not, we really see each other only on the weekends.

Q: Mr. Souza, what's the most difficult thing about your work schedule?

A: Communication. We leave each other notes and messages about bills, shopping, doctor's appointments, and everything else.

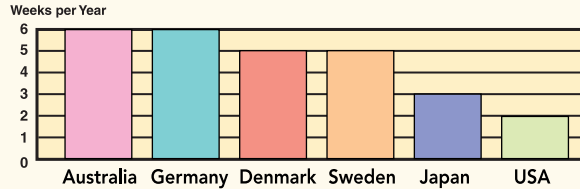
Q: And tell me, Mrs. Souza, is there anything good about these work schedules?

A: Yes. The children are always with a parent or a grandparent. They don't have to go to daycare, which is expensive. We know these schedules won't last forever. When the children are both in school, maybe we can each have a daytime job. I hope so!

FACT FILE

Vacation Time in Different Countries

Employees in different countries have different amounts of vacation time. What's the typical amount of vacation time employees receive in different countries you know? How do people usually spend their vacation time?



LISTENING

Hi Sam . . .



Office Voice Mail

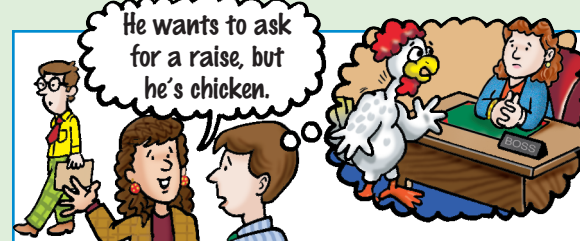
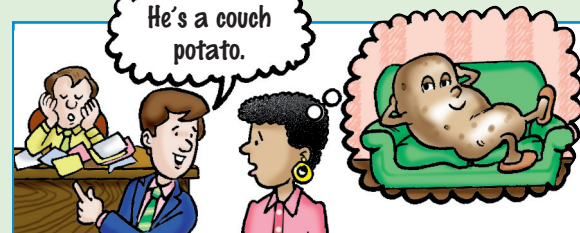
Has Sam . . .

- 1 written a note to Mrs. Wilson?
- 2 called Mr. Chen?
- 3 sent an e-mail about the meeting?
- 4 spoken to the custodian?
- 5 made a list of the employees?
- 6 given the list to Ms. Baxter?
- 7 taken the package to the post office?

Yes No

1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____

FUN with IDIOMS



Do You Know These Expressions?

- d 1. My new co-worker is a real peach.
- _____ 2. She's the top banana in our company.
- _____ 3. He's a real ham at office parties.
- _____ 4. He's a couch potato.
- _____ 5. She's a smart cookie.
- _____ 6. He wants to ask for a raise, but he's chicken.

- a. He's funny.
- b. He's afraid.
- c. She's intelligent.
- d. He's nice.
- e. He's lazy.
- f. She's the boss.

We've Got Mail!

Dear Side by Side,

We are students in Mr. Smith's class at the English Language Center, and we are very confused! We just don't understand the present perfect tense. We don't have this tense in our languages. We don't know when to use it, and we really don't like all these past participles, such as "given" and "driven." Why do we need this tense anyway? Why can't we just use the tenses we already know?

Sincerely,

"Perfectly Happy with the Present and the Past"

Dear "Perfectly Happy,"

The present perfect tense has always been difficult for learners of English. We'll try to explain it to you with some examples.

We use the present perfect tense to talk about:

- things that happened (or didn't happen) sometime in the past, but the exact time isn't important. For example:

I have (I've) already seen that movie.*
He has (He's) never ridden a motorcycle.
She hasn't gone to the bank yet.

* If the exact time IS important, we use the past tense: "I saw a movie yesterday."

- things that happened many times in the past. For example:

I have (I've) driven trucks for many years.
We have (We've) eaten lunch there many times.

- things that happened in the past and are still happening in the present. For example:

I have (I've) known them for two years.
She has (She's) been sick since last Thursday.
They have (They've) lived here for a year.

It's interesting how different languages express time in different ways, and we can understand why this tense is difficult for you. In your languages, you might say:

- ✗ I live here since last year.
- ✗ I am living here since last year.
- ✗ I lived here since last year.

In English, these are all wrong. Sorry! The correct way to say this is:

- ✓ I have (I've) lived here since last year.

This means "I lived here before, and I still live here now."

So that's why we need the present perfect tense in English. Thanks for your question, and good luck!



Sincerely,

Side by Side

Global Exchange

Alex32: I'm sorry I haven't written for a while. I've been very busy. I've taken four exams this week, and I have to take one more tomorrow. This weekend I'm going to relax. I'm going to see the new Julia Richards movie. (My sister saw it last week, and she says it's one of the best movies she's ever seen.) I'm also going to eat dinner with my family at a new Indian restaurant. I'm looking forward to it. We haven't been to a restaurant in a long time, and I've never eaten Indian food. And I'm going to visit our city's modern art museum. Believe it or not, I've lived here all my life, and I've never gone there! So, how have you been? Have you seen any movies recently? Have you eaten at any restaurants? Have you gone to any interesting places?

Tell a keypal about some things you've done recently.

What Are They Saying?



A **common noun** is the general name for a person, place, or thing.
A **proper noun** is the name for a particular person, place, or thing.

The best **movie** I've ever seen is **Jurassic Park**.

↑
common noun

↑
proper noun

Steven Spielberg is my favorite **director**.

↑
proper noun

↑
common noun

Proper nouns begin with capital letters. When proper nouns have two or more words, we capitalize the important words.

Practice these conversations with a classmate.

My favorite TV program is *Dancing with the Stars*.

- A. What's the sentence?
- B. My favorite TV program is *Dancing with the Stars*.
- A. What's the common noun in the sentence?
- B. TV program.
- A. What's the proper noun?
- B. *Dancing with the Stars*.
- A. What's the difference between the two nouns?
- B. *Dancing with the Stars* is the name of a particular TV program.

Miami is the most interesting city I've ever visited.

- A. What's the sentence?
- B. Miami is the most interesting city I've ever visited.
- A. What's the common noun in the sentence?
- B. City.
- A. What's the proper noun?
- B. Miami.
- A. What's the difference between the two nouns?
- B. Miami is the name of a particular city.

Underline each common noun once and each proper noun twice. Then practice new conversations about these sentences.

1. My favorite artist is Picasso.
2. Ocean House has been our favorite restaurant for many years.
3. The supermarket where I buy groceries is called Big Value.
4. The best movie I've ever seen is *Titanic*.
5. *Don Quixote* is the best novel I've ever read.
6. Disney World is my children's favorite theme park.
7. The game our family has played every Sunday night for many years is Monopoly.

Finding the Job That's Right for You

No matter how old you are, if you are thinking about looking for a new job, you need to take time to plan very carefully. This is important for students who are thinking about their future, for workers who want to change jobs, and for those who are unemployed. Before you begin to look for a new job, you need to evaluate your skills and your salary requirements. You should also think seriously about your future dreams. If you have a future job goal, you need to make a plan for how you can reach that goal.

A job that's right for you will depend on many things. For example, do you need a job with a special schedule or a location very close to your home? Do you need a part-time job while you are in school? Do you need a large salary, or are you more interested in what you will learn on the job? Often, a job is a steppingstone—a way to build experience to step up to a better job in the future. These are things to think about while you are looking for a job.

Make a list of your skills. What job skills do you already have? Are there skills you use in your hobbies? For example, you might know how to sew, draw, cook, or take photographs. These are skills you may be able to use in certain jobs. Also, make a list of your natural skills and talents—things you do well and are easy for you to do. For example, perhaps you know how to fix machines, sell things, or plan events. The best job for you uses your skills and talents. Make a different list of your interests. What activities and kinds of work have you enjoyed in the past? Keep these lists while you are thinking about your future job. If you have a good idea of your skills and interests, you will be able to find a good job match.

The right job for you will be a job that you enjoy. It will give you job satisfaction. There are three important ingredients for job satisfaction. First and



most important, you need to use your skills in your job. If you use your skills, you will feel useful and satisfied. Second, your job should match your personality and interests. For example, some people like to work on a team, while others like to work alone. Finally, the workplace environment should be positive. When you have thoughtful co-workers and managers, you will feel more job satisfaction.

You should also think about your financial needs. What are your monthly expenses? How much income will you need every month? Look for a career that will give you a good salary. Although you may have to work your way up to a better job, you should have a plan and a goal in mind. When you find a job that interests you, find out about the starting salary. Then find out about the salary for an experienced worker. This is called the salary range—the range from the lowest to the highest salary. It's important to know the salary range of the job or career you are interested in.

For many people, a career test is very helpful. In a career test, you answer questions about your interests, your skills, your education, and your personality. There are many free tests available online and in schools, colleges, and libraries. If you have a career center or job center in your community or school, someone can help you find a good career test.

A career test will suggest jobs and careers that may be good for you. You might be surprised at the results. The test may suggest a job you haven't thought of before. Think about all possibilities. The test will give you information about the educational and skill requirements for different jobs. For example, a job may require vocational training or a special license or test. Read about different jobs and careers. You can find information online, at the library, or in a career center.



You may want to think about a vocational or technical program. Vocational programs teach you special skills for particular jobs. Vocational programs train medical assistants, hair stylists, automotive technicians, and truck drivers, for example. Technical programs are similar to vocational programs; however, they include more training in technology. They prepare students for jobs in areas such as information technology, nursing, criminal justice, and electronics. There are vocational and technical programs at community colleges, private schools, and even online. Find several programs and get information about each

one. Often community colleges have the best prices for vocational and technical training. Sometimes you can get financial assistance through a federal, state, or local government program.

Local job fairs are a good place to find out about jobs in your area. Many cities have several job fairs each year. They are free and open to the public. In a job fair, you can talk with representatives from many different companies. You can learn about job openings and ask questions. Sometimes you can even fill out an application for a job. Job fairs are a good place to talk with employers and learn about different types of jobs.

When you are looking for a position, don't just find a job. Find the *right* job! Before you start your job search, remember to think about your skills, your interests, and your future plans. Take some time to complete a career test and learn about other job possibilities. Find out about other training and education. When you do your job search carefully, you will hopefully find the job that's right for you.

- According to the article, it's important to _____.
 - find a job quickly
 - make a plan to reach your job goal
 - work on a team
 - change jobs often so you can find the job that's right for you
- According to the article, you have a good job match if _____.
 - you have a hobby
 - you earn a large salary
 - your job makes use of your skills, talents, and interests
 - your job has a special schedule and location
- A salary range gives information about _____.
 - how much money new and experienced workers make
 - how much money everybody at a company earns
 - a person's salary history over the years
 - employees' work skills
- Many people think it's important to take a career test because _____.
 - it's available online
 - it's free and easy to do
 - it suggests a variety of jobs
 - it gives information about your current job skills
- Vocational and technical programs _____.
 - train people for every kind of job
 - are only at community colleges and online
 - always offer students financial assistance
 - are good places to learn special skills
- This passage is about _____.
 - new jobs in today's world
 - how to plan before you begin a job search
 - how to get good job training
 - how to use your skills and talents

Think & Share

- Make a list of your job skills and interests. In your opinion, what job is a good match for your skills and interests?
- Do you agree that it's important to plan very carefully when you look for a job? Why or why not?
- For you, what is the most useful information in this article? Why is it useful?

THE WRITING PROCESS

- Purpose
- Audience
- Pre-writing
- Organizing Ideas
- Writing a First Draft

Purpose and Audience

Before you write, you need to think about your purpose and your audience.

Purpose: Why are you going to write? Do you want to give information? Do you want to express your feelings or ideas? Do you want to entertain?

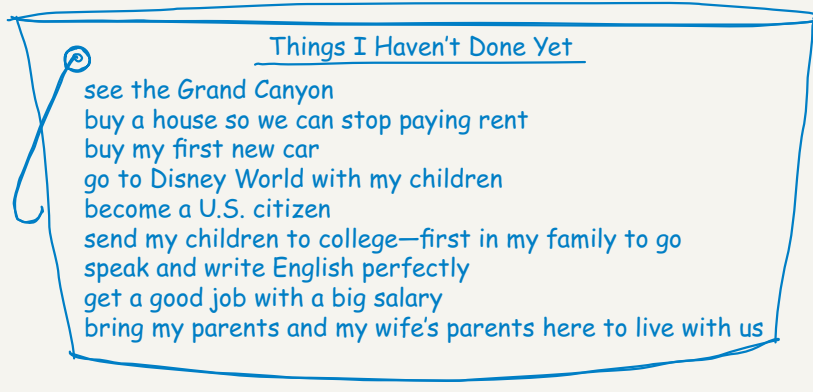
Audience: Who are you writing for? Will your audience be your teacher? your classmates? your family members and friends? people in your community? anybody who reads your writing?

Pre-writing

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.

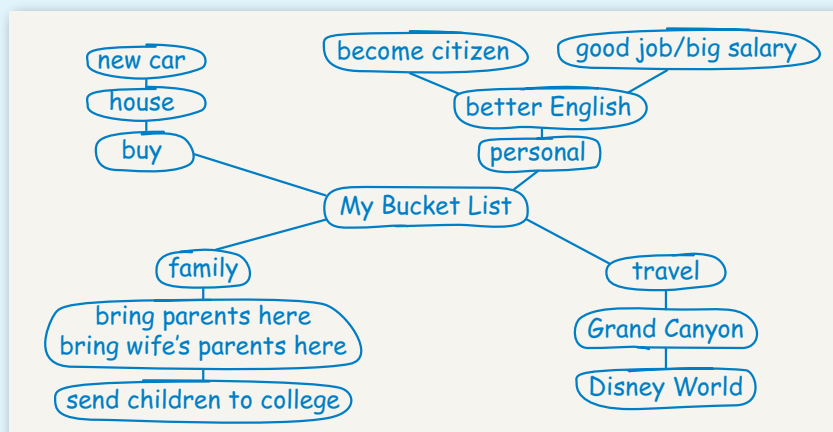


Marcus is preparing to write a story with the title *My Bucket List*. He's going to write about the things he hasn't done in his life yet that he wants to do in the future. First, he brainstormed ideas for the story and made his list of ideas in a bucket.



Organizing Ideas

The second step in the writing process is to organize your ideas. You look at all the ideas you brainstormed and decide how you want to put them together. A **cluster map** is a good way to organize ideas by topics. You can write your title in the center, write your main topics in circles around the title, and then connect more circles to each topic.



Marcus made this cluster map to organize the ideas in his bucket.

Write your story.

Purpose and Audience: Your purpose is to share information about what you haven't done in your life yet that you want to do in the future. Your audience is your classmates, your teacher, and anyone else you want to share with.

Pre-write: Draw an empty bucket, brainstorm ideas, and list them in the bucket.

Organize your ideas: Make a cluster map to organize your bucket of ideas into topics.

Write a first draft: Write your story. Indent the first line of each paragraph. Use this title: *My Bucket List*.

Share: Share your story with your teacher and your classmates.