7 Work





UNIT OUTCOMES

- Identify common occupations
- Interpret job information
- Write your job history
- Participate in a job interview
- Evaluate work and school performance
- Identify employment opportunities in the landscaping industry

Look at the photo and answer the questions.

1. What is this woman's job?
2. Do you think she likes her job? Why?

A conductor (or driver) of a historic streetcar in New Orleans, Louisiana

1. What do you think are the job duties of a streetcar driver? What does she do at work?
2. What is the woman wearing? Why do you think she wears this at work?
3. Do you think being a streetcar driver is an interesting job? Why or why not?

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LESSON 1

What's Your Job?

GOAL ▶ Identify common occupations

A **IDENTIFY** **Match the occupations to the photos.**

homemaker	mechanic	nurse	office assistant	server	student



Zeynab

1. server



Lucia

2. _____



Tyra

3. _____



Steven

4. _____



Marcelo

5. _____



Jared

6. _____

B **Practice the conversations with a partner. Then ask and answer questions about the people in A.**

Student A: What is Zeynab's job?

Student B: She is a server.

Student B: What does Zeynab do?

Student A: She's a server.

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C **Look at the photos and read the job titles.**



cook / chef



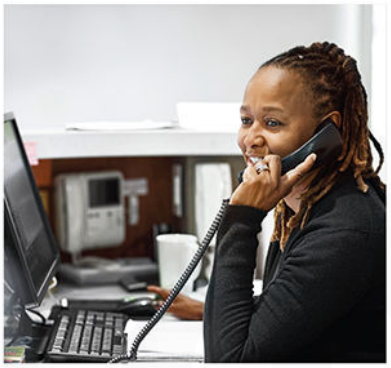
host



custodian



cashier



administrative assistant



principal

D **CLASSIFY** **Write the job titles from C in the correct column.**

Restaurant Positions	School Positions
cook / chef	*administrative assistant*

E **Listen to each conversation. Choose the correct job title.**

1. administrative assistant	principal	custodian
2. cashier	host	cook
3. administrative assistant	principal	custodian
4. cashier	host	cook

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F Study the charts.

Simple Present		
Subject	**Verb**	**Example Sentence**
I / You / We / They	work	I **work** in an office.
He / She	works	He **works** in a restaurant.

Negative Simple Present			
Subject	**Negative**	**Verb**	**Example Sentence**
I / You / We / They	do not (don't)	work	I **do not work** in an office. You **don't work** in a restaurant.
He / She	does not (doesn't)		He **does not work** in a school. She **doesn't work** in a hospital.

G Look at the jobs in C. Ask and answer questions about each job.

Student A: What does he do? (Point to the host.)

Student B: He is a host.

Student A: He works in a school, right?

Student B: No, he doesn't work in a school. He works in a restaurant.

Intonation

Clarification Questions and Corrections

A: He works in a SCHOOL, right?

B: No, he doesn't work in a SCHOOL. He works in a RESTAURANT.

H SURVEY Talk to three classmates. Complete the chart. Then report to a group.

EXAMPLE: Zeynab is a server. She works in a restaurant.
Steven is a student. He studies at an adult school.

Name	What do you do?	Where do you work?
Zeynab	server	a restaurant
Steven	student	an adult school

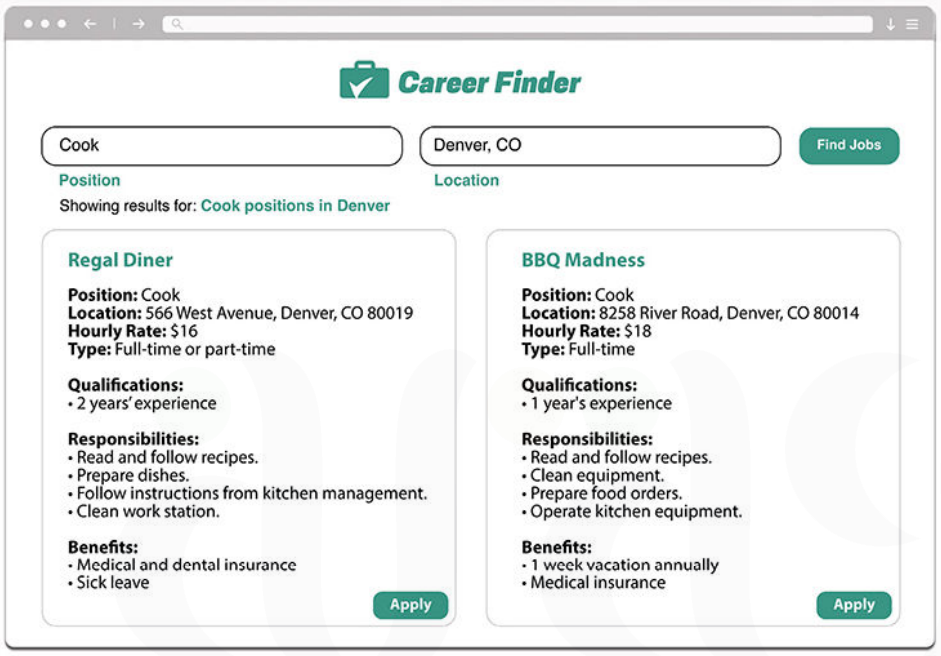
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LESSON 2

Job Hunting

GOAL ▶ Interpret job information

A **INTERPRET** Read the job postings. Underline any words you don't understand.



B **COMPARE** Write the information in the chart.

	Regal Diner	BBQ Madness
Position / Job Title	*cook*	*cook*
Location		
Pay / Wages / Salary		
Full- or Part-time?		
Benefits		
Experience Required		

C **Listen to the conversations. Check (✓) the correct benefits.**

1. ☐ vacation ☐ sick leave ☐ insurance
2. ☐ vacation ☐ sick leave ☐ insurance
3. ☐ vacation ☐ sick leave ☐ insurance

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D **EVALUATE** **Read the job information. Which position has the best pay?**

Position	Experience	Full-Time / Part-Time	Benefits (Yes / No)	Pay
1. Nurse	2 years	FT	Yes	$37 / hr
2. Server	Not required	PT	Yes	$10 / hr + tips
3. Salesperson	1 year	FT or PT	Yes	$14 / hr
4. Cashier	Not required	PT	No	$13 / hr
5. Mechanic	Not required	FT	Yes	$22.50 / hr

E **Practice the conversation with a partner. Then create new conversations with information from D.**

Applicant: I am interested in the nurse position.

Manager: Great. Do you have any questions?

Applicant: Yes. Is the position full-time or part-time?

Manager: It's full-time. The pay is $37 an hour.

Applicant: Are there any benefits?

Manager: Yes, there are benefits.

Applicant: Thank you for the information. I will apply online.

Yes / No

Yes, there are benefits.

No, there are no benefits.

F **Listen and write the missing words.**

We need a (1) _____ for our restaurant in San Francisco. The salary is (2) _____ an hour. You need (3) _____ years' experience for this job. This is a full-time position with benefits. We offer (4) _____ and two weeks of (5) _____ time every year. Apply in person at 3500 West Arbor Place, San Francisco, California.

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G **Read about Silvia, Anh, and Amal.**



Silvia

Skills:
She communicates well.
She has retail experience.

Needs:
She needs a part-time job.
She doesn't need benefits.



Anh

Skills:
She communicates well.
She has customer service experience.

Needs:
She needs a part-time job.
She needs benefits.



Amal

Skills:
He works well with his hands.
He has hospital experience.

Needs:
He needs a full-time job.
He needs benefits.

H **INFER** **Work in a group. Look at the information in D. Write the jobs that are good for Silvia, Anh, and Amal. Explain the reasons for your answers.**

Silvia	Anh	Amal

I **CREATE** **In a group, make a job posting on a separate sheet of paper. Include the information below. See A for an example.**

benefits information	experience needed	hourly pay	location
business name	full- or part-time	job title	

J **Search online for a job you are interested in. Tell the class about a job you find.**

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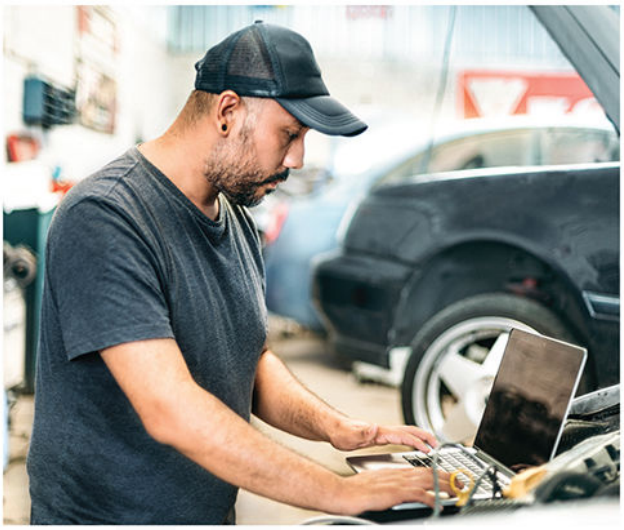
LESSON 3

What Was Your Job Before?

GOAL ▸ Write your job history

A **PREDICT** **Look at the photo. What is Francisco's job? Does he work in an office? Read about Francisco.**

My name is Francisco. I'm from Mexico. Now, I work in the United States. I'm an auto mechanic. I fix about ten cars a week. I started my job in August of 2019. Before I moved to the United States, I was a cook from March, 2014 to July, 2018. I cooked hamburgers and french fries in a restaurant.



B **SUMMARIZE** **Answer the questions. Then tell a summary to a partner.**

1. Where is Francisco from? He is from Mexico.
2. What is his job now? _____
3. What does he do in his job? _____
4. When did he start his job? _____
5. What was his job in Mexico? _____
6. Where did he work in Mexico? _____

C **Complete the job history for Francisco.**

Job History				
Position	**Company**	**From**	**To**	**Duties (Responsibilities)**
auto mechanic	Fuller Auto Repair			
	Señor Burger			
server	La Cantina	March, 2011	March, 2014	served customers

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D Study the charts.

Simple Past: Regular Verbs		
Subject	**Base Verb + *ed***	**Example Sentence**
I / You He / She We / They	cleaned	I **cleaned** tables.
	cooked	You **cooked** hamburgers.
	prepared	He **prepared** breakfast.
	fixed	She **fixed** cars.
	helped	We **helped** other workers.
	moved	They **moved** to the United States.

Simple Past: *Be*		
Subject	***Be***	**Example Sentence**
I / He / She	was	I **was** an auto mechanic.
We / You / They	were	You **were** happy.

E Complete each sentence with the correct form of the verb in parentheses. Then listen and check your answers. Complete the last item with your information.

1. Anya was an office assistant. She *answered* (answer) the phone.
2. Chioma was a delivery person. She _____ (deliver) packages.
3. David was a cashier. He _____ (help) customers.
4. Ernesto was a nurse. He _____ (care) for patients.
5. Eva and Soraya were teachers. They _____ (work) in a school.
6. Anita was a salesperson. She _____ (talk) to customers.
7. Thu Ya was a mechanic. He _____ (fix) cars.
8. Agatha was a manager. She _____ (supervise) the other workers.
9. Mary was a cook. She _____ (prepare) lunch.
10. I was a _____. I _____.

Life ONLINE

Online Job Applications

Many companies only accept job applications online. Some applications ask for a lot of information. If you take too long to answer, some websites "time out" and you can lose everything you typed in and need to type it again. It is a good idea to have all your information ready and to save it in a document so you can copy and paste it into the application. This will save you time, and you can make sure it is all correct.

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F **Practice the conversation with a partner. Then make new conversations using the information below.**

Saleh: What was your last job?

Anya: I was an office assistant.

Saleh: What did you do as an office assistant?

Anya: I scheduled appointments.

Saleh: What do you do now?

Anya: I am a student. I study English.

-ed Ending

-ed is pronounced three different ways:

/t/	/d/	/ɪd/
worked	delivered	painted
typed	cleaned	counted

Before	Now
1. office assistant / schedule appointments	student / study English
2. soccer player / play soccer	teacher / help students
3. mechanic / fix cars	painter / paint buildings
4. mail carrier / deliver letters	tree trimmer / trim trees
5. cook / cook hamburgers	manager / supervise employees
6. busser / clean tables	server / serve food

G **Listen and complete the job history. Then practice the conversation in F again with the new information.**

Position	Company	From	To	Duties (Responsibilities)
nurse	Arch Memorial Hospital	August, 2021	Present	
office manager	Arch Memorial Hospital	May, 2018	January, 2021	
receptionist	Arch Memorial Hospital	January, 2015	May, 2018	

H **APPLY** **Complete the job history for yourself.**

Position	Company	From	To	Duties (Responsibilities)

I **Find a job application online. How much can you complete? Can you complete the job history section?**

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LESSON 4

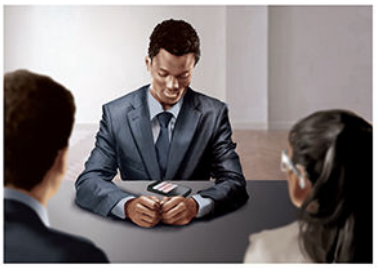
A Job Interview

GOAL ▶ Participate in a job interview

A **Look at the pictures. What is good at a job interview? What is not good?**



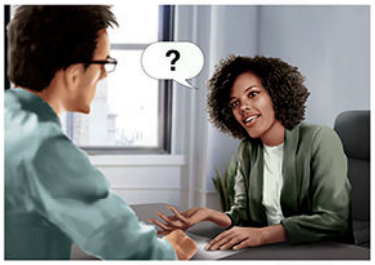
arriving late



checking your phone or watch



being cheerful



asking questions



dressing professionally



being disorganized

B **CLASSIFY** **Complete the chart with your answers from A. Then add your own ideas.**

Good at a Job Interview	Not Good at a Job Interview
being cheerful	arriving late

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C Study the chart.

Yes / No Questions with *Can*				
Can	**Subject**	**Base Verb**	**Example Questions**	**Example Answers**
Can	I	ask	**Can I ask** you a question?	Yes, of course.
				Absolutely.
	you	work	**Can** you **work** on weekends?	No, I'm sorry. I can't.
		follow	**Can** you **follow** directions?	Yes, I can.
		speak	**Can** you **speak** to customers well in English?	I believe so. I'm studying English in school.

D PREDICT Complete each conversation with a question from the chart in C. Then listen for the correct answer.

1. **Applicant:** _____?

   Interviewer: Yes, please do.

   Applicant: What are the benefits?

2. **Interviewer:** _____?

   Applicant: Yes, on Saturday but not on Sunday.

   Interviewer: OK, that's good to know.

3. **Interviewer:** _____?

   Applicant: Yes, I believe so. I'm studying English in school.

   Interviewer: Great, I just wanted to make sure.

E Match each question with a clarification question. Then listen and check your answers.

_____ 1. Do you have a resume?	a. Experience for this job?
_____ 2. What do you do?	b. A resume?
_____ 3. Do you have experience?	c. You mean full-time?
_____ 4. Can you work eight hours a day?	d. You mean in the evenings?
_____ 5. Can you work extra hours?	e. What is my job now?

Intonation
Clarification Questions

A: Do you have a resume?
B: A resume?

B: Can you work extra hours?
A: You mean in the evenings?

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F **Look at the picture. Who is Shanika talking to? What is she doing?**



G **CONTRAST** **Read the sentences describing strengths. Then match the strengths to the weaknesses.**

I am a hard worker.	I communicate well.
I am punctual.	I listen and follow directions well.

Strengths	Weaknesses
	I'm sometimes late.
	I like to take a lot of breaks.
	I don't always listen.
	Sometimes, people don't understand me.

H **Write your strengths and weaknesses as a student or worker.**

Strengths	Weaknesses

I **APPLY** **Work with a partner. Practice asking and answering the interview question:** ***What are your strengths?***

Life ONLINE

Online Job Interviews

Things to do before an online interview:

1. Check your camera and microphone and make sure they work.
2. Be sure to use a professional background.
3. Practice looking at the camera and not down at your notes.

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LESSON 5

He's a Good Worker

GOAL ▶ Evaluate work and school performance

A **Read Fernando's employee evaluation. What is good? What is a problem?**

EMPLOYEE EVALUATION
FERNANDO GASPAR

Position: Sales Clerk
Supervisor: Leticia García

Heritage Cakes & Pies

PUNCTUALITY

○ Exceeds Expectations ○ Meets Expectations ◉ Needs Improvement

Comments: Fernando arrives 10-15 minutes late to work about half the time.

TEAMWORK

◉ Exceeds Expectations ○ Meets Expectations ○ Needs Improvement

Comments: He works with other employees very well in a team environment.

COMMUNICATION SKILLS

○ Exceeds Expectations ◉ Meets Expectations ○ Needs Improvement

Comments: He works with customers well and is very helpful.

PRODUCT KNOWLEDGE

○ Exceeds Expectations ◉ Meets Expectations ○ Needs Improvement

Comments: He knows about the products and knows where to find information when he has a question.

Submit Clear Form

B **INTERPRET** **Look at the evaluation and answer the questions.**

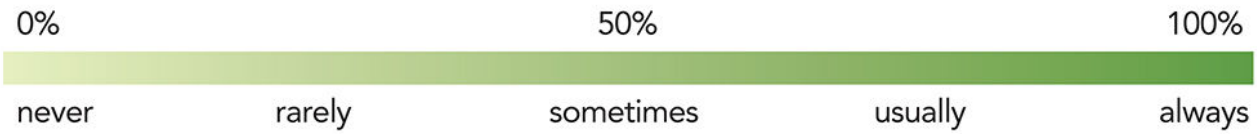
1. Where does Fernando work? _____
2. What is his supervisor's name? _____
3. What does Fernando do very well? _____
4. What does he do well? _____
5. What does he need to improve? _____

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C Study the charts.

Simple Present: *Be*			
Subject	***Be***		**Example Sentence**
I	am	early late on time punctual	I **am** always early.
He / She / It	is		He **is** sometimes late. She **is** a good worker.
We / You / They	are		We **are** often early. You **are** never on time. They **are** always punctual.

Adverbs of Frequency



Simple Past: *Be*			
Subject	***Be***		**Example Sentence**
I / He / She / It	was	early late on time punctual	I **was** early yesterday. He **was** often late. She **was** always a good worker.
We / You / They	were		We **were** early on Saturday. You **were** on time today. They **were** never punctual.

D Complete the sentences with the correct form of *be*.

1. Mario and Alberto _____were_____ early for work yesterday.
2. I _____ never on time last year, but now I _____ always on time.
3. She _____ punctual every day last year.
4. We come to work on time every day. We _____ rarely late.
5. You _____ a good worker. You always work well with customers.

E ANALYZE Read about Alba. Underline the *be* verbs.

Alba is a good worker. She works in the evening. She is punctual. The customers love her. Last night, Alba was late for work. She had a problem with her car. Her car is old. She called a tow truck with her cell phone, and the tow truck was late.

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F **Listen to Amed's evaluation. Choose the correct rating.**

1. Communication skills:
   a. Exceeds expectations b. Meets expectations c. Needs improvement
2. Punctuality:
   a. Exceeds expectations b. Meets expectations c. Needs improvement
3. Teamwork:
   a. Exceeds expectations b. Meets expectations c. Needs improvement
4. Product knowledge:
   a. Exceeds expectations b. Meets expectations c. Needs improvement

G **Read Marta's and Neda's self-evaluations. What do they do well? What do they need to improve?**

Marta's Self-Evaluation

I am a good employee. I work hard. Sometimes, I'm late. I always listen and follow directions well. I am learning English. Sometimes, people don't understand me. I want to be a great employee. I need to communicate well and come to work on time.

Neda's Self-Evaluation

I don't work. I go to school. I am punctual, but I don't always listen well. I am learning English. Sometimes, people don't understand me. Sometimes, I don't do my homework because I'm very busy. I want to be a great student. I need to communicate well and do my homework every day.

H **APPLY** **Write your own self-evaluation. Use the texts in G as examples.**

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LESSON 6

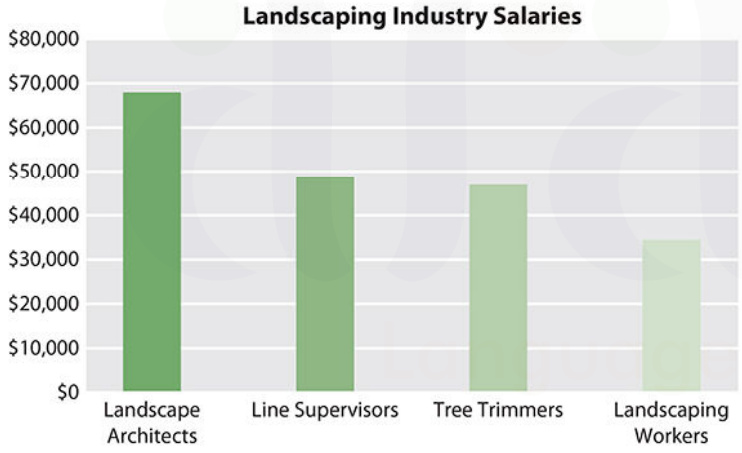
Explore the Workforce

GOAL ▶ Identify employment opportunities in the landscaping industry

A **Read about the landscaping industry. Where do people in this industry work?**

Do you like being outside? Do you like gardening? Do you want to work in a park or a backyard? If you do, you should work in the landscaping industry. Jobs in landscaping help to create and take care of outdoor places like gardens and parks. Landscaping workers keep these places looking nice so people can enjoy them.

B **INTERPRET** **Look at the bar graph and match each word or phrase with the correct meaning.**



Legend

Position	Annual Salary
Landscape Architects	$67,950
Line Supervisors	$48,800
Tree Trimmers	$46,970
Landscaping Workers	$34,430

Source: U.S. Bureau of Labor Statistics

_____ 1. legend

_____ 2. annual

_____ 3. a tree trimmer

_____ 4. a line supervisor

_____ 5. a landscape architect

a. every year

b. a person who cuts parts of trees

c. a list of information about a graph or map

d. a person who plans and creates outdoor places like parks and gardens

e. a manager of a small landscaping team

C **Work with a partner. Ask and answer questions about the graph.**

EXAMPLE: **Student A:** How much does the average tree trimmer make?

Student B: The average tree trimmer makes $46,970 a year.

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D Read the infographic about tree trimmers. Underline any words you don't know.

TREE TRIMMING SAFETY TIPS

Tree trimming is a dangerous job. You often have to climb trees and work in high places. Tree trimmers need to follow special safety rules.

1 WEAR PERSONAL PROTECTIVE EQUIPMENT (PPE)

- GLOVES
- HARD HAT
- BOOTS
- SAFETY VEST
- GOGGLES



2 KEEP COWORKERS SAFE

- MARK YOUR WORK AREA.
- KNOW WHERE OTHER WORKERS ARE.
- MAKE PLANS BEFORE YOU START.



3 LOOK AT THE TREE CAREFULLY

- CHECK FOR BROKEN BRANCHES.
- DON'T CLIMB ON BROKEN BRANCHES.



E Complete the sentences with the words from the infographic.

climb	branches	goggles	rules	safety	vest

1. People wear _____ to keep their eyes safe when doing construction work.
2. My kids love to _____ trees, but I don't let them. It's very dangerous.
3. One of our classroom _____ is "No eating in class."
4. Trees have many _____ that stick out and have leaves on them.
5. A _____ is a piece of clothing that you wear over your shirt. It doesn't have sleeves.
6. _____ means being safe from dangerous things.

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A tree trimmer uses a chainsaw to cut branches of a tree in Northern California.

F **Work in a group. Read the job posting for a tree trimmer and answer the questions.**



1. What do you think the pay is for this position?
2. What do you think *on-the-job training* means?
3. Would you like this position? Why or why not?

G **REFLECT** **The list shows characteristics of tree trimmers. Check (✓) what is true about you. Then talk with a partner about the items you checked.**

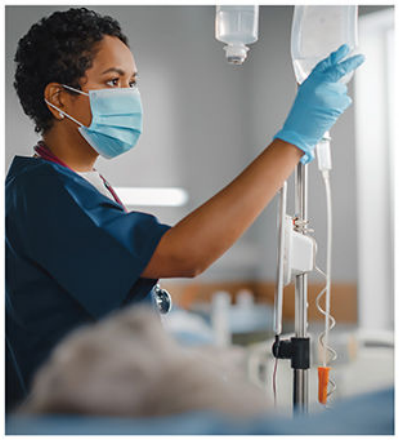
- ☐ I like to work outside.
- ☐ I like to work on a team.
- ☐ I like to work with my hands.
- ☐ I have no problem getting dirty.
- ☐ I like to make things look good.
- ☐ I am not afraid to work in high places.
- ☐ I like to use machines and tools.
- ☐ I am good at following directions.

H **Choose a job title from B. Go to a job search site online and see if there are any openings within 25 miles of your school or home.**

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Review

A Write the correct job for each photo.







1. _____ 2. _____ 3. _____

B Read the job postings and complete the chart below.

Office Assistant
Anaheim, CA 92805
Salary: $17 / hour
Job Type: Full-time
Benefits: Health insurance, paid time off, sick leave
Qualifications: 2 years' experience
Apply Now

Restaurant Manager
Austin, TX 73301
Salary: $28 / hour
Job Type: Part-time
No Benefits
Qualifications: 1 year's experience
Apply Now

Delivery Driver
Providence, RI 02904
Salary: $15 / hour
Job Type: Full-time
Benefits: Health insurance, paid time off
Qualifications: No experience required, need current driver's license
Apply Now

Position	Experience	FT or PT	Benefits	Pay
1.				
2.				
3.				

Learner Log

I can identify common occupations.
☐ Yes ☐ No ☐ Maybe

I can interpret job information.
☐ Yes ☐ No ☐ Maybe

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C **Write a job posting for a receptionist.**

Company: _____

Position: _____

Location: _____

Hourly Rate: _____ ☐ Full-Time ☐ Part-Time

Benefits: _____

D **Complete the paragraph with the simple past form of the verbs in parentheses. Then listen and check your answers.**

In 2013, Jinhua was a carpenter. He (1) _____ (construct) homes for a company called Builders Plus. In 2016, Jinhua was a custodian. He (2) _____ (clean) offices and (3) _____ (fix) things for Clean Sweep, Inc. In 2019, Jinhua was a student. He (4) _____ (learn) about education at Willington Community College. Now Jinhua is a teacher. He (5) _____ (start) in 2021. He helps students at Jefferson Adult School.

E **Complete the job history for Jinhua.**

Position	Company / School	From	To	Duties (Responsibilities)

F **Match the interview questions with the answers.**

_____ 1. What are your strengths? a. I can work both Saturday and Sunday.

_____ 2. Do you have experience? b. Yes, I can work 40 hours a week.

_____ 3. Can you work on weekends? c. I have very good communication skills.

_____ 4. Can you work full-time? d. Yes, I worked as a nurse in Texas for two years.

Learner Log

I can write my job history. ☐ Yes ☐ No ☐ Maybe

I can participate in a job interview. ☐ Yes ☐ No ☐ Maybe

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Review

G **Look at the pictures. Choose which are good or bad for a job interview.**

1. 

good / bad

2. 

good / bad

3. 

good / bad

4. 

good / bad

H **Complete the employee evaluation with the simple present or simple past form of the verbs. You will use one of the verbs three times.**

be	come	help	need

Stella (1) ___is___ a good worker. She always (2) _____ to work on time. She is often early. Last week, she (3) _____ a customer make a very big purchase. Her communication skills exceed expectations. Stella (4) _____ a salesperson in her last job, so her product knowledge (5) _____ good. She (6) _____ to get better at working with others.

I **Choose the best answers for Stella's employee evaluation. Use the text in H.**

1. Punctuality: **Exceeds expectations / Meets expectations / Needs improvement**
2. Communication: **Exceeds expectations / Meets expectations / Needs improvement**
3. Product Knowledge: **Exceeds expectations / Meets expectations / Needs improvement**
4. Teamwork: **Exceeds expectations / Meets expectations / Needs improvement**

Learner Log

I can evaluate work and school performance.

☐ Yes ☐ No ☐ Maybe

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Get a New Job

SOFT SKILL ▶ Active Listening

In this project, you will prepare one member of your team to complete the process for getting a job.

1. Form a team of four or five students. In your team, you need:

Position	Job Description	Student Name
Student 1: **Team Leader**	Check that everyone speaks English. Check that everyone participates.	
Student 2: **Writer**	With help from the team, write a job posting and a job history.	
Student 3: **Director**	With help from the team, write and direct a job interview role play.	
Students 4/5: **Organizer(s)**	With help from the team, organize a presentation to give to the class.	

2. Choose one member of your team to look for a new job. Decide on a position they are interested in.
3. Write a job posting describing the position.
4. Write a real or imaginary job history for the person looking for a job.
5. Write a job interview role play. Then choose who will be the interviewer and practice the role play.
6. As a team, give a presentation about the job posting and job history. Then perform the role play.

ACTIVE LISTENING:

Asking for Clarification

Any time you work with others, there can be misunderstandings. It's a good idea to ask people to repeat any information you don't understand. The polite way to do this is by using phrases or questions such as:

I'm not sure I understand. Can you explain that again?
I don't know that word. What does it mean?
I'm sorry. Can you repeat that, please?

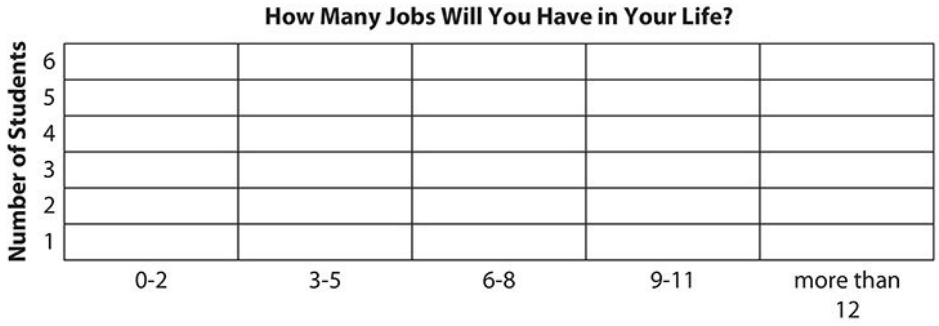
You can also check what you heard by repeating it back. For example:

So, you want to look for a job as a cook, right?
You said you want to look for a job as a cook. Is that right?

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Reading Challenge

A **SURVEY** **Ask your classmates how many jobs they think they will have in their life. Make a bar graph.**



B **Match each word or phrase with its meaning. Use a dictionary if you need to.**

_____ 1. career

_____ 2. social media

_____ 3. networking

_____ 4. lifetime

a. websites or apps where you share information and connect with others

b. your entire life

c. a job that someone has for a long time

d. building relationships with people to learn about a career or to find a new job

C **Read the text and answer the questions.**

1. Why do workers today need to be good at interviews and networking?

a. because it is a good way to learn English

b. because they will probably have many jobs in their lifetime

c. because jobs are important

2. How do we know that the average American has 12 jobs in a lifetime?

a. The Bureau of Labor Statistics (BLS) has this information.

b. We learned this from the news.

c. We don't know this.

D **Work in a group. Look at the reasons for changing jobs. Check (✓) the top five reasons you think people change jobs.**

☐ better pay
☐ better benefits
☐ less stress
☐ moving somewhere new
☐ for a better position
☐ for a better work schedule
☐ don't like where they work
☐ getting fired or laid off
☐ changing careers

E **INVESTIGATE** **As a class, investigate social media sites and apps for networking. Do you think they are useful? Why or why not?**

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How Many Jobs?

1 100 years ago, many Americans had a goal of working one or two jobs for life. Today, according to the Bureau of Labor Statistics (BLS), Americans have around 12 jobs in a lifetime. On average, they work about four or five years per job. Changing jobs more often means workers need to be good at interviews and networking.

5 Networking is a way for workers to talk to other workers and leaders in their field.* Networking is done in many ways. One of the most popular ways is through social media. There are websites and apps where you can connect with people in your workplace and from other companies. Do you have a social media account for networking? It is never too early to start one.

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field area of work or study



One third of all Americans had their first job in a restaurant.

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