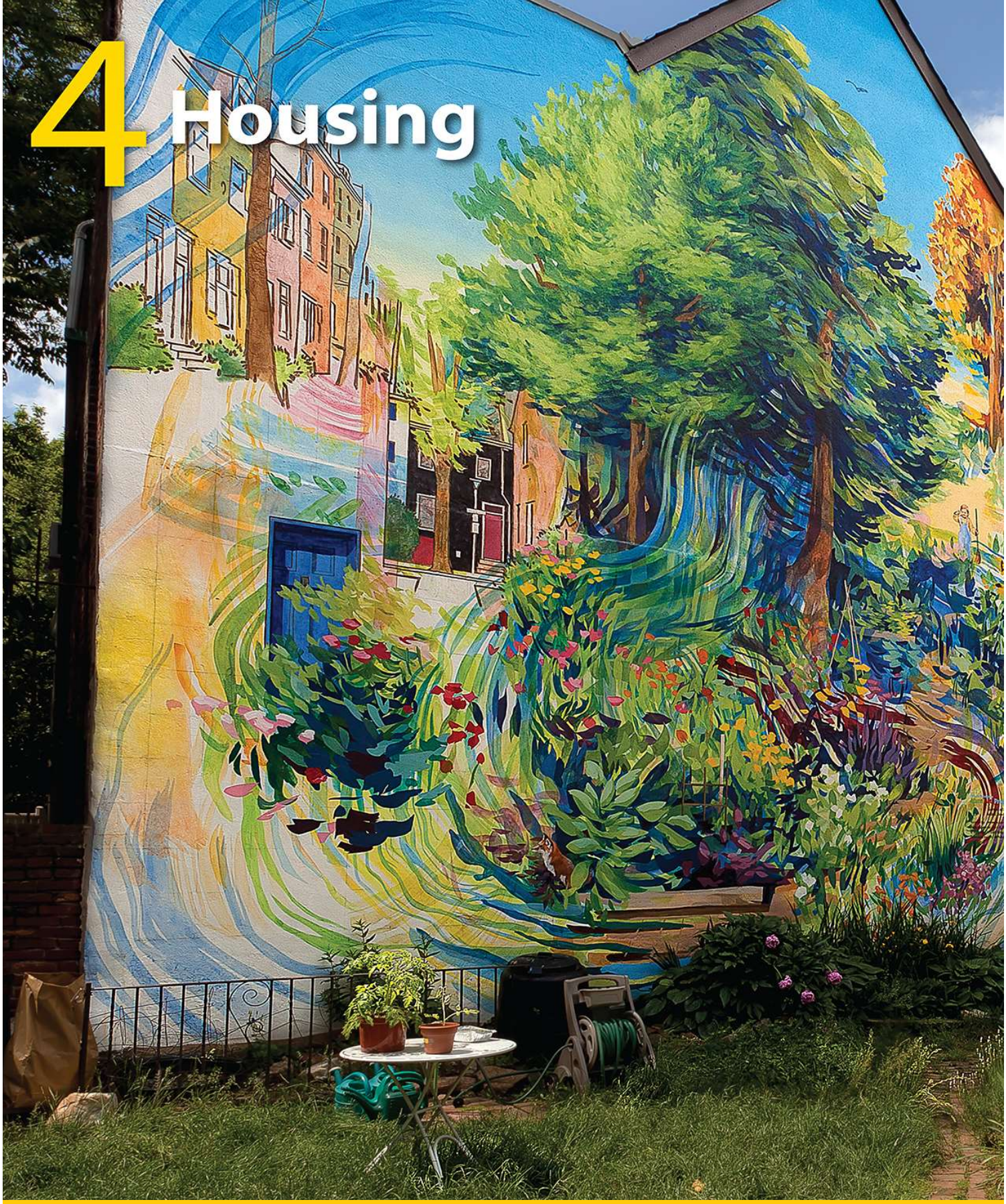
4 Housing



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UNIT OUTCOMES

- Communicate issues by phone
- Interpret rental agreements
- Identify tenant and landlord rights
- Insure your home
- Prevent theft
- Explore careers in planning, design, and construction

Look at the photo and answer the questions.

1. What do you see in the photo?
2. This work by artist David Guinn, who grew up in Philadelphia, represents the spirit of community gardens and the people who care for those gardens. How do you think this work of art relates to the theme of this unit?
3. Are there places like this where you live? Do they make your neighborhood more inviting?

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Vocabulary Builder

A **What do the following words have in common? Write the theme.**

abandon	dwelling	grounds	summon
burglarize	enticing	premises	theft
crime	evident	responsible	thief
disturbance	exterior	seize	weapons

Theme: _____

B **CLASSIFY** **Put each word in A in the correct column according to its part of speech. Use a dictionary if you need help.**

Noun	Verb	Adjective

C **Choose two words from each column in B. Write one sentence using each word.**

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

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D Read.

You can often identify a word's part of speech just by looking at it. The following words are nouns. What do they have in common?

prevention **installation** **expiration**

The roots of these words are verbs: *prevent, install,* and *expire*. The suffix *-(a)tion* changes each verb into a noun. The noun form indicates an action or process of doing an action. For example, *prevention* signifies the action of preventing something.

E Change each verb into its noun form. Then define each new word on a separate piece of paper. Use a dictionary to check your spelling.

1. activate _____
2. compensate _____
3. deteriorate _____
4. estimate _____
5. litigate _____
6. possess _____
7. terminate _____
8. vacate _____

F Without using a dictionary, match the phrases with their definitions.

_____ 1. fit for human occupancy	a. advance warning written in a business letter
_____ 2. formal written notice	b. estimate of how much one might pay for a policy
_____ 3. full compliance	c. being gone for a long time; longer than expected
_____ 4. housing codes	d. built well; building in good condition
_____ 5. insurance quote	e. doing what one is required to do
_____ 6. prolonged absence	f. government regulations for building houses
_____ 7. replacement cost	g. government rules regarding health and cleanliness
_____ 8. sanitary regulations	h. suitable for people to live in
_____ 9. structurally sound	i. taking up a lot of time
_____ 10. time-consuming	j. price you have to pay to change something that is broken for something new

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LESSON 1

I Have a Problem

GOAL ▸ Communicate issues by phone

A **Read these lines of a text chain between Ming and her landlord.**

Ming: Mr. Martin, this is Ming Mei your tenant from Spring Street. Our roof is leaking. Can you please send someone to fix it?

Mr. Martin: Hi, Ming. Can you please call me? I have a few questions.

B **Read and listen to the phone conversation Ming Mei has with her landlord.**

Landlord: Hello?

Ming Mei: Hi, Mr. Martin. This is Ming Mei from the apartment on Spring Street.

Landlord: Oh, hi, Ming Mei. What's going on with the roof?

Ming Mei: Well, after all the rain we had this weekend, the roof started leaking. I think there may be a pool of water still on the roof because water is leaking through our ceiling even though the rain stopped.

Landlord: Oh, no. Has it damaged the carpet?

Ming Mei: No, we caught it right away and put a bucket down to collect the drips.

Landlord: Oh, great. Thanks for being on top of it. I'll have my handyman come over and look at the roof and your ceiling. Can you let him in around ten this morning?

Ming Mei: I have to go to work, but I can get my sister to come over.

Landlord: Great. Thanks for calling, Ming Mei.

Ming Mei: Thank you, Mr. Martin.

C **Practice the conversation in B with a partner. Then switch roles.**

D **Listen to the conversations between tenants and landlords. Take notes in the table.**

	Problem	Solution
Conversation 1		
Conversation 2		
Conversation 3		

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E **Look at the following statements from the conversation between Ming Mei and her landlord in B. Answer the questions.**

I'll have my handyman come over and look at the roof and your ceiling.

1. Who is the subject of the sentence? _____
2. Who is going to come over? _____

. . . I can get my sister to come over.

3. Who is the subject of the sentence? _____
4. Who is going to come over? _____

F **Study the chart with your teacher.**

Causative Verbs: *Get, Have, Help, Let, Make*			
Subject	**Verb**	**Noun / Pronoun**	**Infinitive (Omit *to* except with *get*.)**
He	will get	his handyman	to come.
She	had	her mom	wait for the repairperson.
The landlord	helped	me	move in.
Mr. Martin	let	Ming Mei	skip one month's rent.
Ming Mei	makes	her sister	pay half of the rent.
Use: We use causative verb structures to indicate that the subject causes something to happen.			

G **Match each causative verb from F with its meaning. Two verbs have the same meaning.**

_____ 1. get	a. allow
_____ 2. have	b. provide assistance
_____ 3. help	c. delegate responsibility to someone
_____ 4. let	d. require
_____ 5. make	

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H **Unscramble the words and phrases to make causative statements. Then write housing-related sentences of your own using the same verbs.**

1. them / had / their landlord / leave a deposit

   Their landlord had them leave a deposit.

   My wife had me paint the children's bedroom.

2. to prospective renters / him / let / the apartment / show / Mario's tenants

3. pay / made / my parents / for rent / me

4. my boss / for me / will get / I / to write / a letter of reference

5. her husband / she / which house to rent / decide / will let

6. find / my cousin / me / a new place to live / helped

I **SEQUENCE** **What should you do when you call your landlord? Read the sentences and put them in the correct order (1–4).**

_____ Restate the solution for clarification.

_____ Clearly identify the problem.

_____ Ask for a solution.

_____ State your name and where you live.

J **What are some problems you might have with your home that would require you to call your landlord? Brainstorm a list with a partner on a separate piece of paper.**

K **With your partner, practice conversations with a landlord about the problems you brainstormed in J. Follow the order of events from I.**

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LESSON 2

Understand the Fine Print

GOAL ▶ Interpret rental agreements

A **Have you ever rented a property? If so, do you remember the information that was in your rental agreement? Make a list on a separate piece of paper.**

B **Rental agreements are long and contain information to protect the tenant and the landlord. Read the financial section from a rental agreement from California.**

RENT: To pay as rental the sum of $ _____ per month, due and payable in advance from the first day of every month. Failure to pay rent when due will result in the Owner taking immediate legal action to evict the Resident from the premises and seize the security deposit.

LATE FEE: Rent received after the first of the month will be subject to a late fee of 10% monthly rent.

SECURITY DEPOSIT: Resident agrees to pay a deposit in the amount of $ _____ to secure Resident's pledge of full compliance with the terms of this agreement. The security deposit will be used at the end of the tenancy to compensate the Owner for any damages or unpaid rent or charges. Further damages will be repaired at Resident's expense with funds other than the deposit.

RETURN OF DEPOSIT: Security deposits will be deposited for the Resident's benefit in a non-interest-bearing bank account. Release of these deposits is subject to the provisions of State Statutes and as follows:

A. The full term of this agreement has been completed.

B. Formal written notice has been given.

C. No damage or deterioration to the premises, building(s), or grounds is evident.

D. The entire dwelling, appliances, closets, and cupboards are clean and left free of insects; the refrigerator is defrosted; all debris and garbage has been removed from the property; the carpets are cleaned and left odorless.

E. Any and all unpaid charges, pet charges, late charges, extra visitor charges, delinquent rents, utility charges, etc., have been paid in full.

F. All keys have been returned, including keys to any new locks installed while Resident was in possession.

G. A forwarding address has been left with the Owner.

Thirty days after termination of occupancy, the Owner will send the balance of the deposit to the address provided by the Resident, payable to the signatories hereto, or the Owner will impose a claim on the deposit and so notify the Resident by certified letter. If such written claim is not sent, the Owner relinquishes the right to make any further claim on the deposit and must return it to the Resident provided Resident has given the Owner notice of intent to vacate, abandon, and terminate this agreement prior to the expiration of its full term, at least 7 days in advance.

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C **In a group, interpret the financial section of the rental agreement. Underline words or phrases no one in your group understands and ask your teacher.**

D **Read the sections on maintenance and repairs from a rental agreement from California.**

MAINTENANCE: Resident agrees to maintain the premises during the period of this agreement. This includes woodwork, floors, walls, furnishings and fixtures, appliances, windows, screen doors, lawns, landscaping, fences, plumbing, electrical, air-conditioning and heating, and mechanical systems. Tacks, nails, or other hangers nailed or screwed into the walls or ceilings will be removed at the termination of this agreement. Damage caused by rain, hail, or wind as a result of leaving windows or doors open, or damage caused by overflow of water, or stoppage of waste pipes, breakage of glass, damage to screens, deterioration of lawns and landscaping—whether caused by abuse or neglect—is the responsibility of the Resident.

RESIDENT'S OBLIGATIONS: The Resident agrees to meet all Resident's obligations including:

A. Taking affirmative action to ensure that nothing exists that might place the Owner in violation of applicable building, housing, and health codes.

B. Keeping the dwelling clean and sanitary; removing garbage and trash as they accumulate; maintaining plumbing in good working order to prevent stoppages and / or leakage of plumbing, fixtures, faucets, pipes, etc.

C. Operating all electrical, plumbing, sanitary, heating, ventilating, a/c, and other appliances in a reasonable and safe manner.

D. Assuring that property belonging to the Owner is safeguarded against damage, destruction, loss, removal, or theft.

REPAIRS: In the event repairs are needed beyond the competence of the Resident, he or she is urged to arrange for professional assistance. Residents are offered the discount as an incentive to make their own decisions on the property they live in. Therefore, as much as possible, the Resident should refrain from contacting the Owner except for emergencies or for repairs costing more than the discount since such involvement by the Owner will result in the loss of the discount. ANY REPAIR THAT WILL COST MORE THAN THE AMOUNT OF THE DISCOUNT MUST BE APPROVED BY THE OWNER OR THE TENANT WILL BE RESPONSIBLE FOR THE ENTIRE COST OF THAT REPAIR. Any improvement made by the tenant shall become the property of the Owner at the conclusion of this agreement.

E **Divide into two groups. Prepare and give a presentation. One group will present the responsibilities for maintenance, and the other group will present the responsibilities for repairs.**

F **SUMMARIZE** **Make a summary of your section for the class.**

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G **Based on what you have read so far, what do you think the rental agreement will say about each of the following items? Write your ideas.**

Lead-based paint: _____

Wear and tear vs. damage: _____

Smoke detectors: _____

Utilities: _____

H **Read the information taken from the rental agreement about the topics in G. Write the correct topic on the line that follows each section.**

1. The cost of repairing or replacing items damaged beyond wear and tear will be paid by the Owner / Landlord unless the Resident willfully or through lack of due care caused or permitted the damage.

_____

2. Smoke and carbon monoxide detectors have been installed in this residence. It's the Resident's responsibility to maintain appliances including testing periodically and replacing batteries as recommended by the manufacturer. In the event the detectors are missing or inoperative, the tenant has an affirmative duty to notify the landlord immediately.

_____

3. Resident shall be responsible for payments of the following utilities: electricity, water, gas. The landlord pays for garbage pickup. He / She specifically authorizes the Owner to deduct amounts of unpaid bills from their deposits in the event they remain unpaid after the termination of this agreement.

_____

4. Houses built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not taken care of properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, Owner must disclose the presence of known lead-based paint and lead-based paint hazards in the dwelling. Resident must also receive a federally approved pamphlet of lead-poisoning prevention.

_____

I **SUMMARIZE** **With a partner, go back through the sections of the rental agreement in this lesson. Make a list of all the topics. Then, on a separate piece of paper, write a statement about each topic, summarizing what the rental agreement says about it.**

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LESSON 3

Your Rights

GOAL ▶ Identify tenant and landlord rights

A **Discuss the following terms with a partner. Define them with your teacher.**

1. What is a *right*?

_____

2. What is a *responsibility*?

_____

B **Tenants have rights and responsibilities, just as landlords do. Read the list and indicate which responsibility belongs to each person: tenant (*T*) or landlord (*L*).**

1. _____ Provide a clean apartment when the tenant moves in.
2. _____ Maintain common areas (hallways, stairs, yards, entryways).
3. _____ Give the landlord permission to enter the apartment at reasonable times and with advance notice to inspect it or to make any necessary repairs.
4. _____ Keep noise at a level that will not disturb neighbors.
5. _____ Keep the apartment and the surrounding area clean and in good condition.
6. _____ Notify the landlord immediately if the apartment needs repair through no fault of the tenant.
7. _____ Notify the landlord of any anticipated prolonged absence from the apartment so he or she can keep an eye on things.
8. _____ Pay the rent on time.
9. _____ Provide properly working plumbing and heating (both hot and cold running water).
10. _____ Repair any damage occurring to the apartment through the fault of the tenant, tenant's family members, or tenant's guests. Notify landlord at once of major damage.
11. _____ Provide well-lit hallways and entryways.
12. _____ When moving out, give landlord proper advance notice. Be sure that the apartment is in the same condition as when the tenant moved in and return the key to the landlord promptly.

C **RESTATE** **With a partner, restate each of the responsibilities in B.**

EXAMPLE: It is a landlord's responsibility to provide a clean apartment when the tenant moves in.

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D **Read about the implied warranty of habitability.**

The *implied warranty of habitability* states that a landlord must keep the property in a condition fit for human occupancy. In other words, it must be a safe place for human beings to live. Here are some questions a landlord might ask him- or herself before renting a property: Are there any known hazards with the property? Do the fixtures work properly? Is the building structurally sound? Does the property have any recurring problems?

If a landlord does not comply with the implied warranty of habitability, a tenant can cancel the lease, leave the premises, take the costs of repairs out of the rent, or ask for monetary damages.

In determining whether a landlord has violated the implied warranty of habitability, courts will look at several factors:

1. Is the problem violating a housing code?
2. Is the problem violating a sanitary regulation?
3. Is the problem affecting a needed facility?
4. How long has the problem lasted?
5. How old is the building?
6. How much is the rent?
7. Has the tenant been ignoring the problem?
8. Is the tenant in any way responsible for the problem?

One or more of these factors will help the courts determine who is at fault and what the victim's rights may be.

E **ANALYZE** **In a small group, discuss the following questions.**

1. If your landlord violated the implied warranty of habitability, what could you do?

_____

_____

2. According to the list of questions that courts will ask, what are some situations in which you could take a landlord to court?

_____

_____

3. What are some situations when you couldn't take a landlord to court?

_____

_____

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F **With a partner, look at each photo. Decide if it violates the implied warranty of habitability. Imagine that each of these situations has gone on for at least three weeks with no response from the landlord.**













G **Imagine that you are a landlord. Use the responsibilities in B to write statements using causative verb structures.**

1. The law makes me provide a clean apartment for the tenant when he or she moves in.
2. _____
3. _____
4. _____
5. _____

H **Imagine that you are a tenant. Use the responsibilities in B to write statements using causative verb structures.**

1. The law makes me pay the rent on time.
2. _____
3. _____
4. _____
5. _____

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LESSON 4

Insuring Your Home

GOAL ▶ Insure your home

A **CONTRAST** **Discuss.**

1. Do you have insurance for your property? Why or why not?
2. What is the difference between homeowner's insurance and renter's insurance? What do you think each covers?

B **Discuss the terms of this renter's insurance quote.**

Renter's Insurance Quote	
Value of Personal Property	$20,000
Liability	$100,000
Medical Payments	$1,000
Loss of Use	$4,000
Loss of Rental Income	$10,000
Monthly Payment	$13.92
Deductible	$1000

C **Listen to Makela and Bryce discuss the renter's insurance quote. Then match the insurance coverage with its definition.**

_____ 1. medical payments
_____ 2. liability
_____ 3. loss of use
_____ 4. personal property
_____ 5. deductible
_____ 6. loss of rental income

a. pays for you to rent another house or hotel room if you can't live in your home for some reason, like fire or water damage
b. helps pay medical expenses if someone has an accident or is injured while at your home, whether or not you're responsible
c. the amount you have to pay before the insurance company will pay
d. pays for your personal belongings if they are stolen or damaged while in the home
e. covers the landlord if the property is uninhabitable due to a fire, smoke, explosion, or water damage caused by you
f. protects against lawsuits due to accidents in your property, and pays for the cost of hiring a lawyer to defend you

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D **CALCULATE** **What is the value of your personal property? On a separate piece of paper, list each of these items and write next to it what it would cost to replace them: appliances, computers, tablets, dishes / cookware, fitness / sport equipment, furniture, jewelry / watches, silverware / linens, tools. Add any other valuables you may have that are not on the list.**

EXAMPLE: tools: $ 2,000

E **Read the Lugos' homeowner's insurance policy. Then answer the questions.**

State One Insurance	
Name and Address of Insured: Rafael and Elba Lugo 7930 Inca Way Kansas City, MO 64108	
Deductible: $2,500	**Annual Premium:** $1,077.93
Coverage Type	**Amount of Coverage**
Dwelling	$401,000
Personal Property	$300,750
Loss of Use	$80,200
Personal Liability—Each Occurrence	$100,000
Medical Payments to Others—Each Person	$1,000

1. How much will the insurance company pay to rebuild the house? _____
2. How much will the insurance company pay to replace personal belongings? _____
3. How much will the family have to pay before the insurance company pays? _____
4. What is the monthly premium? _____



Homeowners are responsible for their own maintenance costs.

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F **Read about the Lugos' home. Then fill in the information about your home or a place where you have lived before.**

Building Feature	Lugos' Home	My Home
Year built	1986	
Total square footage	2,378 sq. ft.	
Number of stories	2	
Exterior wall construction material	stucco on frame	
Roof type	clay tile	
Garage or carport	attached garage: 2-car	
Wall partitions construction materials	drywall	
Wall / Floor covering materials	paint / wood and tile	
Number of kitchens / bathrooms	1 / 3	
Type of air / heat	central air / gas	

G **On a separate piece of paper, answer the questions that apply to you. If you prefer to not share personal information, use imaginary details.**

I have insurance.

1. Policy type: homeowner's or renter's?
2. How long have you had your policy?
3. What is your monthly premium?
4. How often do you review your policy?

I don't have insurance.

1. Policy you need: homeowner's or renter's?
2. How can you find an insurance company?
3. How much personal property coverage do you need?
4. How much can you spend per month on insurance? ($50, $100, $150)

H **Using the questions in G, interview three classmates. Write their answers in your notebook.**

I **On a separate piece of paper, write a statement about what you are going to do to protect your home and personal property.**

EXAMPLE: *I need renter's insurance for my personal property. This week, I'm going to go online and get quotes from three insurance companies.*

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LESSON 5

Protecting Your Home

GOAL ▶ Prevent theft

A **Listen to the statistics on burglaries in the United States and fill in the missing numbers and words.**

Did you know . . . ?

- There are over (1) _____ burglaries per year in the United States.
- (2) _____ of homeowners don't have a security system.
- (3) _____ has the most property crimes.
- Over (4) _____ of homes will get broken into in the next 20 years.
- (5) _____ of home burglaries are repeated within 6 weeks.
- (6) _____ of people who have been burglarized know the burglar.

B **Discuss these statistics with your partner. Are you surprised? Why do you think some of these are true?**

C **Use a dictionary to define the words. Include the part of speech for each word. Then answer the questions.**

burglar: _____

burglarize / burgle: _____

burglary: _____

theft: _____

thief: _____

thieve: _____

1. What is the difference between the two sets of words? _____

_____

2. There are three pairs of synonyms in the sets of words. Write them on a separate piece of paper.

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D **PREDICT** You are about to read a newsletter on how to protect your home from being burglarized. What do you think it will say about the following items? Brainstorm with a group.

Light	Time	Noise

E Read the newsletter.



Theft Prevention Newsletter

Light

- Mount exterior lights out of reach so burglars can't unscrew bulbs.
- Consider buying motion-sensitive lights, which are now relatively cheap.
- Use a variable light timer to activate lights inside your home.
- Trim trees and shrubs near doors and windows so burglars can't hide in the shadows.

Time

Make it time-consuming for a burglar to break into your home:

- Install deadbolt locks on all exterior doors.
- Install double key locks in doors that contain glass. This keeps burglars from being able to open the door simply by breaking the glass and reaching through.
  (Note: So that everyone in the house can get out in the event of a fire, keep the key in a designated place.)
- Place additional locks on all windows and patio doors.

Noise

- Get a dog. You don't need a large attack dog; even a small dog creates a disturbance that burglars would prefer to avoid. Remember to license and vaccinate it.
- Consider having someone care for your dogs in your home while you're away instead of boarding them.
- If you can afford it, install an alarm system that will alert neighbors of a burglar's presence. Most systems can even summon local police directly.

Burglary Prevention

Each year in the US, there are more than 1 million home burglaries. Nine out of ten of these crimes are preventable. The risk of being burglarized can be greatly reduced by taking simple steps to make your home more difficult to enter and less enticing to would-be burglars. **Remember the greatest weapons in the fight to prevent burglaries are light, time, and noise.**

Life ONLINE Today, there are ways to monitor the outside of your home even if you are away. You can install cameras and even doorbell cameras that connect to your phone so you can see who is outside your home and communicate with them. Do you have any doorbells or cameras like these at your home?

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F **COMPARE** Look at the ideas you brainstormed in **D** and the tips from the newsletter in **E**. Are there any tips you didn't think of? List them in the table.

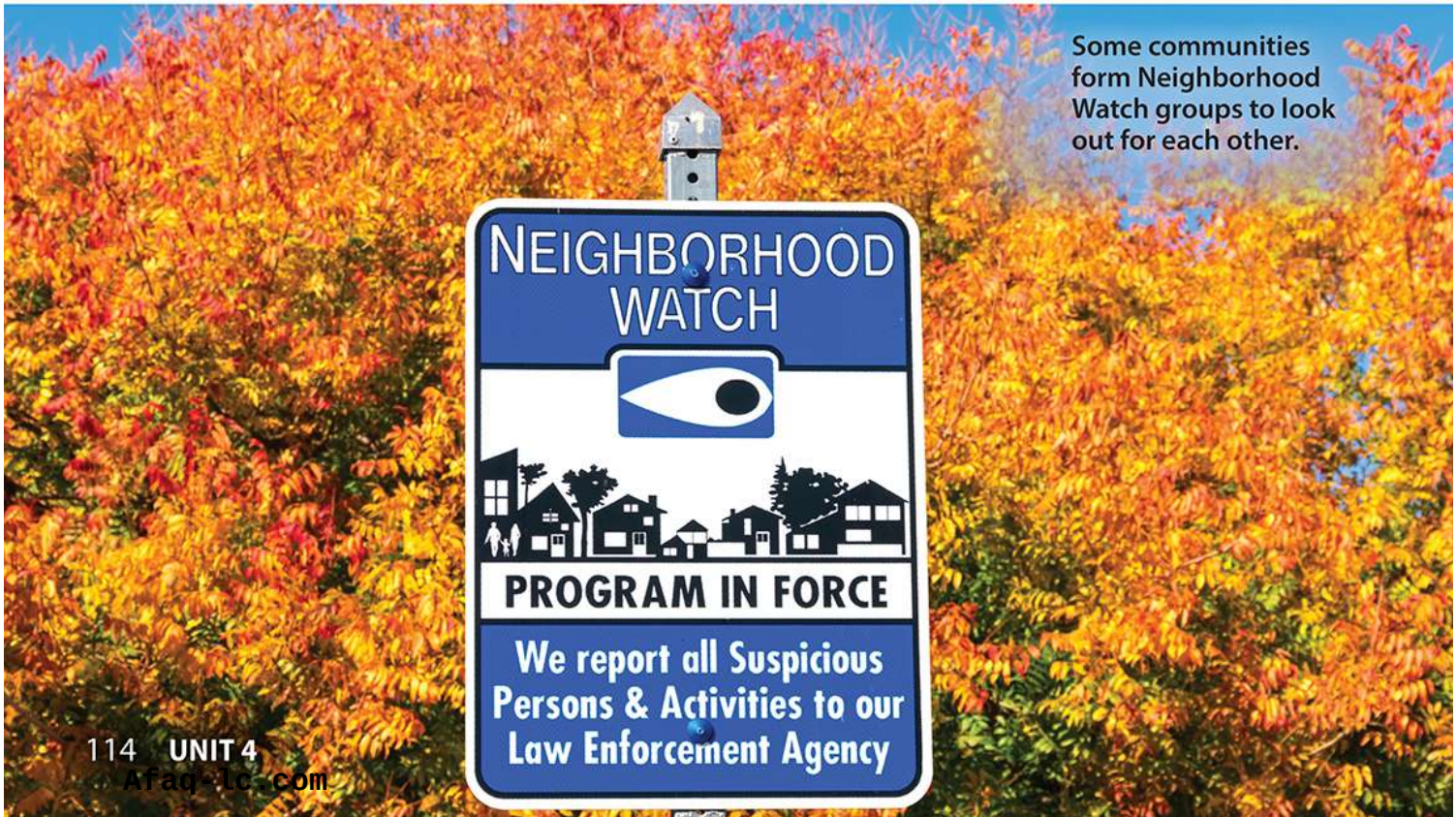
Light	Time	Noise

G Listen to the police officer talk about other tips to prevent a break in. Write the tips.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

H Sometimes all your efforts will not stop a determined burglar. It is wise to take some precautions that will help you get your property back should a criminal successfully break into your home. Listen to the police officer and take notes in your notebook.

I **CREATE** Make a flier to post in your community. Include the most important tips you learned about home theft prevention.



Some communities form Neighborhood Watch groups to look out for each other.

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LESSON 6

Explore the Workforce

GOAL ▶ Explore careers in planning, design, and construction

A **PREDICT** **Look at the list of careers. What do you think each person does? Match the careers to the job descriptions.**

Career	Job Description
_____ 1. architects	a. make precise measurements to determine property boundaries
_____ 2. architectural / engineering managers	b. collect data and make maps of the earth's surface
_____ 3. civil engineers	c. convert the designs of engineers and architects into technical drawings using software
_____ 4. construction / building inspectors	d. design parks and other outdoor spaces
_____ 5. construction managers	e. design, build, and supervise infrastructure* projects and systems
_____ 6. drafters	f. develop land use plans and programs that help create communities, accommodate population growth, and update physical facilities
_____ 7. landscape architects	g. ensure that construction meets building codes and ordinances, zoning regulations, and contract specifications
_____ 8. surveying / mapping technicians	h. plan and design houses, factories, office buildings, and other structures
_____ 9. surveyors	i. plan, coordinate, budget, and supervise construction projects from start to finish
_____ 10. urban / regional planners	j. plan, direct, and coordinate activities for architectural and engineering companies

*infrastructure: structures and facilities (buildings, roads, power, etc.) needed for a community to operate

B **With a partner, practice talking about the careers in A.**

Student A: What does an architect do?
Student B: An architect plans and designs houses, factories, office buildings, and other structures.

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C **Look at the list. Which careers do you think pay the most? The least? Discuss.**

Surveying and Mapping Technicians _____

Drafters _____

Surveyors _____

Construction and Building Inspectors _____

Landscape Architects _____

Urban and Regional Planners _____

Architect _____

Civil Engineers _____

Construction Managers _____

Architectural and Engineering Managers _____

D **These salaries are the 2021 median income for the careers above. Number the salaries in the correct order (1-10), from the lowest pay to the highest pay.**

_____ $46,910

_____ $152,350

_____ $88,050

_____ $67,950

_____ $60,290

_____ $61,640

_____ $61,600

_____ $78,500

_____ $98,890

_____ $81,800

E **Write the salaries from D on the lines in C. The jobs are listed in order from the lowest paid to the highest paid.**

F **Listen to the conversation about education required for the careers in C. Then write the careers under each column.**

High School Diploma	Associate Degree	Bachelor's Degree	Master's Degree

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G **COMPARE** **Compare the degree required for each career with the salary. Do you think they match? Why or why not? Discuss with a small group and share your ideas with the class.**

H **Read the job ad and answer the questions.**

Commercial Construction Project Manager

Posted 5 days ago Full-time

This job is with a premier general contractor with a great reputation amongst its clients and employees. We are seeking a Commercial Construction Project Manager in the greater Houston area.

Minimum Qualifications Required:

- 5 years of commercial construction project management with a commercial general contractor
- experience managing a variety of projects in different phases of the construction process
- Bachelor's degree in Construction Management, Engineering, Architecture, or related field (preferred, but experience may be considered in lieu of those qualifications)
- urgency and resourcefulness in identifying and resolving problems
- flexibility to manage multiple tasks and projects simultaneously

For consideration please email your resume to tbrown@cmj.job.

1. Is this job full-time or part-time? _____
2. What degree is required? _____
3. How much experience is required? _____
4. What does *experience may be considered in lieu of those qualifications* mean?

_____

_____

_____

5. **REFLECT** If you had the experience and education required, do you think you would be good at this job? Why or why not?

_____

_____

_____

_____

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Review

A **With a partner, practice conversations between a tenant and a landlord. Practice both face-to-face and phone conversations. Use these scenarios.**

1. leaky faucet
2. broken window
3. can't pay rent on time
4. noisy neighbors

B **Write complete sentences using the causative verb structure and the words provided. You may choose the verb form to use.**

1. she / make / her sister / move

   She made her sister move out of her apartment.

2. I / get / her / meet

   _____

3. they / have / their friends / wait

   _____

4. Irina / help / her father / repair

   _____

5. my father / make / me / pay

   _____

6. his landlord / let / him / fix

   _____

C **Make a list of topics that can be found in a rental agreement. After each topic, write a typical statement that might be found in such an agreement.**

1. Rent: The rent must be paid on the first day of each month.
2. _____
3. _____
4. _____
5. _____
6. _____

Learner Log

I can communicate issues by phone.
☐ Yes ☐ No ☐ Maybe

I can interpret rental agreements.
☐ Yes ☐ No ☐ Maybe

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D **Write one right for tenants and one right for landlords.**

1. A tenant has the right to _____.
2. A landlord has the right to _____.

E **Read the insurance policy and answer the questions.**

Insurance Policy

Deductible: $2,250.00	**Annual Premium:** $989.45
Coverage Type	**Amount of Coverage**
Dwelling	$330,000
Loss of Use	$80,200
Medical Payments to Others—Each Person	$1,000
Personal Liability—Each Occurrence	$100,000
Personal Property	$200,000

1. Is this a homeowner's or renter's policy? _____

   How do you know? _____
2. How much will the insurance company pay to rebuild the house? _____
3. What is the annual premium? _____
4. How much will the insurance company pay to replace personal belongings? _____

F **Write *T* for true or *F* for false in front of each theft prevention tip.**

_____ 1. Place your valuables in easy-to-see locations.

_____ 2. Lock up anything that could be used to break into your home.

_____ 3. Install an alarm system.

_____ 4. Make sure you turn off all the lights when you leave your home.

_____ 5. Let your neighbors know when you will be out of town.

_____ 6. Install double key locks on all your windows.

Learner Log	I can identify tenant and landlord rights. ☐ Yes ☐ No ☐ Maybe	I can insure my home. ☐ Yes ☐ No ☐ Maybe	I can prevent theft. ☐ Yes ☐ No ☐ Maybe

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Vocabulary Review

A **Complete each question with a word or phrase from this unit. There may be more than one correct answer.**

1. Are you a tenant or a _____?
2. How much _____ do you have for your personal property?
3. Do you have _____ or _____ insurance?
4. What is your monthly _____?
5. Do you have an _____ installed in your house?
6. What would your landlord do if there were a _____ in your building?

B **With a partner, ask and answer the questions in A.**

C **Without using a dictionary, define these words. Include the part of speech.**

1. dwelling: _____
2. policy: _____
3. right: _____
4. burglary: _____
5. responsibility: _____
6. prevent: _____
7. vacate: _____
8. premium: _____

D **With a partner, write a conversation using as many of the words from C as you can.**

Student A: _____
Student B: _____
Student A: _____
Student B: _____
Student A: _____
Student B: _____
Student A: _____
Student B: _____

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Housing Presentation

SOFT SKILL ▶ Presentation Skills

Presentation Topics

- Communication with a landlord or tenant
- Rental agreements
- Tenant and landlord rights
- Renter's or homeowner's insurance
- Theft prevention

1. Form a team of four or five students. Decide which topic your team will work on. (Each team should choose a different topic from the list above.)

2. Choose positions for each member of your team.

Position	Job Description	Student Name
Student 1: Project Leader	Check that everyone speaks English. Check that everyone participates.	
Student 2: Project Secretary	Take notes on your team's ideas.	
Student 3: Coordinator	Divide presentation into parts. Assign each team member one part of the presentation.	
Student 4: Director	Organize a different method of presentation for each part.	
Student 5: Advisor	Give feedback on the presentation as each team member rehearses their part.	

3. Gather the information for your presentation.

4. Decide how to present your information to the class. For example, you may want to use charts, role plays, or games.

5. Create any materials needed for your presentation.

6. Rehearse your presentation.

7. Give your presentation to the class.

PRESENTATION SKILLS

Memorize

1. If you have time, memorize your part of the presentation. You can still refer to your notes but it will go more smoothly if you have it memorized.

Show

2. Using slides, charts, or pictures to illustrate what you are presenting is a great way to keep your audience engaged but will also help you remember the information you are presenting.

Ask

3. Asking your audience questions during your presentation is another great way to hold their attention. It will also also take the focus off of you for a bit.

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Reading Challenge

A **Work through these steps with a partner.**

1. Do you know what *prefab* means?
2. Sometimes you have to break up a word to understand its meaning. Look at the two parts. Now do you know what it means?

   pre fabricated

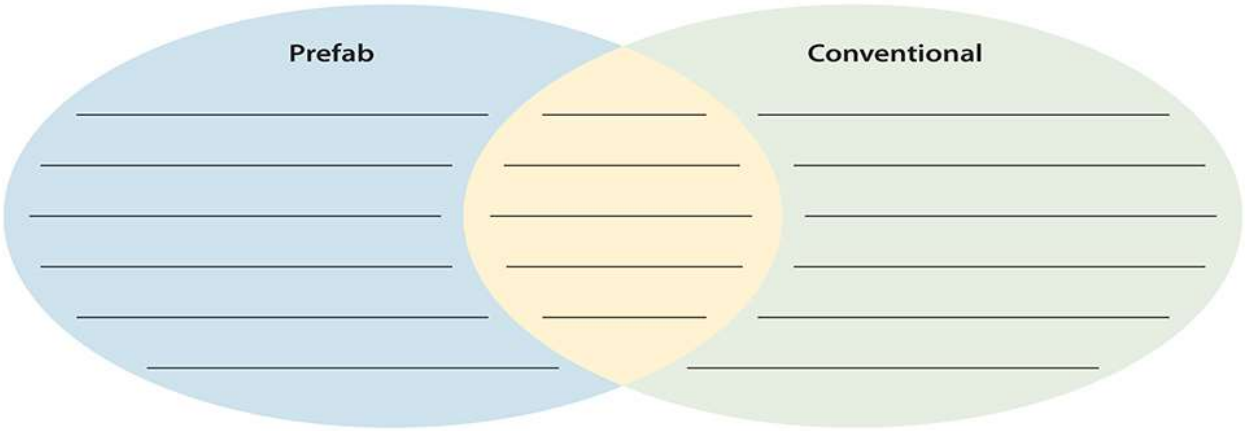
3. *Prefab* is most often used to refer to the construction of buildings. What do you think a *prefab building* is?

B **Read *The Prefab Home: More Sustainable?***

C **Choose the best answer.**

1. What is NOT one of the four things that make prefab homes sustainable?
   a. recycled materials used
   b. no wasted building materials
   c. durable
   d. less expensive
2. What does *structurally sound* mean in line 22?
   a. The walls are very thick so the sound doesn't travel to other parts of the house.
   b. The house is built very well and it won't fall apart.
   c. The structure was made with a sounding board.
   d. Prefab homes are built without making any noise.

D **COMPARE** **With a partner, complete the Venn diagram comparing a prefab home to a conventionally built home.**



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The Prefab Home: More Sustainable?


Prefab, modular green designed by architect Ray Kappe, Santa Monica, California

Have you ever thought of buying a prefab home? The average cost of a new home built in the US in 2021 was $288,000. What if you could buy that same house for $180,000? A prefab home is built in a factory and shipped in pieces for workers to assemble on site or sometimes it is built completely at a factory and then delivered in one piece. Not only are prefab homes less expensive, but they are good for the environment. The house in the photo, for example, has a solar water heating system, an irrigation system that uses water from the washing machine, the shower and the sinks, and uses recycled materials and wood from responsibly managed forests.

LESS WASTE

There is a formula for prefab homes. They are prebuilt according to very specific measurements so there should be no excess building materials. Manufacturers know ahead of time exactly how much of each material is required. And since these materials are stored in a factory instead of a construction site, there is less of a chance of them being stolen or damaged.

DURABLE

Prefab homes are more durable than traditionally built homes. Since they often have to be shipped (driven) a long way, they are built to be more structurally sound. The house frame is reinforced for delivery which means they are built of very sturdy materials. In other words, the house will last longer.

ECO-FRIENDLY

There is more of a focus on clean and green energy in prefab homes; therefore, they are built using non-toxic materials. They are also built with the environment in mind by using recycled materials for internal walls, insulation, and roofs. In addition, the greenhouse gas-related impact of these modular homes is 53% less than conventional structures. Building a conventional home releases double the amount of carbon dioxide.

ENERGY and WATER EFFICIENT

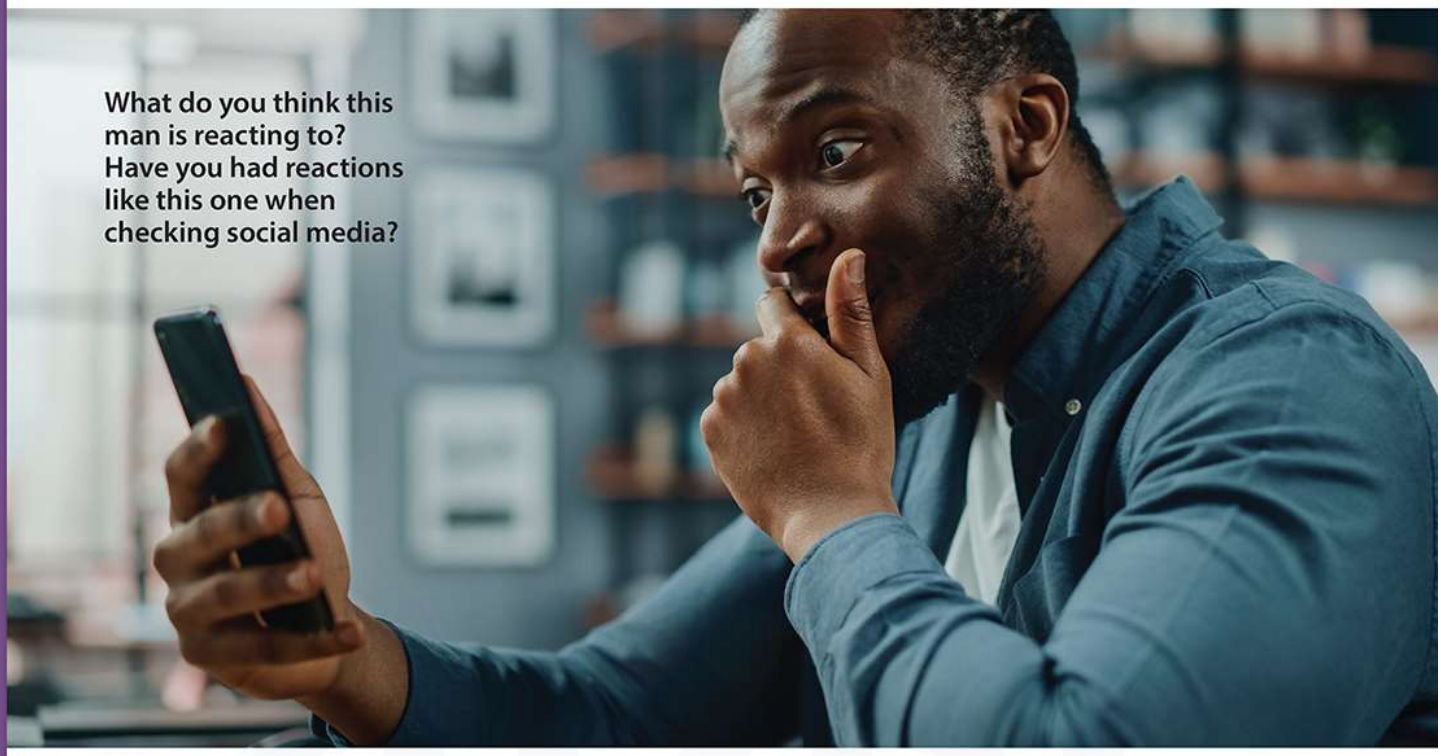
Modular homes are built as more tightly sealed structures, meaning they waste less energy. This could lower heating and cooling costs. Also, prefab homes are built using sustainable sources of energy, such as solar panels, which makes them a much more energy-efficient solution. They also use low-energy lighting, like LEDs. Similarly, prefab homes are water efficient, reducing freshwater consumption to up to 40% less than conventional homes.

Although it may be tricky to find a piece of land to put your prefab home on, the cost and sustainability may make it worth it. And prefab homes typically only take about three months to build, which is about how long it would take to prepare the land for a conventional home to be built. Something to think about!

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Life ONLINE

Keeping It Professional



Before You Watch

A **Choose the tools you use in a professional setting (at work or school). Then share your answers with a partner.**

☐ email ☐ texts ☐ social media ☐ video calling

B **Read the words and expressions. Then write them next to the correct definitions.**

best practices	case-by-case	cross the line	reply all	takeaways	time-sensitive

1. _____: key ideas or conclusions from a presentation
2. _____: actions that experts agree will lead to good results
3. _____: an email option in which you respond to everyone who received the original message
4. _____: one at a time; considering each situation individually
5. _____: to do or say something inappropriate or offensive
6. _____: urgent or requiring a quick response

C **This video gives tips for communicating in a professional setting. What best practices do you follow? What do you think the video will mention?**

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While You Watch

D **Watch the video. Choose the topics discussed.**

- ☐ 1. using email vs. texting
- ☐ 2. different rules for friends and coworkers
- ☐ 3. timing of emails
- ☐ 4. email signatures
- ☐ 5. time-sensitive issues vs. routine questions
- ☐ 6. appropriate greetings
- ☐ 7. sharing personal information
- ☐ 8. length of phone calls
- ☐ 9. using emojis
- ☐ 10. individual communication styles

E **Read the statements and watch the video again. Who expresses each opinion or preference: Alex, April, or Mike?**

1. I don't want to get messages from students during my time off. Mike
2. I only reply to emails during working hours. _____ and _____
3. Texts are appropriate for time-sensitive issues. _____
4. Texting or email can be appropriate depending on the relationship. _____

After You Watch

F **Match the speaker's statements to the related communication advice.**

_____ 1. **Alex:** A student texted me with personal questions that are not relevant to school.

_____ 2. **Alex:** My boss emails me at midnight and wants an immediate response.

_____ 3. **April:** A student friended me on social media after our first class.

_____ 4. **Alex:** I spilled coffee on myself and told the whole school about it.

a. Avoid connecting with someone on social media if you've only met in a professional setting.

b. It's important to respect people's personal time.

c. Be careful when using *reply all*.

d. Personal questions aren't appropriate in professional communication.

G **What is your communication style? Discuss the questions with a partner. Do you agree on what's appropriate and what's not?**

1. When is it appropriate to use email, texting or messaging apps, and social media?
2. How are your communication preferences different in personal and professional contexts?
3. What can others do to show that they respect your time and your personal life?

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