

全国技工院校公共课教材

English

新模式英语

唐义均 改编

 中国劳动社会保障出版社

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English

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Working on It

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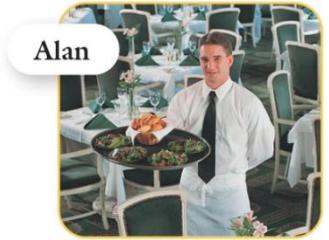
What's your job?

➤ Identify common occupations



A IDENTIFY Write the jobs from the box under the pictures.

teller nurse office worker server mechanic



1. server



2. office worker



3. mechanic



4. nurse



5. teller

B In pairs, ask questions about the people above.

EXAMPLES:

Student A: What is Tony's job?

Student B: He is a mechanic.

Student B: What does Tony do?

Student A: He's a mechanic.

C Study the pictures with your classmates and teacher.



1. cook/chef



3. server



5. custodian



2. cashier



4. secretary



6. teacher

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

Restaurant	School
cook/ chef	secretary
server	custodian
cashier	teacher

E Listen to each conversation. Circle the correct job title.



1. secretary

teacher

custodian



2. cashier

server

cook



3. secretary

teacher

custodian



4. cashier

server

cook

F Study the charts with your classmates and teacher.

Simple Present		
Subject	Verb	Example sentence
I, you, we, they	work	I work in an office.
he, she, it	works	He works in a restaurant.

Negative Simple Present			
Subject	Negative	Verb	Example sentence
I, you, we, they	do not (don't)	work	I don't work in an office. You don't work in a restaurant.
he, she, it	does not (doesn't)		He doesn't work in a school. She doesn't work in a hospital.



Look at the jobs in Exercise C. Ask and answer questions by pointing to each picture.

EXAMPLE: *Student A:* What does he do? (Point to the cook.)

Student B: He is a cook.

Student A: He works in a school, right?

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

Pronunciation

Emphasis

Put emphasis on requested information and on corrected information.

► He works IN A SCHOOL, right?

► No, he doesn't work IN A SCHOOL. He works IN A RESTAURANT.



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

EXAMPLE: Huong is a nurse. She works in a hospital.

Name	What do you do?	Where do you work?
Huong	nurse	hospital

Vocabulary

application n. 请求； 申请； 申请表格

cook n. 厨师； v. 烹调

corrected a. 更正的， 修正的

custodian n. 大楼看管员， 物业保管员

down prep. 沿着， 顺着

emphasis n. 强调； 重点

file v. 编档保存

grill n. 烤架， 铁丝格子

mechanic n. 机工； 技工； 机械师

occupation n. 职业， 工作

pair n. 一对， 一双， （眼镜等的） 一副



paper n. 文件

requested a. 要求的；需要的

responsibility n. 责任（心）；职责；义务

supervisor n. 监督人；管理人；主管

teller n. 出纳员

title n. 称号，头衔；标题，题目

Phrases & Useful Expressions

be good with money 擅长理财

be ready to 随时准备；愿意

by lunch 到午餐时

in pairs 成对地，以两人一组的方式

job title 工种

look for a job 找工作

make change 做更改, 做改动

office worker 上班族

put emphasis on 强调, 着重

Proper Names

Fairmont 费尔蒙特

Huong 香, 乡

Isabel 伊莎贝尔

Market Street Grill 市场街烧烤店

Michelle 米歇尔

E. Listen to each conversation. Circle the correct job title.

1. Supervisor: Hello, Maria. I have some important work for you today.

Maria: Great. I am ready to work.

Supervisor: One of your secretary responsibilities is to file, so please file all the papers.

Maria: Yes, sir. I will have it finished by lunch.

2. A: What do you do?

B: I am a cook at Market Street Grill.

A: Wow, that's great. I hear the food is very good there.

3. A: My job is so great! I love working with people.

B: Me, too. What do you do?

A: I have the perfect job.

B: Well, what is it?

A: I am a teacher at an adult school in Fairmont.

4. Woman: I'm looking for a job.

Manager: Do you have experience?

Woman: Yes, I do. I worked at the theater down the street for three years.

Manager: What was your job?

Woman: I was a cashier.

Manager: So, you are good with money and making change.

Woman: Yes, I think I do a good job.

Manager: OK, let's get you an application.

单项选择题：从四个选项中选择最佳答案。

1. A teller A in a bank.

A. works

B. work

C. working

D. have worked

2. I am a homemaker. I D in school.

A. works

B. work

C. doesn't work

D. don't work

3. -Where does a mechanic work?

- C .

A. In a supermarket

B. In a bank

C. In a garage

D. In a school

4. - Where does a cook work?

- B .

A. In a supermarket

B. In a restaurant

C. In a garage

D. In a school

5. Houg is C . She works in a hospital.

A. a server

B. a mechanic

C. a nurse

D. a teller

UNIT 7

LESSON 1

LESSON 2

LESSON 3

LESSON 4

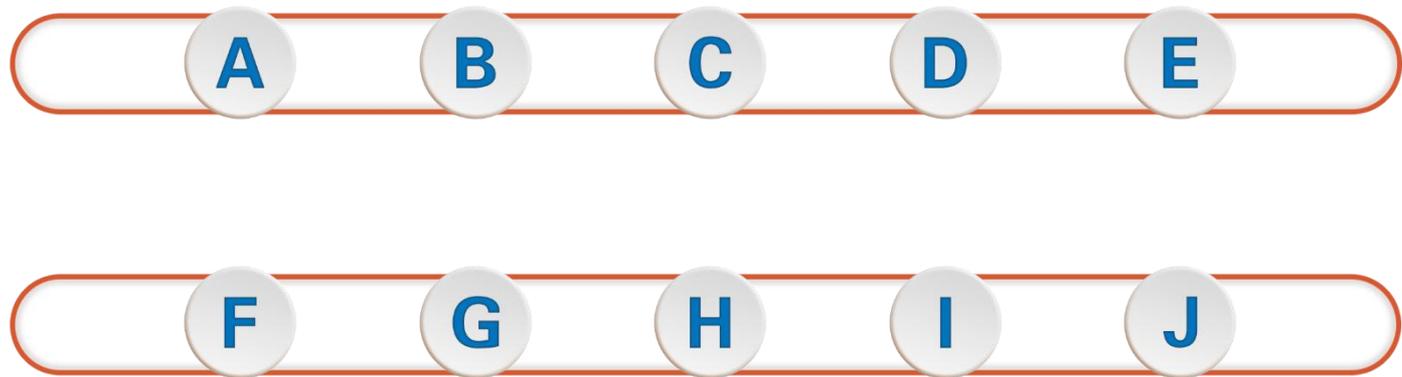
LESSON 5

Review

Team
Project

Job hunting

➤ Interpret classified ads



[Glossary](#) | [Listening Script](#) | [Exercise](#)

A **INTERPRET** Read the classified ad.

The image shows a classified advertisement for a cook. The ad is on a piece of paper with a green header that says "Cook needed". Below the header, the text reads: "2 yrs exp, f/t or p/t, gd bnfts, appl avail. \$10/hr. Call 555-7454 or apply in person at 232 W. Broadway M-F, 8-6." Surrounding the ad are several handwritten labels in blue ink, each with a red line pointing to a specific part of the ad: "experience" points to "2 yrs exp"; "years" points to "2 yrs"; "full-time" points to "f/t"; "part-time" points to "p/t"; "good" points to "gd bnfts"; "benefits" points to "bnfts"; "application" points to "appl avail"; and "hour" points to "\$10/hr".

experience

years

full-time

part-time

good

benefits

hour

application

Cook needed
2 yrs exp, f/t or p/t,
gd bnfts, appl avail.
\$10/hr. Call 555-7454
or apply in person at
232 W. Broadway M-F, 8-6.



COMPARE Write the words from the box with the abbreviations above.

~~years~~

part-time

full-time

benefits

good

application

experience

hour

C Listen to the conversations. Bubble in the correct benefits.



1. Listen to Roberto and his boss. Bubble in the benefit.

- vacation sick leave insurance



2. Listen to Anya and her supervisor. Bubble in the benefit.

- vacation sick leave insurance



3. Listen to Steve and his manager. Bubble in the benefit.

- vacation sick leave insurance

D EVALUATE Read the classified ads.

1.

NURSE
 f/t, gd bnfts,
 2 yrs exp nec,
 \$22/hr.
 Call 555-3456.

2.

Server
 p/t, no exp nec,
 \$10/hr plus tips, no bnfts,
 apply in person at
 345 N. Witcomb Ave.
 9 a.m. to 5 p.m., M-F.

3.

 **DRIVER** 
 f/t and p/t,
 work 7 days, bnfts,
 \$18/hr, no exp, will train,
 current driver's license,
 speak Eng. and Span.
 Call Emily at 555-5432.

4.

\$ Cashier \$
 p/t, Wimbles Theaters,
 no bnfts, no exp, \$8 an hour,
 Mon and Tue off. Apply in
 person at 4536 W. Broadway
 during office hours.

5.

Mechanic
 Mike's Garage, f/t,
 night shift, \$12/hr,
 bnfts, no exp,
 will train.
 Call 555-7469.

E Complete the chart about the ads above.

Position	Experience	Full-time or Part-time	Benefits (Yes/No)	Pay
1. nurse	2 years	full-time	Yes	\$22/hr
2. server	none	p/t	No	\$10/hr
3. driver	none	f/t or p/t	Yes	\$18/hr
4. cashier	none	p/t	No	\$8/hr
5. mechanic	none	f/t	Yes	\$12/hr

F Listen and write the missing words.

We need a cook for our restaurant. The salary is \$12 an hour. You need two years experience for this job. This is a full-time position with benefits. We offer sick leave and a two-week vacation every year.

G Read about Silvia, Phuong, and Amal.

Silvia



Skills:

She can drive.

She can speak English.

She can speak Spanish.

She can work at night.

Needs:

She needs a part-time job.

Phuong



Skills:

She can't drive.

She can speak English.

She can't work at night.

She can't speak Spanish.

Needs:

She needs a part-time job.

Amal



Skills:

He can drive.

He can speak English.

He can't speak Spanish.

He can work at night.

Needs:

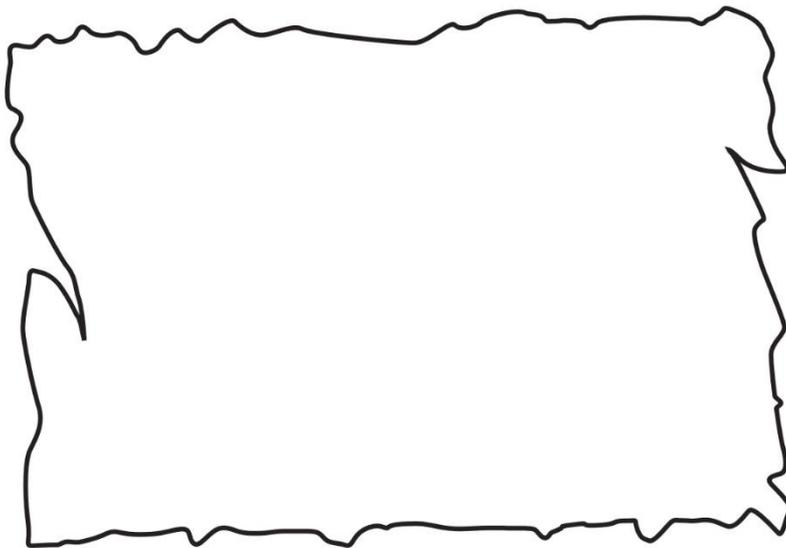
He needs a full-time job.

H **ANALYZE** Work in a group. Look at the classified ads in Exercise D. Write the jobs that are good for Silvia, Phuong, and Amal.

Silvia	Phuong	Amal
driver	server	nurse
server	cashier	mechanic
cashier		



CREATE In a group, write a classified ad. Look at Exercise D for help.



Active Task. Look in the newspaper or on the Internet to find a job you want. Tell the class about the job.

Vocabulary

appl (application) n. 请求; 申请; 申请表格

apply v. 申请

avail. (available) a. 可以得到的, 可以提供的

benefits n. 〔复〕福利

bnfts (benefits) n. 〔复〕福利

break v. 摔断, 折断

cover v. 涉及, 包含; (用保险办法) 保护

current a. 现在的, 现时的

Eng (English) n. 英语

experience n. 经验

exp (experience) n. 经验



full-time a. 全职的

f/t (full-time) a. 全职的

gd (good) a. 良好的; 漂亮的, 优美的

hr. (hour) n. 小时, 钟头

hunting n. 寻找, 搜寻

insurance n. 保险; 保险业

lose v. 失去; 丢失; 丧失

M-F. (Monday to Friday) 从周一至周五

Mon (Monday) n. 星期一

nec (necessary) a. 必要的, 不可缺的

off a. 没事的; 休息的

offer v. 提供

- part-time a. 兼职的
- p/t (part-time) a. 兼职的
- pay n. 报酬, 酬答
- salary n. 薪水, 薪金
- shift n. 班; 轮(换)班; 轮值
- skill n. 技巧; 本领, 技能
- Span (Spanish) n. 西班牙语
- tip n. 赏钱, 小费; 提醒, 提示
- train v. 培训, 训练
- Tue (Tuesday) n. 星期二
- vacation n. 假期, 休假
- yrs (years) n. 年

Phrases & Useful Expressions

call in sick 打电话请病假

check on 对……进行检查/核查

have an accident 出意外，发生事故

in person 亲自，本人

night shift 夜班

office hours 办公时间

right away 立刻，马上

sick leave 病假

take a vacation 休假，度假

Proper Names

Amal 阿玛尔

Anya 安妮娅

Mike 迈克

N. Witcomb Ave. 北威康大道

West Arbor Place 西阿珀广场

Wimbles Theater 温伯尔斯电影院

C.Listen to the conversations. Bubble in the correct benefits.

1. Manager: Roberto, you need to take a vacation right away.

Roberto: Well, I'm not sure I have time.

Manager: If you don't take vacation now, then you will lose it. You have five days.

Roberto: OK, I'll talk to my wife and see what she says.

2. Anya: I have a problem.

Manager: What can I do for you?

Anya: My husband had an accident.

Manager: An accident? What happened?

Anya: He was in a car accident and broke his leg.

Manager: What can I do?

Anya: Is he covered by my insurance?

Manager: Of course. Your whole family is covered by your insurance.

3. Steve: I'm sorry. I have to call in sick.

Manager: I'm sorry to hear that.

Steve: Yes, I have a fever. Maybe I have the flu.

Manager: How long will you be out?

Steve: Do you know how much sick leave I have left?

Manager: I'll check on it for you.

F. Listen and write the missing words

We need a cook for our restaurant. The salary is \$12 an hour. You need two years experience for this job. This is a full-time position with benefits. We offer sick leave and a two-week vacation every year.

单项选择题：从四个选项中选择最佳答案。

1. Gary D clean the offices.

A. cans

B. cant

C. no can

D. can

2. We B letters.

A. can typing

B. can't type

C. no can type

D. can't types

3. You D English well.

A. cans speak

B. can't speaking

C. no can speak

D. can speak

4. We need a A for our fast-food restaurant.

A. cook

B. teacher

C. hair stylist

D. doctor

5. You need C for this job.

A. two year experience

B. two year experiences

C. two years experience

D. two years experiences

UNIT 7

LESSON 1

LESSON 2

LESSON 3

LESSON 4

LESSON 5

Review

Team Project

What was your job before?

➤ Write your job history

A B C D E

F G H I



A **PREDICT** Read about Francisco.

What is Francisco's job?
Does he work inside or outside?

My name is Francisco. I'm from Guatemala. Now I work in this city. I'm a mail carrier. I deliver mail to about two hundred houses every day. I started my job in July of 2020. Before I moved to this city, I was a cook from March 2019 to July 2020. I cooked hamburgers and french fries in a fast-food restaurant.

B **SUMMARIZE** Answer the questions.

1. Where is Francisco from ?
Francisco is from Guatemala.
2. What is his job now ?
He is a mail carrier.
3. What does he do in his job?
He delivers mail.
4. When did he start his job ?
He started his job in July of 2020.
5. What was his job in Guatemala ?
He was a cook.
6. Where did he work in Guatemala?
He worked in a fast-food restaurant.

C Complete the job history for Francisco.

Job History				
POSITION	COMPANY	FROM	TO	DUTIES (Responsibilities)
Mail carrier	Mr. Go	July 2020	Present	delivers mail
Cook	Mr. Burger	March 2019	July 2020	cooked hamburgers and french fries
Busboy	La Cantina	March 2018	March 2019	cleaned tables

D Study the charts with your classmates and teacher.

Simple Past: Regular Verbs			
Subject	Base verb + ed	Object	Example sentence
I, you, he, she, it, we, they	cleaned	tables	I cleaned tables.
	cooked	hamburgers	You cooked hamburgers.
	prepared	breakfast	He prepared breakfast.
	delivered	packages	She delivered packages.
	counted	the money	It counted the money.
	helped	other workers	We helped other workers.

Simple Past: Be			
Subject	Be	Predicative	Example sentence
I, he, she, it	was	a mail carrier	I was a mail carrier.
we, you, they	were	happy	You were happy.

E Complete each sentence with the correct form of the word in parentheses.

1. Anya was an office worker.

She typed (type) letters.

2. Ernesto was a delivery person.

He delivered (deliver) packages.

3. David was a cashier.

He counted (count) money.

4. Anita was a nurse.

She helped (help) the doctors.

5. Eva and Anya were teachers.

They worked (work) in a school.

E Complete each sentence with the correct form of the word in parentheses.

6. Derek was a salesperson.

He talked (talk) to customers.

7. So was a mechanic.

He fixed (fix) cars.

8. Mary was a cook.

She prepared (prepare) lunch.

9. Agatha was a manager.

She supervised (supervise) the other workers.

10. My father was a driver.

He drove (drive) a taxi.



Practice the conversation with your partner. Then, make new conversations using the information below.

Miyuki: What was your last job?

Anya: I was an office worker.

Miyuki: What did you do as an office worker?

Anya: I typed letters.

Miyuki: What do you do now?

Anya: I am a student. I study English.

Before

1. office worker / type letters
2. teacher / help students
3. mechanic / fix cars
4. mail carrier / deliver letters
5. cook / cook hamburgers
6. busboy / clean tables

After

- student / study English
- writer / write books
- driver / drive a taxi
- salesperson / sell computers
- server / serve food
- cashier / count money



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



POSITION	COMPANY	FROM	TO	DUTIES (Responsibilities)
Nurse	Arch Memorial Hospital	February 2012	Present	help doctor and people
Office worker	Arch Memorial Hospital	May 2009	February 2012	typed letters
Receptionist	Arch Memorial Hospital	January 2006	May 2009	talked to people



APPLY Look at the job history. Complete the job history for your mother or father.

POSITION	COMPANY	FROM	TO	DUTIES (Responsibilities)



Active Task. Get a job application from a business or find one on the Internet. How much can you complete? Can you complete the job history section?

Vocabulary

arch n. 拱廊; 拱门; 拱顶

busboy n. 餐馆打杂工

business n. 商业; 生意; 公司

carrier n. 〔美〕信差, 邮递员

clean v. 把……擦干净, 擦亮

company n. 公司, 商号, 商社

count v. 计数, 计算, 清点

delivery n. 交货; 运送; 投递

duty n. 责任; 职责

fast-food n. 快餐

fix v. 使固定; 安装



March n. 三月

May n. 五月

present n. 现在，目前

receptionist n. 招待员，接待员

serve v. 端上；摆出（食物）；斟（酒）

supervise v. 监督；管理

type v. 打字

Phrases & Useful Expressions

fast-food restaurant 快餐店

job history 工作简历，就业史

mail carrier 邮递员

simple past 一般过去时

Proper Names

Agatha 阿加莎

Anita 安妮塔

Arch Memorial Hospital 拱形纪念碑医院

Derek 德里克

Francisco 弗朗西斯科

Guatemala 危地马拉

La Cantina 拉坎蒂纳（餐馆）

So 素

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

My name is Nadia. My first job I ever had was as a receptionist. I worked very hard. I did that job for over three years and learned a lot. I talked to people every day on the phone. I started my second position in 2009. I was an office worker. I typed letters all day, every day. Now I am a nurse. I help doctors and people. It is a great job.

单项选择题：从四个选项中选择最佳答案。

1. What B your last job?

A. is

B. was

C. are

D. were

2. Now my uncle B in this city.

A. work

B. works

C. working

D. worked

3. Mario is a D. He drives a taxi.

A. cook

B. nurse

C. doctor

D. driver

4. Now A. I help sick people.

A. I am a doctor

B. I was a doctor

C. I am a teller

D. I was a teller

5. Huang Zihao was a mail carrier. He C letters.

A. deliver

B. delivers

C. delivered

D. is deliver

UNIT 7

LESSON 1

LESSON 2

LESSON 3

LESSON 4

LESSON 5

Review

Team
Project

A job interview

➤ Perform a job interview



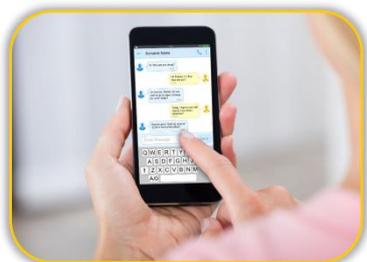
[Glossary](#) | [Listening Script](#) | [Exercise](#)

A

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



chewing gum



checking texts



firm handshake



eye contact



good posture



bright clothing



CLASSIFY Use the words above to complete the chart. Then, add your own ideas.

Good at a job interview	Not good at a job interview
firm handshake	chewing gum
eye contact	smoking
good posture	bright clothing
a smile	uncombed hair
good hygiene	sunglasses
professional appearance	sloppy clothing

C Listen and complete the conversations with the words from the box.

Thank you.
 I'm sorry. I can make an appointment.
 Who do I talk to for an appointment?

-  1. **Juan:** Excuse me. May I speak to you?
Manager: Please make an appointment.
Juan: Who do I talk to for an appointment?
-  2. **Juan:** Excuse me. May I speak to you?
Manager: Sure. Come in and sit down.
Juan: Thank you.
-  3. **Juan:** Excuse me. May I speak to you?
Manager: Not right now. I'm busy.
Juan: I'm sorry. I can make an appointment.

D

CLARIFY Match each question with a clarification question. Draw lines.

- 1. What is your name?
 - 2. What do you do?
 - 3. Do you have experience?
 - 4. Can you work eight hours?
 - 5. Can you work on Saturdays?
- a. Experience for this job?
 - b. My name?
 - c. Full-time?
 - d. On the weekends?
 - e. What is my job now?

Pronunciation

Intonation: *Clarification Questions*

- ▶ My name?
- ▶ On the weekends?



Read the questions. Talk about them with your classmates and teacher.



Who is Miyuki talking to?
What is she doing?

Can I have an application?

Can I see the manager?

Can I make an appointment, please?

Can I show you my resume?



Complete the conversations with the questions in the box above.

1. **Miyuki:** Excuse me. I'm interested in a job. Do you have any openings?

Manager: Not right now, but we will keep your name on file if you fill out an application.

Miyuki: Can I have an application?

2. **Miyuki:** Here is my application. Can I see a manager?

Office Worker: Not right now. She is busy.

Miyuki: Can I make an appointment, please?



Complete the conversations with the questions in the box above.

3. *Manager:* Are you interested in the job as a clerk?

Miyuki: Yes, that's right.

Manager: Do you have any experience?

Miyuki: Can I show you my resume?

4. *Miyuki:* I am here for my interview. Can I see the manager?

Office Worker: What time is your appointment?

Miyuki: It's at 3:00 P.M.

- G** **APPLY** What personal information do you need to give in an interview? Make a list with a group.

name	references
job history	address
telephone number	education

- H** Prepare a practice interview with a partner. Use the information from this lesson to help you.

Vocabulary

chew v. 咀嚼

clerk n. 办事员，职员，〔美〕店员

contact n. 接触；联系

file n. 文件，档案

firm a. 坚固的；坚定的，坚决的

gum n. 口香糖

handshake n. 握手

opening n. (职位的) 空缺

perform v. 演出；表演；扮(角色)

posture n. 姿势，姿态；态度

resume n. 简历

show v. 给……看，出示



Phrases & Useful Expressions

eye contact 眼神交流

fill out 填写（表格）

job interview 求职面试

not right now 现在不行

on file 存档

on the weekend 在周末

C. Listen and complete the conversations with the words from the box.

1. **Juan:** Excuse me. May I speak to you?

Manager: Please make an appointment.

Juan: Who do I talk to for an appointment?

2. **Juan:** Excuse me. May I speak to you?

Manager: Sure. Come in and sit down.

Juan: Thank you.

3. **Juan:** Excuse me. May I speak to you?

Manager: Not right now. I'm busy.

Juan: I'm sorry. I can make an appointment.



单项选择题：从四个选项中选择最佳答案。

1. C is good at a job interview.
- A. Smoking
B. Chewing gum
C. Eye contact
D. Bright clothing
2. C is good at a job interview.
- A. Drinking
B. Checking texts
C. Good posture
D. Uncombed hair
3. A is not good at a job interview.
- A. Smoking
B. A smile
C. Eye contact
D. Firm handshake

4. D is not good at a job interview.

A. Good posture

B. Good hygiene

C. Professional appearance

D. Sunglasses

5. - Can you drive a car?

- B

A. Yes, I can't.

B. Yes, I can.

C. No, I can.

D. Yes, you can.

UNIT 7

LESSON 1

LESSON 2

LESSON 3

LESSON 4

LESSON 5

Review

Team Project

He is a good worker.

➤ Interpret performance reviews



A

Look at Fernando's evaluation. What is good? What is a problem?

Evaluation Form

DATE: May 4, 2021
 COMPANY: Paul's Radio and CD
 NAME: Fernando Gaspar
 POSITION: Sales Clerk
 SUPERVISOR: Leticia Garcia

Punctuality:	Good	Needs improvement
Superior		
Appearance (professional dress and grooming):	Good	Needs improvement
Superior		
Communication Skills:	Good	Needs improvement
Superior		
Product Knowledge:	Good	Needs improvement
Superior		

Fernando is a good employee. I worked with him for eight hours today. He talked with the customers well. He was ten minutes late to work. This is a problem. He said he had a problem with his car. Fernando is a good salesperson and he has a very good knowledge of the product.

SIGNED: *Leticia Garcia*

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

1. Where does Fernando work?

Paul's radio and CD

2. What is his supervisor's name?

Leticia Garcia

3. What does Fernando do well?

communicates, knows products

4. What does he do very well?

appearance

5. What does he need to improve?

punctuality

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

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

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

Alberto is a good worker. He works at night. He is punctual. The customers love him. Last night, Alberto was late for work. He had a problem with his car. His car is old. He called a tow truck with his cell phone and the tow truck was late.

F

Listen to John's evaluation. Circle the correct rating (needs improvement, good, or superior).



EVALUATION FORM

DATE: May 4, 2021
 COMPANY: Paul's Radio and CD
 NAME: John Perkins
 POSITION: Sales Clerk
 SUPERVISOR: Leticia Garcia

Punctuality:
 Superior **Good** Needs improvement

Appearance (professional dress and grooming):
 Superior Good **Needs improvement**

Communication Skills:
Superior Good Needs improvement

Product Knowledge:
 Superior Good **Needs improvement**

Comments:
 I worked with John for four hours. He is new. He needs to learn more about the product. He doesn't dress well and he needs to comb his hair. He said he was tired today.
 I think he has three jobs. This is a problem.
 John communicates well with the customers.

Signed: *Leticia Garcia*





RANK In a group, rank the areas 1–4. Number 1 is the most important.

2 Punctuality

4 Appearance

3 Communication

1 Product Knowledge

Vocabulary

appearance n. 外貌, 外观

cell phone n. 手机, 移动电话

comb v. 梳(发); 刷(毛)

comment n. 评语; 评论

commission n. 【商业】酬金; 佣金

communicate v. 交流, 沟通

communication n. 沟通, 交流

dress v. 穿衣

employee n. 雇员, 雇工

evaluation n. 估价, 评价

extra a. 额外的, 附加的, 补充的



grooming n. 修饰, 打扮整洁

improvement n. 改良, 改进

knowledge n. 知识; 学识, 学问

neat a. 整齐的

notice v. 注意到, 看到

overall ad. 全面地, 总地

performance n. 功绩, 成绩

professional a. 职业的, 专业的, 专职的

punctual a. 严守时刻的, 准时的

punctuality n. 准时性; 守时能力

rating n. 分等级; 定等级

sign v. 签名于, 署名于

soar v. 飞涨, 猛增

superior a. 优良的, 上等的, 优秀的

tow n. 拖, 牵

tow truck n. 拖车

Phrases & Useful Expressions

apply oneself (to) 专心于, 致力于

have a very good knowledge of 对……非常了解

in no time 立即, 不久

in time 最终, 终于

on time 准时

performance review 业绩评价

Proper Names

Alberto 阿尔伯特

Fernando Gaspar 费尔南多·卡斯珀

Leticia Garcia 莱蒂西亚·加西亚

Mario 马里奥

Paul 保罗

Perkins 帕金斯

F. Listen to John's evaluation. Circle the correct rating (*needs improvement, good, or superior*).

Supervisor: John, I think in time you will become a good worker. You certainly speak well and you are great with the customers. I gave you a *superior* for communication skills. This is why I am sure you can be a great employee in time. I did notice that overall you come on time. You were late once, but only by a few minutes. For punctuality I have given you a *good*.

I know that you are trying to work hard and make extra money through commissions. You will do better if you dress better and keep your hair neat. Do this and you will see your sales soar. For now, I had to give you a *needs improvement* on appearance. You are new so don't worry too much about

this last one. You will learn quickly if you apply yourself. I gave you a *needs improvement* for product knowledge. I am sure that will change in no time.

单项选择题：从四个选项中选择最佳答案。

1. I D late last Friday.

A. am

B. is

C. are

D. was

2. Ann and Bill D never punctual.

A. is

B. was

C. am

D. were

3. She B often friendly with her customers.

A. am

B. is

C. are

D. were

4. He D early after break last weekend.

A. am

B. is

C. are

D. was

5. Li Rui B on time.

A. am

B. is

C. are

D. were

UNIT 7

LESSON 1

LESSON 2

LESSON 3

LESSON 4

LESSON 5

Review

Team
Project



Glossary

A Write the name of the job below each picture. (Lesson 1)



1. custodian



2. mail carrier



3. mechanic

B Read the ads and complete the chart below. (Lesson 2)

1.

★ Office Assistant ★
f/t, gd bnfts,
4 yrs exp nec,
\$17/hr,
Call 555-2298.

2.

Restaurant Manager
p/t, restaurant exp nec,
\$14/hr, no bnfts,
Apply in person
at 2222 E. Fourth St.
8am to 12pm, M-F.

3.

Delivery Person
p/t, work 7 days, no bnfts,
\$8/hr, no exp, will train,
current driver's license,
speak Eng. and Span.
Call 555-5477.

4.

CARPENTER
f/t, good bnfts, no exp,
\$22 an hour,
must be 18 yrs. old.
Apply in person at
3333 W. Broadway
during office hours.

5.

Mechanic
Mike's Garage
f/t, night shift,
\$12/hour, no exp nec,
will train, bnfts,
Call 555-7469.

B Read the ads and complete the chart below. (Lesson 2)

Position	Experience	F/T or P/T	Benefits	Pay
1. Office Assistant	yes (4 years)	f/t	yes	\$17/hr.
2. Restaurant Manager	yes	part-time	no	\$14/hr.
3. Delivery Person	no	part-time	no	\$8/hr.
4. Carpenter	no	full-time	yes	\$22/hr.
5. Mechanic	no	full-time	yes	\$12/hr.

- C Write a classified ad for a receptionist. (Lesson 2)

RECEPTIONIST

F/T, some exp nec., \$18/hr

gd bnfts, speak Eng. and Span.

Call 555-7328.



Complete the paragraph with the past tense form of the verbs in parentheses. (Lesson 3)

In 2015, Jarek was a carpenter. He constructed (construct) homes for Builders Plus Company. In 2017, Jarek was a custodian. He cleaned (clean) the offices for Clean Sweep Maintenance Company. In 2021, Jarek was a server. He talked (talk) to customers at the Polish Café. Now Jarek is a teacher. He helps students at Jefferson School.

E Complete the job history for Jarek. (Lesson 3).

POSITION	COMPANY	FROM	TO	DUTIES (Responsibilities)
Server	Polish café	2021		talked to customers
Custodian	Clean Sweep Maintenance Co.	2017	2021	cleaned offices
Carpenter	Builders Plus Company	2015	2017	constructed homes

F Label the pictures and circle *good* or *bad* for a job interview. (Lesson 4)



good / bad

1. chewing gum



good / bad

4. checking texts



good / bad

2. good posture



good / bad

5. bright clothing



good / bad

3. firm handshake



good / bad

6. eye contact

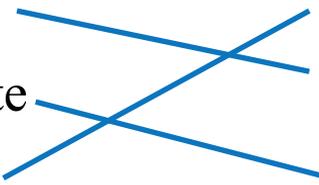


Complete the paragraph with the correct form of the verbs from the box. Choose the present or past tense. You will use one of the verbs two times. (Lessons 3 and 5)

be move work live help deliver like

Francisco lived in Guatemala before he moved to California. In Guatemala, he was a cook at a small fast-food restaurant. He helped in the kitchen. He worked 14 hours every day. Now he is a mail carrier in California. He delivers letters and packages. He likes his new job very much.

H Match the words and definitions. Draw lines. (Lesson 5)

- | | | |
|----------------|--|-------------------------|
| 1. punctuality |  | a. clothing and posture |
| 2. communicate |  | b. on time |
| 3. appearance |  | c. talk |



My Dictionary

Make flash cards to improve your vocabulary.

1. Choose four new words from this unit.
2. Write each word on an index card or on a sheet of paper.
3. On the back of the card or paper, draw a picture, find and write a sentence from the book with the word, and write the page number.
4. Study the words.



She delivered packages.
page 128

Learner Log

Circle how well you learned each item and write the page number where you learned it.

1. I can identify occupations.
Yes Maybe No Page _____
2. I can read classified ads.
Yes Maybe No Page _____
3. I can write my job history.
Yes Maybe No Page _____
4. I can ask good questions at a job interview.
Yes Maybe No Page _____
5. I can read a job evaluation.
Yes Maybe No Page _____

Rank what you like to do best from 1 to 6. 1 is your favorite activity. Your teacher will help you.

- _____ Practice listening
- _____ Practice speaking
- _____ Practice reading
- _____ Practice writing
- _____ Learn new words
- _____ Learn grammar

In the next unit, I want to practice more

_____.

Vocabulary

assistant n. 助手, 帮手, 助理

carpenter n. 木匠, 木工

construct v. 建造, 构成

decide v. 决定

definition n. 定义

imaginary a. 想象中的, 假想的

maintenance n. 维护, 维修

Polish a. 波兰(人)的; 波兰语的

previous a. 先前的; 以前的

process n. 过程

sweep v. 打扫(灰尘、污垢等)

Proper Names

Jarek 雅立克

Get a new job.

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

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

POSITION	JOB	STUDENT NAME
Student 1: Team Leader	See that everyone speaks English. See that everyone participates.	
Student 2: Writer	With help from the team, write a classified ad, a job history, and a job evaluation.	
Student 3: Director	With help from the team, write and direct an interview.	
Students 4/5: Spokespeople	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 he or she is interested in.
3. Write a classified ad describing the position.
4. Write a real or imaginary job history for the person looking for a job.
5. Write an imaginary job evaluation from an old job.
6. Write a conversation of a job interview and practice the conversation.
7. As a team, make a presentation of all the previous steps and perform the conversation.