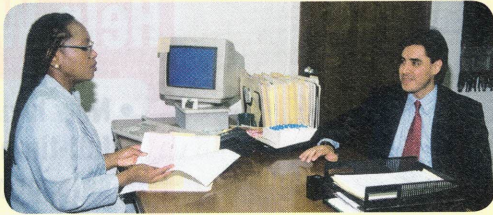


**1 CONVERSATION** STATING JOB INTEREST & WORK SKILLS

Practice conversations about these people.



A. What kind of job are you looking for?

B. I'm looking for a job as \_\_\_\_\_.

A. Tell me about your skills.

B. I can \_\_\_\_\_, and I can \_\_\_\_\_.



a secretary  
type  
file



a cashier  
use a cash  
register  
handle  
money



a waiter  
take orders  
serve  
customers



a construction  
worker  
use tools  
operate  
equipment



a cook  
use cooking  
equipment  
prepare  
meals



a security  
guard  
guard  
buildings  
inspect bags  
and packages

**2 TEAMWORK** SKILLS INTERVIEW

Using the conversation above, interview four classmates. Write their information on the chart.

NAME	JOB	SKILLS

**3 CONVERSATION** ASKING PERMISSION TO LEAVE WORK EARLY

Practice the conversation with a classmate.



A. Excuse me, *Mr. Cooper*.  
Can I possibly leave work early today?  
I have to *take my daughter to the doctor*.

B. Yes. That's okay.

A. Thanks very much.

With your classmate, make a list of good reasons to ask to leave work early. Practice new conversations with these reasons.

**THINK & SHARE** What are *bad* reasons to ask to leave work early?  
Discuss as a class.



READING A HELP WANTED SIGN

Look at the help wanted sign and answer the questions.

1. They need people who can \_\_\_\_\_.
  - A. use tools
  - B. operate equipment
  - C. sell things
  - D. type
2. The job is for \_\_\_\_ a week.
  - A. 10 hours
  - B. 15 hours
  - C. 25 hours
  - D. 40 hours
3. They need people with work experience in \_\_\_\_\_.
  - A. a library
  - B. a store
  - C. an office
  - D. a restaurant
4. To apply for this job, \_\_\_\_\_.
  - A. get an application form from the manager
  - B. send a letter to the manager
  - C. send your resume to the manager
  - D. call the manager on the telephone

## Help Wanted

- Now hiring full-time salespeople
- \$10 an hour
- Sales experience required
- Ask manager for application form

ABBREVIATIONS IN WANT ADS

Match the words and abbreviations.

- |               |               |             |                     |
|---------------|---------------|-------------|---------------------|
| ___ 1. eves.  | a. experience | ___ 5. hr.  | e. part-time        |
| ___ 2. excel. | b. full-time  | ___ 6. M-F  | f. hour             |
| ___ 3. exper. | c. evenings   | ___ 7. PT   | g. required         |
| ___ 4. FT     | d. excellent  | ___ 8. req. | h. Monday to Friday |

READING WANT ADS

Look at the ads and answer the questions.

**Mechanics Wanted**

FT & PT positions. Days or eves. Excel. salary. 1 year exper. req. Call George at 803-246-9763.

**Cashier**

Small store needs FT cashier. M-F. No exper. req. \$9/hr. Apply in person. 146 Main St.

1. The mechanic has to \_\_\_\_\_.
  - A. apply for the job in person
  - B. work full-time
  - C. work evenings
  - D. have experience
2. The ad for a mechanic doesn't have \_\_\_\_\_.
  - A. the salary
  - B. the telephone number
  - C. the experience required
  - D. the name of the person to call
3. The cashier has to \_\_\_\_\_.
  - A. work on the weekend
  - B. work 9 hours a day
  - C. work 5 days a week
  - D. know how to use a cash register
4. The ad for a cashier doesn't have \_\_\_\_\_.
  - A. the store's address
  - B. the store's telephone number
  - C. the salary
  - D. the work days



## READING SAFETY SIGNS

For each warning, choose the correct sign.



A



B



C



D



E



F



G



H

- |                            |                               |                             |
|----------------------------|-------------------------------|-----------------------------|
| 1. Wear a helmet. _____    | 4. Wear gloves. _____         | 7. Don't stand there. _____ |
| 2. The floor is wet. _____ | 5. Don't touch that. _____    | 8. Don't go that way. _____ |
| 3. Don't smoke. _____      | 6. Wear safety glasses. _____ |                             |

**COMMUNITY CONNECTIONS** What other safety signs are there at school, at work, and in the community? Draw three signs, bring them to class, and share with other students.

## WRITING FILLING OUT A JOB APPLICATION

Fill out the application form with your information.

NAME:	<input type="text"/>	SOCIAL SECURITY No.	<input type="text"/>
	LAST FIRST		
ADDRESS:	<input type="text"/>		<input type="text"/>
	NUMBER STREET		APT. #
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	CITY	STATE	ZIP CODE
TELEPHONE:	<input type="text"/>	<input type="text"/>	<input type="text"/>
	DAY	EVE.	CELL
AVAILABILITY: CHECK ONE:		DAYS AVAILABLE (CIRCLE):	
<input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME		S   M   T   W   T   F   S	
SKILLS AND ABILITIES:			
WHAT CAN YOU DO? DESCRIBE YOUR SKILLS AND ABILITIES:			
<input style="height: 20px;" type="text"/>			



**Choose the correct answer.**

1. Ramon can \_\_\_\_\_. He's looking for a job as a secretary.
  - A. bake
  - B. paint
  - C. type
  - D. ski
2. Ann can \_\_\_\_\_. She's looking for a job as a mechanic.
  - A. repair cars
  - B. fix stoves
  - C. skate
  - D. paint pictures
3. Ivan can \_\_\_\_\_. He's looking for a job as a salesperson.
  - A. file
  - B. operate equipment
  - C. use tools
  - D. take inventory
4. I'm a construction worker. I can \_\_\_\_\_.
  - A. use business software
  - B. build things
  - C. take inventory
  - D. use a cash register
5. \_\_\_\_\_ come to your party on Saturday. I have to work.
  - A. I have to
  - B. I can
  - C. I can't
  - D. You can't
6. I'm sick. I can't go to work today. \_\_\_\_\_ go to the doctor.
  - A. I have
  - B. I have to
  - C. You have to
  - D. You have

**Mark your answers in the answer box.**

Answers				
1	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D
2	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D
3	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D
4	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D
5	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D
6	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D
7	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D
8	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D
9	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D
10	<input type="radio"/> A	<input type="radio"/> B	<input type="radio"/> C	<input type="radio"/> D

**Look at the classified ads. Answer the questions.**

7. Lynn can cook. She's applying for the job as \_\_\_\_\_.
  - A. a construction worker
  - B. a superintendent
  - C. a restaurant
  - D. a chef
8. Lynn has to \_\_\_\_\_.
  - A. work full-time
  - B. work evenings
  - C. call Eve
  - D. apply in person
9. Ahmed can manage a building. He has experience for the job \_\_\_\_\_.
  - A. as a chef
  - B. at Capital Construction
  - C. at 947 Franklin Street
  - D. at 1400 Central Avenue
10. To apply, Ahmed has to \_\_\_\_\_.
  - A. call 377-2560
  - B. ask for Frank
  - C. call 930-7432
  - D. go to 947 Franklin Street

**Help Wanted**

**Chef** PT. Eves. Small restaurant. Call Mario at 930-7432.

**Construction Workers**  
Capital Construction Company.  
M-F. Apply in person.  
1400 Central Ave. Ask for Frank.

**Superintendent**  
Large apartment building.  
947 Franklin St. Exper. req.  
Call Ms. Wong at 377-2560.

**SKILLS CHECK**



**Words:**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> actor               | <input type="checkbox"/> teacher                   | <input type="checkbox"/> operate equipment |
| <input type="checkbox"/> actress             | <input type="checkbox"/> truck driver              | <input type="checkbox"/> paint             |
| <input type="checkbox"/> baker               | <input type="checkbox"/> waiter                    | <input type="checkbox"/> prepare meals     |
| <input type="checkbox"/> cashier             | <input type="checkbox"/> act                       | <input type="checkbox"/> repair            |
| <input type="checkbox"/> chef                | <input type="checkbox"/> bake                      | <input type="checkbox"/> serve customers   |
| <input type="checkbox"/> construction worker | <input type="checkbox"/> build                     | <input type="checkbox"/> sing              |
| <input type="checkbox"/> cook                | <input type="checkbox"/> cook                      | <input type="checkbox"/> speak Spanish     |
| <input type="checkbox"/> dancer              | <input type="checkbox"/> dance                     | <input type="checkbox"/> take inventory    |
| <input type="checkbox"/> mechanic            | <input type="checkbox"/> drive                     | <input type="checkbox"/> take orders       |
| <input type="checkbox"/> salesperson         | <input type="checkbox"/> file                      | <input type="checkbox"/> talk              |
| <input type="checkbox"/> secretary           | <input type="checkbox"/> fix                       | <input type="checkbox"/> teach             |
| <input type="checkbox"/> security guard      | <input type="checkbox"/> guard buildings           | <input type="checkbox"/> type              |
| <input type="checkbox"/> singer              | <input type="checkbox"/> handle money              | <input type="checkbox"/> use               |
| <input type="checkbox"/> superintendent      | <input type="checkbox"/> inspect bags and packages |  |

**I can ask & answer:**

- What kind of job are you looking for?
- What can you do?
- Tell me about your skills.
- Can you *type*?
- Can you *have lunch* with me on *Saturday*?

**I can apologize:**

- I'm sorry. I can't. I have to *work*.

**I can ask permission to leave work early:**

- Can I possibly leave work early today? I have to \_\_\_\_\_.

**I can read:**

- help wanted signs
- abbreviations in want ads
- want ads
- safety signs

**I can fill out job application form information about:**

- name, address, telephone
- social security number
- availability
- skills & abilities

**I can write about:**

- things I can and can't do
- an application procedure
- things I have to do this week