

Your life



Preview

Warm up. How do you start a conversation with someone you don't know?



Unit 1 objectives

- Start a conversation with someone you don't know.
- Get to know someone.
- Ask someone for a letter of recommendation.
- Talk about your skills, likes, and dislikes.
- Practice a job interview.
- Fill out an employment application.



Practical conversations

Model 1 Start a conversation with someone you don't know. Make small talk.

A. Listen and read.

http://jeisee.com/tten/text/download/sound/?id=363&filename=U01_01_p02_A.mp3

A: Nice weather today.

B: Yes, it is. Beautiful.

A: You know, I don't think we've met. I'm Melanie Soto. I work on the third floor.

B: Nice to meet you, Melanie. I'm Luis Cruz.

A: Nice to meet you too. By the way, I like your tie.

B: You do? Thanks!



B. Listen again and repeat.

http://jeisee.com/tten/text/download/sound/?id=364&filename=U01_02_p02_B.mp3

Vocabulary

Good weather adjectives



nice

beautiful

gorgeous

Add your own: _____

Bad weather adjectives



awful

terrible

horrible

Add your own: _____

C. Pair work. Meet someone new. Make small talk. Use your own words.

A: _____ weather today.

B: Yes, it is. _____.

A: You know, I don't think we've met. I'm _____.

B: Nice to meet you, _____. I'm _____.

A: _____. By the way, I like your _____.

B: You do? Thanks.

Model 2 Get to know someone.

A. Listen and read.

http://jeisee.com/tten/text/download/sound/?id=366&filename=U01_04_p03_A.mp3

A: How long have you been working here?

B: Not long. About a month.

A: Where did you work before that?

B: At Flushing Plumbing Supply.

A: That's incredible! So did I.

B: Wow. It's a small world!



B. Listen again and repeat.

http://jeisee.com/tten/text/download/sound/?id=367&filename=U01_05_p03_B.mp3

Vocabulary

Ways to express surprise

That's incredible!

That's amazing!

You're kidding!

Add your own: _____



C. Pair work. Get to know a classmate. Use ideas from the box or your own idea.

working here

living in the U.S.

studying English

A: How long have you been _____?

B: _____.

A: Where did you _____ before that?

B: _____.

A: _____.

Do it yourself!

Pair work. Begin a conversation. Make small talk. Use your own words and ideas.



How are you?

How was your weekend?



Long time, no see!



I don't think we've met.



Practical conversations

Model 3 Ask someone for a reference.

A. Listen and read.

http://jeisee.com/tten/text/download/sound/?id=369&filename=U01_07_p04_A.mp3

- A: Could you do me a favor?
 B: Of course. What is it?
 A: Well, I'm applying for a job as a baby-sitter, and I need a reference. Would you mind writing me a letter of recommendation?
 B: Not at all. I'd be glad to.
 A: Thanks so much. I appreciate it.



To whom it may concern:
 Fran Lin has been my student for two years. She is a good worker and is always on time. I can recommend Ms. Lin

B. Listen again and repeat.

http://jeisee.com/tten/text/download/sound/?id=370&filename=U01_08_p04_B.mp3

Vocabulary

Occupations



a mechanic



an engineer



a plumber



an office manager



a bank teller

Add your own: _____

C. Pair work. Ask for a reference. Use one of the occupations from the vocabulary or use your own occupation.

- A: Could you do me a favor?
 B: _____. What is it?
 A: Well, I'm applying for a job as _____, and I need a reference. Would you mind writing me a letter of recommendation?
 B: Not at all. I'd be glad to.
 A: _____.

¹Thanks



The present perfect continuous

Use the present perfect continuous with for or since to describe activities that began in the past and continue in the present.



Form the present perfect continuous with have been or has been and the continuous (-ing) form of the verb.

She's **been talking** on the phone **since** 10:00.

Has Martin **been living** here long? Yes, he has. Since 1999.

Where **has** he **been working**? At Micro-tech.

Use **for** with amounts of time: for six years.

Use **since** with specific times and dates: since we met, since May.

A. Complete the sentences. Fill in the ovals.

- | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. How long ____ that telephone call?
<input type="radio"/> a have you been waiting for
<input type="radio"/> b you are waiting for
<input type="radio"/> c you waited for | 3. How long ____?
<input type="radio"/> a it has been raining
<input type="radio"/> b has it been raining
<input type="radio"/> c it's raining |
| 2. We ____ three hours.
<input type="radio"/> a waited since
<input type="radio"/> b have been waiting for
<input type="radio"/> c waiting for | 4. It ____ Tuesday.
<input type="radio"/> a has been raining for
<input type="radio"/> b been raining since
<input type="radio"/> c has been raining since |

B. Write questions with the words. Use the present perfect continuous.

1. How long / you / live / in this city?

How long have you been living in this city?

2. Ellen / work here / longer than Terry?

3. you / take care of children / a long time?

4. What / you / do / I saw you?



Authentic practice

http://jeisee.com/tten/text/download/sound/?id=375&filename=U01_13_p08.mp3

1 Good morning, Ms. Ramos. I'm Simon Han. By the way, is it OK if I call you Diana?

Yes, of course. Nice to meet you.

Nice to meet you too. And thanks for coming in on your lunch hour.

2 How did you hear about the receptionist position?

I saw the ad in the newspaper.

ATLAS SHOE COMPANY

Great. Now, would you mind telling me a little bit about yourself, Diana?

3 Sure. Well, I've been working at A-Mart for three years, in the mail room.

The mail room. So you're good at organizing. Are you good at paperwork?

Not bad. But actually my English has been getting better, and I really like working with people.

4 Well, we have several openings right now. Would you mind filling out a questionnaire? That way we can see what you would be best suited for.

Not at all. Be glad to.

A. Read and listen again. Then check True, False, or Maybe.

http://jeisee.com/tten/text/download/sound/?id=376&filename=U01_14_p08_A.mp3

	True	False	Maybe
1. Mr. Han and Ms. Ramos have been working together for three years.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Ms. Ramos's first name is Diana.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Ms. Ramos speaks English at A-Mart.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Ms. Ramos doesn't want to fill out a questionnaire.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B. Listen. Underline your response.

http://jeisee.com/tten/text/download/sound/?id=377&filename=U01_15_p08_B.mp3

- | | |
|-----------------------------------------------|--------------------------------|
| 1. <u>YOU</u> Not at all. | <u>YOU</u> Not long. |
| 2. <u>YOU</u> My supervisor told me about it. | <u>YOU</u> It's a small world. |
| 3. <u>YOU</u> Of course. | <u>YOU</u> I appreciate it. |

C. Listen again. Read your response out loud.

http://jeisee.com/tten/text/download/sound/?id=378&filename=U01_16_p08_C.mp3

An informal job interview

A. Listening comprehension. Listen to the job interview with a bus driver. Then listen again and check the things Mr. Witherspoon likes, doesn't mind, doesn't like, or hates.

http://jeisee.com/tten/text/download/sound/?id=379&filename=U01_17_p09_A.mp3

	Likes	Doesn't mind	Doesn't like	Hates
1. being late	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. waiting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. being formal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. working at Greenmont Bus Company	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. getting up early	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B. Listen again and write True or False.

http://jeisee.com/tten/text/download/sound/?id=381&filename=U01_19_p09_B.mp3

- _____ Mr. Witherspoon has been waiting for a long time.
- _____ The receptionist was there when Mr. Witherspoon entered.
- _____ Mr. Witherspoon has been working at Greenmont Bus since February.
- _____ The Witherspoons had a baby in December.

C. True story. Tell your partner about a job interview you or a friend had. Use words from the box or your own ideas.

a job application a job references a letter of recommendation an ad

▶ Do it yourself!

A. Write your own response. Then read your interview out loud with a partner.



Hi, I'm Sara Molina. Please call me Sara. What would you like me to call you?

YOU _____



Please tell me a little bit about yourself.

YOU _____



Well, we have several openings right now. When can you give me a list of references?

YOU _____

B. Culture talk. In the country you come from, what are the customs about using first names? Compare cultures with your classmates.



Do's and don'ts for job interviews

A. Read and listen to the letters.

http://jeisee.com/tten/text/download/sound/?id=382&filename=U01_20_p10_A.mp3



Ask Joan

Culture tips for newcomers

Dear Joan:

I've been living in this country for two years, and I've been taking care of children in my home since I got here. I love working with children, and I'd like to have a full-time job outside the home in a day-care center. I'm writing because I have an interview next week at an employment agency. Joan, this is my first job interview! Any tips for me?

Irene from Molino

Dear Irene:

It sounds like you have great experience for that day-care

position. I have only a couple of suggestions. Wear simple, neat clothes. Don't wear a lot of makeup or strong perfume—lots of people don't like that. Bring your references with you. Oh, and just be yourself. I'm sure you'll get the job. Best of luck!

Joan

Dear Joan:

I was an accountant in my country, but I've been driving a taxi since I got here last year. I've also been studying English, and I think I'm ready to start looking for office

work while I study for my accountant's license. Do you have any advice for me?

Arturo the accountant

Dear Arturo:

You've learned enough English in one year to restart your career. That's pretty amazing! Congratulations! Be sure to dress neatly and conservatively. Tell the interviewer about your skills and experience. Avoid doing things that might annoy people, like arriving late or chewing gum.

Joan

B. Check Irene or Arturo.

- has been driving a taxi
- has been studying English
- has been living here for two years
- has been taking care of children

Irene

Arturo

C. What does Joan suggest for job interviews? Write each phrase in the correct column.

chewing gum
bringing your references
being neat
wearing a lot of makeup

wearing strong perfume
being yourself
wearing simple, neat clothes
being on time

Joan suggests

Joan advises against

A pre-employment application

Read the pre-employment application and fill it out for yourself.

Town of Buenavista, Oklahoma
2600 North Main
Buenavista, OK 73129

PRE-EMPLOYMENT APPLICATION

Date of application: _____

Applicant's name: _____

Current mailing address: _____

Are you currently employed? [circle one] **Y / N** If yes, position: _____

Employer and address: _____

How long have you been working for this employer? _____

If not currently employed, last position held: _____

Dates: from _____ to _____

Describe the type of position you are seeking: _____

Please list your skills (Examples: driving, repairing equipment, speaking another language, etc.).

▶ Do it yourself! A plan-ahead project

A. Bring in job applications from places such as a supermarket, bank, discount store, or convenience store, or use the one on pages 151 and 152. Fill out an application.

B. Pair work. Practice a job interview with a classmate. Use the applications.

Review

A. Pair work or group work.

- Where are the people?
- What do they want?

Ask and answer questions.

Create conversations.

Tell a story.

Say as much as you can.



B. Listen to the conversation. Then listen again and check the things the woman likes and doesn't like. http://jeisee.com/tten/text/download/sound/?id=383&filename=U01_21_p13_B.mp3

	Likes	Doesn't like
1. driving	<input type="checkbox"/>	<input type="checkbox"/>
2. getting up in the middle of the night	<input type="checkbox"/>	<input type="checkbox"/>
3. doing paperwork	<input type="checkbox"/>	<input type="checkbox"/>
4. working with a lot of people	<input type="checkbox"/>	<input type="checkbox"/>

C. Choose your response. Fill in the ovals.

- "I like that jacket."
(a) It's a small world. (b) Thanks.
- "Would you mind driving my daughter to school?"
(a) Not at all. (b) Do you like driving?
- "Tell me something about yourself. What do you enjoy doing?"
(a) I haven't been doing that for long. (b) Cooking.

D. Write responses to the interviewer.

- Interviewer: I'm Eduardo Trent. Do you mind if I call you by your first name?
YOU _____
- Interviewer: Please tell me something about yourself.
YOU _____
- Interviewer: Could I see your references?
YOU _____

E. Write questions with the words. Use the present perfect continuous.

1. How long / you / study English?

2. What / he / do / 1999?

3. Who / work here / the longest?

4. you / wait / long?

F. Complete the paragraph with gerunds.

Juan Sepulveda was a pharmacist in his country. Right now he's looking for a part-time job so he can study English and get ready for his licensing exam. He likes _____ and _____, and he likes _____ at night because his English classes are in the afternoon. He doesn't enjoy _____ and he's not too good at _____ office machines, but he doesn't mind _____ other kinds of office work. Two things he hates _____ are handling cash and _____ children.

1. cook

2. clean

3. work

4. drive

5. fix

6. do

7. do

8. take care of

G. Fill out the job application for yourself.

 **Stilton Hotel Corporation**
2201 Broadway
Cabo Maria, FL 32862

APPLICATION FOR EMPLOYMENT

Name and current mailing address _____

Current employer and address _____

If not currently employed, last employment: _____
Employer _____

Address _____ Dates (from - to) _____

Skills: _____

H. Composition. On a separate sheet of paper, write about the picture on page 12. Say as much as you can.

Now I can

- start a conversation with someone I don't know.
- get to know someone.
- ask someone for a letter of recommendation.
- talk about my skills, likes, and dislikes.
- have a job interview.
- fill out an employment application.
- _____