Unit 21

♦ At the Job Fair
♦ Regional Occupational Centers
♦ Present Perfect / Simple Past
AT THE JOB FAIR — Part 1

Read the story and answer the questions with complete sentences.

Ara, Maria, Teshome and Mrs. Lopez were at the Main Street Café, and they were talking about their futures. Maria’s boss, Mr. Novella, wanted her to take a word processing class in order to get a promotion. She didn’t know where to take the class.

Mrs. Lopez wanted to get her LVN certificate in order to work as a nurse. She was going to take the necessary classes at a Regional Occupational Center or a Skills Center. Teshome decided to talk to a school counselor about his career goals because that was what his English teacher told him to do.

Suddenly, Anh ran in, out of breath. She had just come from a job fair at school, which was an open house where anyone could talk to employers about jobs. Teshome had to leave, so he told his friends to meet him at the job fair.

1. What class did Maria need to take to get a promotion?

_________________________________________________________________________

2. Did Maria know where to take the class?

_________________________________________________________________________

3. Why did Mrs. Lopez want an LVN certificate?

_________________________________________________________________________

4. Did Teshome’s teacher tell him to talk to a counselor?

_________________________________________________________________________

5. Where did Anh just come from?

_________________________________________________________________________
AT THE JOB FAIR — Part 2

At the job fair, Maria got an offer for a job interview with a magazine publisher. Ara met a counselor who recommended automotive classes for him to improve his skills. These classes were available at a Regional Occupational Center. Maria saw that Teshome was talking to a counselor and Mrs. Lopez was waiting to talk to one. She was a little nervous.

Teshome wanted to be a high school teacher, but he didn’t have a high school diploma from his country. The counselor recommended that he enroll in the Diploma Plus Program to prepare for the General Equivalency Diploma exam and get a G.E.D. certificate. That was equivalent to a high school diploma.

Students can go to a community college for two years, which is cheaper than a state college. After that, students can go to a state college and get a B.A., which is a Bachelor of Arts degree.

1. Who offered Maria an interview?

_________________________________________________________________________

2. Did Ara’s counselor recommend a word processing class?

_________________________________________________________________________

3. How did Mrs. Lopez feel about meeting with the counselor?

_________________________________________________________________________

4. What program should Teshome enroll in?

_________________________________________________________________________

5. Was a G.E.D. the same as a high school diploma?

_________________________________________________________________________
VOCABULARY

Study these definitions.

- achieve: to accomplish
- college representative: a person who gives information about a college
- equivalent: equal to, the same as
- LVN: Licensed Vocational Nurse
- prerequisite: requirement
- terminology: the vocabulary related to a particular profession

Complete the sentences below with the new vocabulary.

1. Mrs. Lopez was a licensed nurse in Mexico. She needs to get her __________________________ in order to work as a nurse in the United States.

2. In school, Mrs. Lopez has to learn all the medical ___________________________ again in English because she needs to be able to talk to patients about their problems and to doctors about medical procedures.

3. There is only one ______________________ for the word processing class. You must be able to type forty words per minute before you can enroll in the class.

4. If you want to learn more about a college before you apply, you can talk to a _______________________. That person will be able to answer all your questions about prerequisites, tuition, housing, entrance exams, etc.

5. When you pass the test, you will receive the G.E.D. certificate. It shows that you have sufficient knowledge of the required high school subjects. The G.E.D. is ______________________ to a high school diploma.

6. Maria, Teshome, Ara, Sonia and Mrs. Lopez are all taking vocational classes because they have career goals that they plan to ___________________________.

Putting English to Work 3 (rev. 10/11)
AT THE JOB FAIR — Part 3

Mrs. Schwab, a counselor, was talking to Anh and Maria. She suggested a retail marketing class at the Business and Industry School for Anh. For Maria, she suggested a word processing class. She showed them both a schedule of all the classes available to them.

Mrs. Lopez was too shy to speak to Mrs. Schwab, but Maria and Anh brought her over to speak to her. Mrs. Schwab gave Mrs. Lopez information about vocational nursing classes and the requirements for the LVN certificate.

1. What kind of class did the counselor suggest to Anh?

________________________________________________________________________

2. What kind of class did the counselor suggest to Maria?

________________________________________________________________________

3. Was it easy for Mrs. Lopez to speak to the counselor?

________________________________________________________________________

4. Did Mrs. Schwab help Mrs. Lopez too?

________________________________________________________________________

5. What did Mrs. Schwab give Mrs. Lopez?

________________________________________________________________________
Flora is Dee Dee’s friend from Brazil. Flora wants to be a fashion designer. Dee Dee tells Flora to talk to her ESL counselor about getting job training.

Study the following dialogue between Flora and her counselor.

Flora: I’m interested in becoming a fashion designer.
Counselor: Maybe you should go to a Regional Occupational Center.
Flora: What’s a Regional Occupational Center?
Counselor: A Regional Occupational Center is a school that offers vocational and technical training. They teach students the skills they need to enter the job market.
Flora: Can anyone go to one of these centers?
Counselor: Yes. Any person 16 years old or older can attend classes. If you are under 18, you have to get permission from the administration.
Flora: What kind of skills can we learn there?
Counselor: They offer many courses. There are classes in office skills, auto mechanics, real estate, landscaping, graphic arts, nursing, fashion design, and many more.
Flora: Do they give you a certificate when you complete a course?
Counselor: Yes, they do.
Flora: How much English do you need to attend an Occupational Center?
Counselor: They usually ask ESL students to complete ESL 3 before they enroll in classes.
Flora: Where are these centers located?
Counselor: There are Occupational Centers and Skills Centers throughout the state of California. Here’s a list of the centers in the Los Angeles area.
Flora: Thank you very much. You’ve been very helpful.
Circle True or False.

1. To go to a Regional Occupational Center, you must be 14-years-old or older.  
   T  F

2. Regional Occupational Centers offer vocational training.  
   T  F

3. You can study graphic arts at a Regional Occupational Center.  
   T  F

4. Regional Occupational Centers do not offer you a certificate when you complete a course of study.  
   T  F

5. You need to complete ESL 5 to attend a Regional Occupational Center.  
   T  F

6. There is only one Regional Occupational Center in the Los Angeles area.  
   T  F
PRESENT PERFECT OR SIMPLE PAST

- We use the **present perfect tense** for actions that happened in the past when you don’t mention a specific time.

  *Example:* I have already seen that movie.

- We use the **simple past tense** for actions that happened at a definite time in the past.

  *Example:* I saw that movie last week.

Maria’s boss, Mr. Novella, is asking Maria to do many things. Fill in the blanks with the correct form of the verb, present perfect or simple past.

Boss: Maria, please type those letters for me.

Maria: I **have** already **typed** them.

1. **have**
2. **typed**

Boss: When did you type them?

Maria: I **typed** them this morning.

3. **typed**
Boss: Afterwards, Maria, please copy the Alvarado documents.

Maria: I _______________ already _______________ them.

Boss: When did you copy them?

Maria: I _______________ them an hour ago.

Boss: In that case, Maria, could you please call Mr. Sanchez for me?

Maria: I _______________ already _______________ him.

Boss: When did you call him?

Maria: I _______________ him at noon, while you were at lunch.

Boss: OK, Maria. Why don’t you take a break?

Maria: I _______________ already _______________ my break.

Boss: When did you take it?

Maria: I _______________ it fifteen minutes ago!
THE PRESENT, PRESENT PERFECT, AND SIMPLE PAST TENSES IN CONTRAST

Review the uses of the present, the present perfect, and the simple past tenses.

Present: I work in a hotel now.
Present Perfect: I have worked in a hotel since January.
Past: Last year, I worked in a restaurant.

Anh hasn’t seen her friend Sue for a long time. Sue asks Anh many questions about her life. Read their conversation and fill in the blanks with the correct form of the verb.

Sue: Where do you work now?

Anh: I ____________________ at a flower shop.

1.
Sue: How long have you worked there?

Anh: I __________________________ there for three months.

Sue: Where did you work before that?

Anh: Before that I ________________________ at a restaurant.

Sue: Where do you live now?

Anh: I _______________________ on Bronson Avenue.
I _______________________ there since last year.

Sue: Where did you live before that?

Anh: Before that I ________________________ on Carl Street.

Sue: I see you have a new car! How long have you had it?

Anh: I _______________________ it for six months.
I (buy) _______________________ it after my son was born.

Sue: Oh, you have a son now?

Anh: Yes, I do. I ________________________ a little boy.
He (be) _______________________ seven months now.

Sue: I’d love to see him sometime.

Anh: Why don’t you come over this weekend?

Sue: Thanks, that would be great!
THINK ABOUT IT

Choose one question. Think about it and then write your ideas.

1. Why is the conversation between Teshome and the counselor successful? What kinds of questions does Teshome ask?

2. List three ways to get information on schools, employment preparation centers, and community colleges in your area. Have you considered any of these schools?

3. Do you plan to get a G.E.D. certificate or a college degree? Why or why not?

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
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FOCUSED LISTENING
(Video - 22:25)

Watch the video section called “Focused Listening.”
Then circle the correct answer in each group.

Mrs. Lopez
1. Medical Terminology
2. Medical Office Procedures
3. Home Health Care

Maria
1. Because she needs to take care of her grandmother.
2. Because she needs to go to school during the day.
3. Because she needs to keep working.

Anh
1. Because she needs child care.
2. It’s a very popular class.
3. She just got a promotion.

Ara
1. On the phone.
2. In person.
3. By mail.
UNIT 21 TEST

Circle the correct answers.

1. You can get job skill training at a Regional ______________________.
   a. School
   b. University
   c. Occupational Center

2. Regional Occupational Centers offer ___________________ training.
   a. vocational
   b. fast
   c. serious

3. When you complete a course of study in a vocation, you will receive a ____________________.
   a. vocation
   b. certificate
   c. scholarship

4. You can attend a Regional Occupational Center if you are at least _______________ years old.
   a. 16
   b. 18
   c. 21

5. Lawrence __________________ at Macro Bank now.
   a. work
   b. works
   c. worked

   a. worked
   b. has work
   c. has worked

7. Before that, Lawrence ___________________ at Eureka Bank.
   a. worked
   b. has worked
   c. works
UNIT 21 TEST

8. Mr. and Mrs. Newhall _________________ in Minnesota now.
   a. have lived
   b. live
   c. lived

9. They _________________ in Minnesota since January.
   a. have lived
   b. have live
   c. lived

10. Before they moved to Minnesota, they _________________ in Wisconsin.
    a. have lived
    b. live
    c. lived

11. Marie _______________ already ________________ a shower.
    a. have taken
    b. has taken
    c. is taken

12. My husband and I _______________ already ________________ shopping.
    a. have gone
    b. has gone
    c. are gone

13. Michael and Mabel _______________ already ________________ dinner.
    a. is eaten
    b. has eaten
    c. have eaten

14. Joe _______________ already ________________ his homework.
    a. have done
    b. has done
    c. has do

15. I _________________ breakfast at 9 o’clock this morning.
    a. eat
    b. ate
    c. eaten
UNIT 21 TEST

16. Umberto _________________ to the beach yesterday.
   a. went
   b. has gone
   c. go

17. Mr. and Mrs. Tolstoy _____________________ the ballet at the Bolshoi Theater
    last night.
   a. have seen
   b. saw
   c. see

18. There are two _________________ for this Advanced Auto Mechanics class.
    You must have taken Basic Auto Mechanics and know how to use a computer.
   a. needs
   b. prerequisites
   c. necessary

19. You need to know computer _________________ to be able to talk about the
    technology.
   a. terminology
   b. manual
   c. lesson

20. If you have any questions about this college, you should ask the ______________.
    a. college representative
    b. teacher
    c. student
UNIT 21
STUDENT ANSWER KEY

VOCABULARY
(page 4)
1. LVN
2. terminology
3. prerequisite
4. college representative
5. equivalent
6. achieve

THE PRESENT, PRESENT PERFECT, AND SIMPLE PAST TENSES IN CONTRAST
(pages 10 & 11)
1. work
2. have worked
3. worked
4. live
5. have lived
6. lived
7. have had
8. bought
9. have
10. is

REGIONAL OCCUPATIONAL CENTERS
(page 7)
1. F
2. T
3. T
4. F
5. F
6. F

FOCUSED LISTENING
(page 13)
Mrs. Lopez: 1
Maria: 3
Anh: 2
Ara: 2

PRESENT PERFECT OR SIMPLE PAST
(pages 8 & 9)
4. have
5. copied
6. copied
7. have
8. called
9. called
10. have
11. taken
12. took