Unit 7

♦ Reading Job Bulletins
♦ Calling About a Job
♦ What Can You Do?
♦ Yes, I can. No, I can’t.
TALKING ABOUT JOBS

Gustavo, Eduardo, and Felipe are painting a beautiful house. They dream of a better life. Someday, they won’t have to be day laborers. They will have full-time work. When Felipe came from Mexico, he wanted to be a mechanic. Eduardo wanted to be a plumber. Gustavo thinks that they can still get those jobs. Eduardo doesn’t believe it. They will never get good jobs. “Forget it,” he says. “It will never happen.”

Gustavo doesn’t agree with Eduardo’s bad attitude. He wants to be a landscaper, and he’s going to adult school. Gustavo tells Felipe that he can study auto repair in adult school. After they study, they will be able to get the jobs that they want.

1. What are Gustavo, Felipe, and Eduardo doing?

_____________________________________________________________________

2. What job did Felipe want when he came from Mexico?

_____________________________________________________________________

3. Is Gustavo enrolled in an adult school?

_____________________________________________________________________

4. What does Gustavo want to be?

_____________________________________________________________________

5. Where can Felipe study auto repair?

_____________________________________________________________________
IVAN LOOKS AT A JOB BULLETIN

Ivan is looking at the job board at school. He writes down information for a maintenance job, but he can’t finish because his pen runs out of ink. When Amir and Min pass by, Ivan asks them if he can borrow a pen. Min gives him her pen. Ivan works for his cousin, but his job is terrible. He has to work too many hours. He asks Amir and Min if they are looking for jobs. Min works in a restaurant, and Amir works in a law firm. Ivan was a chef in the Ukraine.

Amir remembers that his office manager is looking for a maintenance person. Ivan is excited about the possible opportunity. Amir gives Ivan the name of the office manager. Amir and Min say goodbye to Ivan because it’s time for them to go to English class.

1. Why does Ivan want a new job?

2. Does Ivan borrow Amir’s pen?

3. Where does Amir work?

4. What did Ivan do in his country?

5. Where are Amir and Min going?
VOCABULARY

Study the following definitions.

- argument  a fight with angry words
- attitude   a person’s actions
- borrow    to take something now that you will return later
- client    a person who hires a lawyer
- complain  to tell someone about a problem
- enjoy     like very much
- enroll    to register for a class
- fold      to put in order
- forget it don’t waste your time
- hug       to hold somebody in your arms; to embrace
- impossible not possible
- jealous   feel bad because somebody has something you want
- law firm  a company of lawyers
- trust     to believe that somebody is honest
Fill in the blanks in the sentences below with the new vocabulary.

1. There’s an excellent automobile repair class at the adult school. You have to ________________ before the semester begins.
2. Jose loves his wife very much. Every morning, he ________________ and kisses her before he leaves for work.
3. Mr. Tang is a very interesting teacher. We ________________ his class very much.
4. If you don’t have any money, you can ________________ $20.00 from me.
5. Lee works very hard. He’s also very polite and nice to everyone. He has a very good ________________.
6. The lawyers at this ________________ are very busy right now. They have a lot of ________________.
7. If you think the food is cold and the soda is warm, you should ________________ to the restaurant manager.
8. Marta has a good job, a wonderful husband and two beautiful children. I’m ________________ of her.
9. Benjamin is my best friend. I ________________ him with everything I have.
10. My friend and I had a big ________________ last week. Now we’re not talking to each other.
11. You have to ________________ the towels before you put them in the closet.
12. It will be ________________ to take a vacation in Paris next summer if you don’t have any money.
13. Why are you looking for a new job here in Los Angeles when you’re going to move to New York next month? You should ________________.
A **Job Bulletin** is a notice with information about a job opening. Most institutions, schools, hospitals, public departments, etc, have job bulletin boards. To fully understand a job bulletin, you need to know some of the vocabulary that is commonly used to give information.

- **EOE (equal opportunity employer)** everyone has the same opportunities to apply for this job without discrimination
- **experience preferred** experience will help, but it’s not necessary
- **experience required** you must have experience in this kind of work
- **permanent** the position will continue without end
- **reference** someone who can give you a recommendation
- **temporary** the position will end at a certain time

**Read the job bulletins below and answer True or False.**

**Nurse’s Assistant**
full-time, days, $20 per hour
Monday to Friday
previous experience necessary
call Ms. Mary Williams
310-444-7542
EOE

1. _______________ This job is for women only.
2. _______________ The pay is ten dollars an hour.
3. _______________ Experience is important.
4. _______________ You will work two days a week, Mondays and Fridays.
**Gardener**
temporary part-time, Sat. & Sun.
experience preferred
for more information
call Julio Ramos
800-444-8986
EOE

5. ________ You can work at this job for a long time.
6. ________ This is a part-time job.
7. ________ You must have experience to apply.
8. ________ Mr. Ramos can give you more information about this position.

**Secretary**
Monday to Friday, 9-5pm
$400 per week
experience and references required
everseffent benefits
fill out application in
personnel office
EOE

9. ________ This job is full-time.
10. ________ You need someone who can give you a recommendation.
11. ________ There are good benefits.
12. ________ You need to call for more information.
CALLING ABOUT A JOB

Study this dialogue.

Mario calls about a job.

Mario: Hello. I’m calling about your ad for a maintenance man. Is that job still open?

Man: Yes, it is. Can you fix stoves and refrigerators?

Mario: Yes, I can.

Man: Can you come in for an interview?

Mario: Yes, of course I can.

Man: What’s your name?

Mario: Mario Sanchez.

Man: Mario, can you come in at 2:00 pm today?

Mario: Yes, I can.

Man: Do you have our address?

Mario: No, I don’t.

Man: It’s 131 S. 3rd Street.

Mario: 131 S. 3rd Street. OK. See you at 2 o’clock.

Man: Goodbye.
Using the first dialogue as an example, finish this dialogue for Sue.

Now Sue is calling about a job in an Italian restaurant.

Sue:   Hello. I’m calling about __________________________.
Manager: Can you cook Italian food?
Sue:   Yes, ________________________________.
Manager: Can you make salads?
Sue:   Yes, ________________________________.
Manager: What’s your name, please?
Sue:   My name is ________________________________.
Manager: Susan, can you come in for an interview?
Sue:   __________, I ________________.
Manager: Good. How about tomorrow at 3:30 pm?
Sue:   OK. Tomorrow at ________________________ pm. That will be fine.
Manager: Do you have our address?
Sue:   Yes, I ________________.
Manager: OK. See you tomorrow. Goodbye.
MIN TELLS AMIR ABOUT GUSTAVO

After English class, Amir and Min go to the cafeteria to get something to eat. Min really likes the nursing program at this school. She wants to be a nurse’s assistant, but her parents want her to run the family restaurant. Amir really likes his job because people are really nice and he’s learning many things.

Min tells Amir about her friend Gustavo who works as a day laborer. Two weeks ago, Gustavo did some work, but he didn’t get paid. She wants to help her friend. Amir knows some lawyers in his office who help people who don’t have a lot of money. He will make an appointment for Min’s friend Gustavo.

1. Do Amir and Min have lunch together?

____________________________________________________________________

2. What kind of work does Min want to do?

____________________________________________________________________

3. Are Min and Amir talking about Gustavo?

____________________________________________________________________

4. Why does Min want to speak to a lawyer?

____________________________________________________________________

5. What is Amir going to do?

____________________________________________________________________
MARTA TELLS JOSE ABOUT HER JOB — Part 1

Jose cooked dinner. He and Marta are eating. Jose wonders what Marta did in the afternoon. She tells him that she read a book about auto mechanics. Marta finally tells Jose that she got a job as a mechanic. Jose isn’t happy about this. He does not want his wife to work in an auto shop with men. Marta wants to work.

Marta tries to convince Jose. She fixed cars in Mexico. They need the money. Their new apartment will be expensive. Jose understands that she is right. When he agrees, Marta is very happy. Jose begins to think about what they can buy with the extra money. Maybe a new TV and DVD player?

1. Did Marta cook dinner?

_________________________________________________________________________

2. What did Marta do in the afternoon?

_________________________________________________________________________

3. Did Marta fix cars before?

_________________________________________________________________________

4. Why did Marta get a job?

_________________________________________________________________________

5. What does Jose want to buy?

_________________________________________________________________________
WHAT CAN YOU DO?

We use *can* to talk about abilities or skills.

<table>
<thead>
<tr>
<th>I</th>
<th>You</th>
<th>He</th>
<th>She</th>
<th>can</th>
<th>cook.</th>
</tr>
</thead>
</table>

Mario is a maintenance man.  
He can fix stoves.

Sue is a cook.  
She can bake cookies.

Jorge and Carlos are stock clerks.  
They can lift heavy objects.

Joan is a secretary.  
She can type and file.
IVAN, SUE, AND JOAN TALK ABOUT THEIR SKILLS

Ivan

I can fix faucets.
I can fix stoves.
I can repair broken windows.
I can change light bulbs.

Sue

I can cook Italian food.
I can make salads.
I can bake cookies.
I can prepare fast food.

Joan

I can type.
I can take dictation.
I can use a computer.
I can file.

WHAT ABOUT YOU?

Think about things you can do.
Make a list of five skills you can use on a job.

1. I can ____________________________
2. I can ____________________________
3. I can ____________________________
4. I can ____________________________
5. I can ____________________________
THE NEGATIVE FORM: CAN’T

The negative form of can is cannot or can’t.

I
You
He
She
It
We
They
can’t (cannot) read.

Yes/No questions and answers with can.

Yes

I
you
he
she
it
we
they
can.

No

I
you
he
she
it
we
they
can’t.
CAN & CAN’T

Study these examples.

Can Marta fix cars?
Yes, she can.

Can Pedro cook?
No, he can’t.

Look at the pictures and answer the questions.

1. Can Fred play the guitar?
   No, ____________.

2. Can Tom and Bill play soccer?
   Yes, ____________.
3. Can Lisa and Maria sing? 
No, ______ _________.

4. Can we speak French? 
No, ______ _________.

5. Can Alfredo repair bicycles? 
Yes, ______ _________.

6. Can you use a computer? 
No, ______ _________.

7. Can Javier and Marco lift heavy objects? 
Yes, ______ _________.

MARTA TELLS JOSE ABOUT HER JOB — Part 2

Marta is folding the laundry in the bedroom. Jose asks her about her new job. The auto repair shop isn’t far. It’s on Alvarado near Wilshire. Marta can take the bus for now. When she makes a little money, she will buy a used car.

Jose wants to know about her new boss. Who is he? Marta tells Jose that her boss’s name is Roberto. Jose remembers a guy named Roberto from Mexico. Marta dated him many years ago in Michoacan. Jose asks Marta if she kissed Roberto when they dated. Marta says that she did. Jose is a little jealous. Then Marta tells Jose that her new boss is from Michoacan.

1. Is Jose folding the laundry?

_________________________________________________________________________

2. Where is the auto shop where Marta got a job?

_________________________________________________________________________

3. How will Marta get to work?

_________________________________________________________________________

4. What kind of car does Marta want to buy?

_________________________________________________________________________

5. When Roberto dated Marta, did he kiss her?

_________________________________________________________________________
FOCUSED LISTENING WORKSHEET

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

SCENE 1
What are the qualifications Ivan must have to get the job?
   a. He must have a college degree.
   b. He must own his own tools and equipment.
   c. He must have training and experience in air conditioning repair.
UNIT 7 TEST

Circle the correct answers.

1. A ______________________ is a notice with information about a job opening.
   a. job bulletin
   b. complaint
   c. work area

2. Most ______________________ have job bulletin boards.
   a. supermarkets
   b. restaurants
   c. institutions

3. If a ______________________ is required, you’ll need someone who can give you a recommendation.
   a. diploma
   b. license
   c. reference

4. This job will end soon because it’s ______________________.
   a. good
   b. permanent
   c. temporary

5. This company will not discriminate because it’s an ______________________.
   a. EOE
   b. institution
   c. nice

6. John is a chef. He ______________________ cook international food.
   a. is
   b. can
   c. can’t

7. Roberto is a police officer. He ______________________ fix stoves.
   a. is
   b. likes
   c. can’t

8. We’re secretaries. We ______________________ type and file.
   a. are
   b. can
   c. can’t
UNIT 7 TEST

9. They’re bakers. They can bake, but they ______________________ type and file.  
   a. are  
   b. can  
   c. can’t

10. Can you work weekends? Yes, I _________________.  
    a. can  
    b. am  
    c. can’t

11. Can they lift heavy boxes? No, they _________________.  
    a. aren’t  
    b. can  
    c. can’t

    a. can  
    b. have  
    c. are

13. Typing, filing and using computers are _____________________.  
    a. unnecessary  
    b. skills  
    c. exercises

14. _____________________ you speak English? Yes, I can.  
    a. What  
    b. Are  
    c. Can

15. Schools, hospitals, and public departments are _________________.  
    a. institutions  
    b. companies  
    c. jobs

16. You can _________________ in this class in the office.  
    a. take  
    b. enroll  
    c. sit
UNIT 7 TEST

17. Carlos always works hard and comes on time. He has a good _____________________.
   a. argument
   b. attitude
   c. friend

18. I have a wonderful job. I ______________________ it very much.
   a. enjoy
   b. work
   c. do

19. The client ______________________ the lawyer.
   a. hugs
   b. trusts
   c. complains

20. If you complain too much, you will soon have an _______________________.
   a. trust
   b. client
   c. argument
UNIT 7
STUDENT ANSWER KEY

VOCABULARY (page 49)
1. enroll
2. hugs
3. enjoy
4. borrow
5. attitude
6. law firm, clients
7. complain
8. jealous
9. trust
10. argument
11. fold
12. impossible
13. forget it

FOCUSED LISTENING (page 62)
1. c

JOB BULLETINS (pages 50 & 51)
1. F
2. F
3. T
4. F
5. F
6. T
7. F
8. T
9. T
10. T
11. T
12. F

CAN & CAN’T (pages 59 & 60)
1. he can’t
2. they can
3. they can’t
4. we can’t
5. he can
6. I can’t
7. they can