Unit 20

♦ Asking for Promotions
♦ Getting Promotions
♦ Present Perfect: For and Since
GETTING PROMOTIONS — Part 1

*Read the story and answer the questions with complete sentences.*

Maria was very excited because there was a job opening for a word processor at Latino Legal Services. She really wanted the job. She needed to talk to Mr. Novella about this position.

Maria knew that she had to talk about herself and her qualifications to get a promotion. That made her uncomfortable. Christine, her co-worker, had confidence in Maria. She offered to stay after work and help Maria practice for her conversation with the boss. Maria wasn’t sure if she could handle all the responsibilities of the new job. Christine believed that she could.

1. What job was open at Latino Legal Services?

_______________________________________________________________________

2. Who was interested in the job?

_______________________________________________________________________

3. Was Maria confident of her own abilities to do the job?

_______________________________________________________________________

4. Was Christine confident of Maria’s abilities?

_______________________________________________________________________

5. How did Maria feel about talking about herself in an interview?

_______________________________________________________________________
GETTING PROMOTIONS — Part 2

Anh noticed that Jessica, her boss, looked beat. Jessica was very tired because she was very busy. She was busy opening another store. Anh saw an opportunity because she always wanted to manage a flower shop.

Anh politely asked Jessica if she was going to run the new store alone. Jessica said that she couldn’t run it by herself. She needed to hire someone. Anh told her she was interested in the position, and she would very much like a promotion. Jessica couldn’t think of a more qualified person than Anh, so she gave Anh the job.

1. Who was very tired in this scene?

________________________________________________________________________

2. Why was she tired?

________________________________________________________________________

3. Was Jessica planning to run the new shop herself?

________________________________________________________________________

4. Did Anh present herself well when she asked for a promotion?

________________________________________________________________________

5. Did Anh get the promotion?

________________________________________________________________________
Study these definitions.

- beat  tired
- capable  to be able to do many things and learn quickly
- consider  to think about
- eligible  to be qualified for
- encourage  to give support, hope and confidence to someone
- handle  to take care of responsibilities
- policy  rules

Complete the sentences below with the new vocabulary.

1. You need to work here for one year and have a recommendation from your supervisor to be ______________________ for a promotion.

2. Mr. Arman, I know George is quitting in two weeks. That means you’ll need to hire a new assistant manager. Would you ____________________ me for this promotion?

3. There is no smoking and eating in the office. This is our company __________________________.

4. A manager has to open the shop on time every day, make sure the bank deposits are done every afternoon, and order flowers for the week. Can you _________________ these responsibilities?

5. My parents always _____________________ me to do my best. They tell me that I’m a talented, intelligent and capable person. I can achieve any goal that I set for myself.

6. John doesn’t want to go dancing tonight because he’s ______________________. He worked all day and wants to go to bed early tonight.

7. Shuichi is hard working and willing to learn anything that he doesn’t already know. He’s a very __________________________ person.
Mr. Ito and Sonia were watching a videotape that Sonia made of herself. She was trying to show him that she was qualified to be a good television reporter. When she said the station’s name at the end of the report, it was not clear. Mr. Ito corrected her pronunciation.

Sonia asked Mr. Ito for a promotion. Mr. Ito wasn’t hiring any reporters at that moment, but maybe in six months. If he needed someone in the future, he would consider Sonia.

1. Who made the videotape they were watching?

2. Was Sonia’s pronunciation perfect?

3. Did Sonia ask for a promotion?

4. When was Mr. Ito going to hire more reporters?

5. Did Mr. Ito promise to promote Sonia in the future?
Study the following dialogue.

Employee: I’ve worked here for over a year now. Have you been pleased with my work?

Boss: Yes, I have.

Employee: I was thinking it might be time for a promotion to assistant manager. Do you think you’ll have any openings soon?

Boss: There might be an opening in April. Carlos is moving to Florida.

Employee: I would appreciate your consideration of me for that job.

Boss: I’ll definitely keep you in mind for the position.

Employee: Thank you very much.
You are going to ask your boss for a promotion. Fill in the blanks with the correct word from the box.

You: I’ve ___________________ here for over two ___________________ now.

Have you been ____________________ with my work?

Boss: Yes, I ____________________.

You: I was thinking it might be time for a ____________________________.

Do you think there will be any ________________________ soon for the _______________________ of assistant manager?

Boss: There might be an opening in ________________________. Maria is getting married and moving away.

You: I would appreciate your _________________________ of me for the job.

Boss: I’ll definitely keep you in ________________________.

You: Thank you very much.
Sonia organized a whole section of the videotape library. Mr. Ito could easily find any tape that he wanted to watch. He thought that Sonia was doing a very good job. He was thinking about a promotion for her.

Mr. Ito watched Sonia’s videotape carefully. She had a good camera presence. She really wanted to be a reporter. She didn’t care about the money. He thought that she needed to improve her accent before she got a promotion. He suggested to her that she take an English Pronunciation class.

1. What did Sonia organize?

2. Did Sonia do a very good job?

3. Did Sonia want a promotion for the money?

4. What did Sonia need to improve?

5. What did Mr. Ito suggest?
GETTING PROMOTIONS — Part 5

It was late and Maria and Christine were finishing up at the office. They were tired because they had a lot of phone calls that day. Maria wanted to ask Mr. Novella for a promotion the next day. Christine gave her a good recommendation, but Maria was nervous. She didn’t know what to say.

Christine saw that Maria needed more practice. Christine pretended to be Mr. Novella and interviewed Maria for the job. Maria spoke with confidence about herself. She said that she worked there for a long time and that she had the skills to be a word processor. If Mr. Novella thought she needed more skills, she was willing to take the necessary classes to learn them. Christine was impressed. She thought that Maria did everything right in order to get the job.

1. Was it a relaxing day at the office?

________________________________________________________________________

2. When did Maria plan to ask her boss for a promotion?

________________________________________________________________________

3. What did Christine think Maria needed?

________________________________________________________________________

4. What did Christine pretend?

________________________________________________________________________

5. Did Maria impress Christine?

________________________________________________________________________
FOR AND SINCE

How long have you lived in this city?    I’ve lived here since 2010.
How long have you lived in this city?    I’ve lived here for 3 years.

• We use since to say when an action began.
• We use for when we talk about the amount of time.

<table>
<thead>
<tr>
<th>Since</th>
<th>For</th>
</tr>
</thead>
<tbody>
<tr>
<td>1992</td>
<td>5 years</td>
</tr>
<tr>
<td>last week</td>
<td>2 months</td>
</tr>
<tr>
<td>this morning</td>
<td>three days</td>
</tr>
<tr>
<td>ten o’clock</td>
<td>ten hours</td>
</tr>
</tbody>
</table>

Fill in the blanks with since or for.

Example:    How long have you worked at this company?
            I’ve worked here for three years.
            (or)    I’ve worked here since July, 1994.

1.    How long has Mrs. Marshall been a teacher?
       She’s been a teacher ______________________ 1979.

2.    How long have you and your husband been married?
       We’ve been married ______________________ ten years.
3. How long have you had your new car?
   I’ve had it _______________ five months.

4. How long has Mary known that she is pregnant?
   She’s known _______________ last month.

5. How long have you had a fever?
   I’ve had it _______________ yesterday.

6. How long has Mr. Smith taught math?
   He’s taught math _______________ twenty years.

7. How long have the Simpsons lived in Southern California?
   They’ve lived here _______________ 1945.

8. How long have the workers been at your house?
   They’ve been there _______________ last week.

9. How long has school been in session?
   It’s been in session _______________ September.

10. How long have you studied English?
    I’ve studied _______________ one year.
SINCE

Study the following sentences.

Examples:

How long have you loved music? I’ve loved music since I was a little girl.

How long has Tony played tennis? He’s played tennis since he was 7 years old.

Contractions for the present perfect

<table>
<thead>
<tr>
<th>I have</th>
<th>I’ve</th>
</tr>
</thead>
<tbody>
<tr>
<td>You have</td>
<td>You’ve</td>
</tr>
<tr>
<td>We have</td>
<td>We’ve</td>
</tr>
<tr>
<td>They have</td>
<td>They’ve</td>
</tr>
<tr>
<td>He has</td>
<td>He’s</td>
</tr>
<tr>
<td>She has</td>
<td>She’s</td>
</tr>
<tr>
<td>It has</td>
<td>It’s</td>
</tr>
</tbody>
</table>
Answer the following questions.

Example:

How long has Maria been a receptionist? (since she finished high school)

She’s been a receptionist since she finished high school.

1. How long have you played soccer? (I was very young)

2. How long have Tania and Sam been married? (they finished college)

3. How long has Sonia owned this car? (she started her new job)

4. How long have we lived in this house? (Susan was a baby)

5. How long have I known you? (you were two years old)

6. How long has Anh loved flowers? (she was a little girl)

7. How long have you and your wife lived in California? (we got married)
THINK ABOUT IT

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

1. Do you think Sonia is ready for a promotion? Why or why not?
2. Have you ever asked for a raise or a promotion? What happened?
3. Imagine you are going to ask for a raise or a promotion. What are five positive things you can say about yourself and your work?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
FOCUSED LISTENING
(Video - 22:40)

Watch the video section called “Focused Listening.”

Then circle the best response in each group.

Anh
1. I’d like to be considered for the position of store manager. I know I can handle the responsibility.
2. Is it a nice store? Are you happy with the location?
3. I wish you a lot of luck with it. I hope it is a big success.

Maria
1. I just wanted to compliment you on your tie. It’s very nice.
2. I know a word processing position is opening up and I’d like to be considered for the job.
3. The coffee machine is broken again and I wanted to be the first one to tell you.

Sonia
1. If you don’t make me a reporter soon, I’ll just go crazy!
2. What do you have time for? Certainly not me.
3. That’s okay. Maybe I could talk to you about it after the show.
UNIT 20 TEST

Circle the correct answers.

1. Mr. Hamilton, I’ve worked here for three years now, and I would like to ask you for a ________________________.
   a. position
   b. promotion
   c. money

2. Have you been ___________________ with my work?
   a. good
   b. please
   c. pleased

3. I am interested in the _________________ of assistant manager.
   a. position
   b. promotion
   c. work

4. I would ____________________ your consideration of me for this job.
   a. appreciate
   b. thank
   c. pleased

5. We’ve been students ___________________ September of last year.
   a. because
   b. since
   c. for

6. Carlos worked at the pizza restaurant _________________ six years.
   a. of
   b. since
   c. for

7. Victor has been in love with Florence _________________ Valentine’s day.
   a. since
   b. for
   c. in

8. They have called three times _________________ two o’clock.
   a. since
   b. for
   c. on
UNIT 20 TEST

9. Donald and Walter have been friends _______________ only two days.
   a. since
   b. for
   c. at

10. Mr. and Mrs. Young have been married ________________ a very long time.
    a. since
    b. for
    c. in

11. How long ________________ you and Gabby been married?
    a. are
    b. do
    c. have

12. How long ________________ Eric worked at the factory?
    a. has
    b. is
    c. does

13. How long has Mr. Owen ________________ English?
    a. teach
    b. teaching
    c. taught

14. How long have your parents owned this car? ________________ owned it for one year.
    a. They’re
    b. They’ve
    c. They

15. How long has Tristan lived in this apartment? ________________ lived here since May.
    a. He’s
    b. He is
    c. He

16. How long have you known Billy? ________________ known him for a long time.
    a. I’m
    b. I’ve
    c. I am
UNIT 20 TEST

17. Mr. Reeper, I am confident that I can _____________ all the job responsibilities.
   a. handle
   b. encourage
   c. consider

18. Lisa can answer phones, send faxes, operate a computer and speak three languages. She’s a very ______________ person.
   a. good
   b. capable
   c. serious

19. Mrs. Burberry, please _____________ me for this promotion. You won’t be disappointed.
   a. encourage
   b. think
   c. consider

20. I just got off work and I’m ______________. I don’t feel like going to a movie.
   a. beat
   b. happy
   c. excited
UNIT 20
STUDENT ANSWER KEY

VOCABULARY
(page 74)
1. eligible
2. consider
3. policy
4. handle
5. encourage
6. beat
7. capable

ASKING FOR A PROMOTION
(page 77)
1. worked
2. years
3. pleased
4. have
5. promotion
6. openings
7. position
8. July
9. consideration
10. mind

FOR AND SINCE
(pages 80 & 81)
1. since
2. for
3. for
4. since
5. since
6. for
7. since
8. since
9. since
10. for

SINCE
(page 83)
1. I’ve played soccer since I was very young.
2. They’ve been married since they finished college.
3. She’s owned this car since she started her new job.
4. We’ve lived in this house since Susan was a baby.
5. You’ve known me since you were two years old.
6. She’s loved flowers since she was a little girl.
7. We’ve lived in California since we got married.

FOCUSED LISTENING
(page 85)
Anh: 1
Maria: 2
Sonia: 3