Unit 9

♦ Prepositions of Locations

♦ Question Words

♦ Questions on the Job
JOSE’S NEW JOB — Part 1

Read the story and answer the questions with complete sentences.

It was Jose’s first day at his new job in the offices of Latino Legal Services. He was carrying a lot of files to copy, but he couldn’t find the copy machine. Maria told him where it was, but she thought he should use the newer machine upstairs. It was in the conference room. It was twice as fast as the older machine.

Maria told Jose to go upstairs, turn left and go to the first office on the right. Jose asked if there was an elevator he could use. There was, but it was out of order. Then, Jose asked Maria to have lunch with him. She said she could if she wasn’t too busy at lunchtime.

1. Who was working in the office with Jose?

________________________________________________________________________

2. Was Jose mailing letters?

________________________________________________________________________

3. Could Jose find the copy machine?

________________________________________________________________________

4. Where was the newer copy machine?

________________________________________________________________________

5. Did Maria ask Jose to have lunch with her?

________________________________________________________________________
PREPOSITIONS OF LOCATIONS

Study these prepositions of locations.

- down the hall
- around the corner
- across from
- next to
- upstairs
- on the right
- on the left
- on the (top shelf)
- in the back of (the room)
- on the second floor
Look at the picture. Choose the correct words from the box to fill in the blanks.

across from  down the hall  in the back of  on the top
on the right  around the corner  on the second floor

1. Where is the water fountain?
   It’s _______________________________ the copy machine.

2. Where are the green files?
   They’re _______________________________ shelf.

3. Where is Ms. White’s office?
   It’s _________________________________, on the right.

4. Where is Mr. Brown’s office?
   It’s _________________________________, on the left.

5. Where is the lunch room?
   It’s down the hall, _________________________________

6. Where are the restrooms?
   They’re _________________________________ the lunch room.

7. Where is Mr. Tuck’s office?
   It’s upstairs, _________________________________

8. Where is the coffee machine?
   It’s _________________________________ the lunch room.
Study the following definitions.

- chronological order: organized by date
- distribute: to deliver, to pass out
- intern: a person who is in job training at a clinic, office or hospital
- invoice: a bill listing goods and services
- procedure: a way of doing something
- rule: a regulation or law
- sequence: the following of one thing after another

Complete the sentences below with the new vocabulary.

1. Mrs. Williams told Jose to take all the mail and _________________________ it to each office.
2. All the newspapers in the library are in __________________________, starting from the oldest date to the most recent one.
3. Ara needs to make out an ___________________________, listing the auto parts and the mechanic’s services for every customer.
4. Mrs. Lopez is a student. She’s an __________________________ at the hospital.
5. NO SMOKING is only one of many _________________________ in this office.
6. All the new employees must pay attention to Mr. Brown to learn the correct ____________________________ for sending a fax.
7. These books are in alphabetical order. They are in ________________________ from A to Z.
JOSE’S NEW JOB — Part 2

Jose finished the copies and then began to file papers. Maria got a call from Mr. Novella. He needed some copies made right away. Maria told Jose to stop what he was doing and make copies for Mr. Novella. After he made the copies, Maria gave him directions to Mr. Novella’s office. It was the biggest office at the end of the hall. Jose delivered the copies.

When Jose returned, Maria looked at the copies that Jose made for her. She found a big mistake. The original pages had information on both sides, but Jose only copied one side. Then Mr. Novella called Maria. He was upset.

Jose was nervous and uncomfortable, and he had to use the bathroom. He asked Maria what time his break was. It was 10:30. Maria told him to go ahead and use the bathroom now. It was down the hall near the elevator.

1. Who needed Jose’s help?

________________________________________________________________________

2. When did Jose have to make the copies?

________________________________________________________________________

3. Did Jose make the copies correctly?

________________________________________________________________________

4. Where was Mr. Novella’s office?

________________________________________________________________________

5. Where did Jose go when he got nervous?

________________________________________________________________________
MRS. LOPEZ’S NEW JOB

This was Mrs. Lopez’s first day as an intern at a local hospital. The supervisor asked her if she remembered to sign in. She did. Mrs. Lopez asked the supervisor what time lunch was. It was at 12:00 every day. How long was the lunch break? It was one hour. Employees could eat in the cafeteria on the first floor.

The supervisor gave Mrs. Lopez a patient’s record to file. All records were filed alphabetically, by the first letter of the last name. Mrs. Lopez had to make sure that the doctor’s records in each file were in chronological order, from the oldest date to the newest date. The supervisor thought that Mrs. Lopez was doing a good job.

1. Who was training Mrs. Lopez?

_______________________________________________________________________

2. Is alphabetical order by letter or by date?

_______________________________________________________________________

3. Is chronological order by letter or by date?

_______________________________________________________________________

4. How was each patient’s record filed?

_______________________________________________________________________

5. Was the cafeteria on the second floor?

_______________________________________________________________________
QUESTION WORDS

The following are some common words that we use to make questions.

<table>
<thead>
<tr>
<th>Question</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Where</strong> means in what place.</td>
<td>Where is the copy machine?</td>
</tr>
<tr>
<td><strong>When</strong> means at what time.</td>
<td>When is our coffee break?</td>
</tr>
<tr>
<td><strong>Which</strong> means what one.</td>
<td>Which pen should I use?</td>
</tr>
<tr>
<td><strong>How long</strong> means how much time.</td>
<td>How long is the break?</td>
</tr>
<tr>
<td><strong>How much</strong> is used for non-count nouns.</td>
<td>How much tea should I make?</td>
</tr>
<tr>
<td><strong>How many</strong> is used for count nouns.</td>
<td>How many copies should I make?</td>
</tr>
</tbody>
</table>

*Fill in the blanks with the correct question words.*

*Example:*

You can’t find the copy machine.

________ Where ________ is the copy machine?

1. There are two filing cabinets. You don’t know what filing cabinet to use.

_______________ filing cabinet should I use?
2. You are very hungry. You want to eat lunch.
______________________ is the lunch break?

3. You need to go to the post office during lunch. You don’t know if you will have enough time.
______________________ is the lunch break?

4. You need to wash your hands, but you can’t find the restroom.
______________________ is the restroom?

5. Your boss wants you to make many copies of a document.
__________________________ copies should I make?

6. There are many different kinds of paper for the copy machine. You don’t know what paper he wants you to use.
______________________ paper do you want me to use?
7. It’s 3:00 and you must make coffee for all of the office staff. __________________________ coffee should I make?

8. The receptionist asks you to deliver files to Mr. Brown’s office. __________________________ is Mr. Brown’s office?

9. It’s late in the afternoon and you want to rest a little bit. __________________________ is break time?

10. You find out that break time is at 3:30. You want to take a nap but you don’t know if you will have enough time. __________________________ is break time?
JOSE’S NEW JOB — Part 3

Jose was supposed to finish Mr. Novella’s copies, but he couldn’t. Mrs. Williams asked him to distribute the mail. Mr. Novella wanted him to make more copies. Maria was worried about Jose because he was confused by all the work. When Jose asked Maria to help him, she agreed.

Jose started to distribute the mail. Then Mrs. Williams asked him to copy a stack of papers. Then Mr. Novella got angry at him because the mail was late. Then Mrs. Williams gave him another stack of papers to copy. Everybody was telling him what to do at the same time.

Maria told Jose to do the most important thing first. Jose didn’t know which one was most important. Maria told him to ask Mrs. Williams and Mr. Novella.

1. What did Mr. Novella ask Jose to make?

_____________________________________________________________________

2. Did Jose ask Maria to help him?

_____________________________________________________________________

3. How many bosses did Jose have?

_____________________________________________________________________

4. Who got angry at Jose?

_____________________________________________________________________

5. Did Jose have a problem?

_____________________________________________________________________
PROBLEM SOLVING
(video - 23:00)

Watch the video section called “Problem Solving.” Listen to the conversation and identify the problem. Write a letter to Jose telling him your best solution to the problem.

The problem is: _______________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Dear Jose,

I heard about your problem and I have an idea. I think you should...
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Sincerely,

__________________________
THINK ABOUT IT

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

1. How can Jose decide which job to do first?
2. Are you an organized person? How do you organize your papers?
3. Do you remember your first day at a new job? What happened?
UNIT 9 TEST

Choose the correct answers.

1. Go ______________ the hall and you’ll see the elevators on your right.
   a. down
   b. between
   c. on

2. Mr. Jones’ office is ______________ the corner. You can’t miss it.
   a. down
   b. across
   c. around

3. The men’s room is directly ______________ from the ladies’ room.
   a. down
   b. across
   c. around

4. My office is ______________ to Mrs. Solomon’s.
   a. next
   b. on
   c. upstairs

5. Go ______________ to the third floor, and you’ll see the coffee machine next to
   the elevator.
   a. around
   b. in the back of
   c. upstairs

6. Keep walking straight down the hall. Mrs. Nichol’s office is ______________
   the left.
   a. around
   b. on
   c. upstairs

7. I can’t find the files. ______________ are they?
   a. When
   b. How many
   c. Where
8. It’s already 8:00. It’s getting late. ________________ are we leaving?
   a. How much
   b. When
   c. Where

9. There are so many beautiful dresses in this store. ________________ one should I buy?
   a. Which
   b. How much
   c. When

10. My car isn’t very large. ________________ people are coming with me?
    a. Which
    b. How many
    c. How much

11. ________________ is your vacation? You need at least two weeks to enjoy Paris.
    a. How long
    b. How much
    c. How many

12. I think both of these books are very interesting. ________________ one should I read first?
    a. When
    b. What
    c. Which

13. ________________ gas do I need to get to San Francisco? It’s 400 miles from here.
    a. How many
    b. How long
    c. How much

14. I’m hungry. ________________ is our lunch break?
    a. How much
    b. When
    c. Which
UNIT 9 TEST

15. ________________ eggs do you need to bake this cake? We only have three.
   a. How many
   b. How much
   c. How long

16. ________________ is this movie? It’s two hours and ten minutes.
   a. How many
   b. How much
   c. How long

17. **Stop at the red light** is the first _________________ you learn in driving school.
   a. procedure
   b. rule
   c. sequence

18. John is a student at UCLA Law School. Last summer, he was an ________________
   at the law office of Brown and Spelling.
   a. waiter
   b. intern
   c. student

19. All the New Woman magazines are here in _________________. The most recent
   copy is on top.
   a. procedure
   b. chronological order
   c. place

20. Please ________________ the newsletter to everyone in the office.
   a. distribute
   b. buy
   c. watch
UNIT 9
STUDENT ANSWER KEY

PREPOSITIONS OF LOCATIONS
(page 5)
1. across from
2. on the top
3. around the corner
4. down the hall
5. on the right
6. across from
7. on the second floor
8. in the back of

VOCABULARY
(page 6)
1. distribute
2. chronological order
3. invoice
4. intern
5. rules
6. procedure
7. sequence

QUESTION WORDS
(pages 9, 10 & 11)
1. Which
2. When
3. How long
4. Where
5. How many
6. Which
7. How much
8. Where
9. When
10. How long