Unit 10

♦ Arranging a Work Schedule

♦ Prepositions of Time: By / Until

♦ Future Continuous Tense
**MRS. LOPEZ CALLS MARIA**

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

Maria was working at the office when she got a phone call from her grandmother, Mrs. Lopez. Mrs. Lopez wanted to have dinner with Maria at 6:00, but Maria couldn’t do it. She had to work overtime.

Mrs. Lopez thought that Maria worked too much. She was worried that Maria might get sick. Maria knew that they needed the money, but she promised to be home by 8:00 that evening.

1. Who called Maria at work?

_______________________________________________________________________

2. Did Mrs. Lopez want to have dinner with Maria?

_______________________________________________________________________

3. At what time did Mrs. Lopez want to have dinner?

_______________________________________________________________________

4. Could Maria have dinner at 6:00?

_______________________________________________________________________

5. What did Maria have to do?

_______________________________________________________________________
VOCABULARY

Study these definitions.

- adjust  to change
- arrange  to put in order, to plan or prepare
- conflict  a problem caused when you have to do two things at the same time
- promise  to say you will, or will not, do something
- trouble  a problem

Complete the sentences below with the new vocabulary.

1. I’m having _________________ with my car. I should take it to a mechanic.
2. Mary has a class tomorrow at 8:00 am and her boss asked her to work at the same
time. There’s a _________________ in her schedule.
3. When I have to take final examinations at school, I tell my boss, and he always
___________________________ the schedule to give me time off.
4. Don’t worry about the children. I _________________ to take care of them
while you and your husband are on vacation.
5. Our manager, Ms. Wong, __________________ the work schedule every week.
ARRANGING A SCHEDULE

Study the following dialogue.

Susan: Mr. Smith, I need to change my work schedule.

Mr. Smith: What’s the conflict?

Susan: I am starting a class next month and I won’t be available to work mornings.

Mr. Smith: Will you be available to work Saturdays and Sundays?

Susan: Yes, I will.

Mr. Smith: Could you work Saturdays and Sundays from 10:00 am to 5:00 pm and Wednesday through Friday from 1:00 pm to 5:00 pm?

Susan: Yes, that’s fine.

Mr. Smith: Ok. I’ll see if Robert can work mornings.

Susan: Thank you very much.

Mr. Smith: No problem.
Choose the correct words from the box to complete the following dialogue.

<table>
<thead>
<tr>
<th>conflict</th>
<th>won’t be able to</th>
<th>will be</th>
<th>see</th>
<th>from</th>
</tr>
</thead>
<tbody>
<tr>
<td>change</td>
<td>to</td>
<td>available</td>
<td>through</td>
<td>to</td>
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</table>

Sara: Mrs. Berger, I need to _____________ my work schedule. I won’t
1. be able to work evenings next month.

Mrs. Berger: Why? What’s the ________________?
2.

Sara: My husband ________________ working late next month and
3. he ________________ take care of the baby.
4.

Mrs. Berger: Oh, I see. Will you be ________________ to work weekends?
5.

Sara: Yes, I will.

Mrs. Berger: Could you work Monday ____________ Wednesday, __________ 9:00 am
6. __________ 4:00 pm and Saturdays and Sundays from noon __________ 6:00 pm?
7. 8. 9.

Sara: No problem.

Mrs. Berger: Ok. I’ll ________________ if Marsha can work evenings.
10.

Sara: Thank you very much.
ANH AT WORK — Part 1

Anh was late for work and Mrs. Riley, her boss, wasn’t happy. Anh was late because her babysitter found another job and Anh didn’t have anyone to watch her child. She had to arrange for child care.

Anh asked Mrs. Riley if she could change her work schedule. They went into her office to look at the schedule. Anh couldn’t come to work early in the morning. The earliest time possible for her was 9:30. Also, she couldn’t work Sunday mornings because she had to go to church with her family. Mrs. Riley called another employee to try to change schedules.

1. Was Anh on time to work?

2. How did her boss feel when Anh was late?

3. Why was Anh late?

4. Did Anh ask Mrs. Riley to change her schedule?

5. Could Anh work early mornings?
ANH AT WORK — Part 2

Mrs. Riley called Marsha, who was her other employee. She asked Marsha if she could change schedules with Anh. Marsha agreed to come in at 7:30 in the morning, but she had to work less on Saturdays.

Mrs. Riley asked Anh if she could work three hours longer on Saturdays. That was okay with Anh because Saturday was her husband’s day off. He could take care of the baby. Mrs. Riley changed the schedule and everyone was happy. Anh thanked her very much.

1. Who was Marsha?

________________________________________________________________________

2. Could Marsha change her schedule?

________________________________________________________________________

3. What day did Anh have to work longer?

________________________________________________________________________

4. Did Anh need a babysitter for Saturdays?

________________________________________________________________________

5. Did Anh thank her boss for changing her schedule?

________________________________________________________________________
PREPOSITIONS OF TIME
BY AND UNTIL

We use by to say not later than. We use until to say how long a situation continues.

Examples:
I have to hurry. I must be home by 5:00 pm.
How late are you open? We’re open until 9:00 pm.

Fill in the blanks with by or until.
1. You must be at work _______________ 7:30 am.
2. Can you work _______________ 8:00 pm this evening?
3. Please finish this work ________________ 4:00 pm.
4. If I hurry, I can be home ________________ 6:00 pm.
5. My boss wants me to stay at the shop ________________ 10:30 pm.
6. My son must be at school _________________ 8:15 am.
7. We usually study _________________ midnight.
8. Please try to be home _________________ 6:00 pm or your dinner will get cold.
THE FUTURE CONTINUOUS TENSE

- We use the **future continuous tense** to say we will be doing something at a certain time in the future.

*Example:*
Tonight, my English class begins at 6:00 pm and ends at 7:30 pm.
I **will be studying** English at 6:30 pm.

- To form the **future continuous tense**, we use **will be + verb + ing**.

<table>
<thead>
<tr>
<th>I</th>
<th>You</th>
<th>He</th>
<th>She</th>
<th>It</th>
<th>We</th>
<th>They</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>will be working</strong> at 5:00 this afternoon.</td>
<td><strong>will be working</strong></td>
<td><strong>will be working</strong></td>
<td><strong>will be working</strong></td>
<td><strong>will be working</strong></td>
<td><strong>will be working</strong></td>
<td><strong>will be working</strong></td>
</tr>
</tbody>
</table>

- To form the negative, we use **won’t be + verb + ing**.

<table>
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<tr>
<th>I</th>
<th>You</th>
<th>He</th>
<th>She</th>
<th>It</th>
<th>We</th>
<th>They</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>won’t be working</strong> later today.</td>
<td><strong>won’t be working</strong></td>
<td><strong>won’t be working</strong></td>
<td><strong>won’t be working</strong></td>
<td><strong>won’t be working</strong></td>
<td><strong>won’t be working</strong></td>
<td><strong>won’t be working</strong></td>
</tr>
</tbody>
</table>
What will these people be doing in the future? Look at the pictures and finish the sentences.

Example:

(exercise) Dee Dee _____________ will be exercising _______________

at the health club tomorrow.

1. (wash dishes) Joe ____________________________

at

the restaurant next week.

2. (cook dinner) Mrs. Lopez ______________________

for

her friends tonight.

3. (eat) Anh and her husband ______________________

lunch in the park every day next week.
4. (work) Maria _______________________________ until 8:00 pm every day next week.

5. (take a shower) Ara ________________________________ later tonight.

6. (sell shoes) Boris _________________________________ on Saturday afternoon.

7. (clean tables) Teshome and Paul _____________________ at the Main Street Café tomorrow evening.

8. (watch TV) Mrs. Riley _______________________________ tonight.
THINK ABOUT IT

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

1. Should employees be able to make or receive personal calls on company time?
2. What’s the hardest thing about working overtime?
3. Have you ever had a schedule problem? What did you do?
Watch the video section called “Focused Listening.”
Write the correct hours in the boxes below.

1. Anh’s work schedule

<table>
<thead>
<tr>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thurs</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:30 am</td>
<td>9:30 am</td>
<td>9:30 am</td>
<td>9:30 am</td>
<td>10:00 am</td>
<td></td>
<td></td>
</tr>
<tr>
<td>to 5:30 pm</td>
<td>to 5:30 pm</td>
<td>to 5:30 pm</td>
<td>to 5:30 pm</td>
<td>to 7:00 pm</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Mrs. Lopez’s work schedule

<table>
<thead>
<tr>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thurs</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
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</tbody>
</table>

3. Sonia’s work schedule

<table>
<thead>
<tr>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thurs</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
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</table>
UNIT 10 TEST

Circle the correct answers.

1. I have a ______________________ in my schedule. I can’t work tomorrow at 10:00 am because I have a doctor’s appointment.
   a. conflict  
   b. day off  
   c. trouble

2. John works Tuesdays ________________ Saturdays. He’s off Sundays and Mondays.
   a. from  
   b. at  
   c. through

3. What time do you work? I work __________________ 9:00 am to 6:00 pm.
   a. through  
   b. from  
   c. on

4. We like your application and would like to hire you for this position. What time are you ________________ to work starting next month?
   a. available  
   b. possible  
   c. can

5. Next month, I won’t be going to school anymore. I’ll _______________ work anytime.
   a. can  
   b. be able to  
   c. available

6. When Anh works, she has to ________________ for a babysitter to take care of Eddie.
   a. arrange  
   b. adjust  
   c. promise

7. The movie starts at 9:30 tonight. We have to get there _______________ 9:20 to get in.
   a. by  
   b. until  
   c. in
UNIT 10 TEST

8. Today is going to be a long day for Mrs. Lopez. She has to work ___________ 12:00 am.
   a. by
   b. on
   c. until

9. The airplane is scheduled to leave at 5:15. You must be at the airport ___________ 3:15.
   a. on
   b. by
   c. until

10. My mother’s coming to pick me up at 4:00. I can play __________ she comes.
    a. until
    b. by
    c. at

11. Margaret __________ at the library until 8:00 tonight.
    a. studying
    b. will studying
    c. will be studying

12. Sonia __________ at the cable station all day tomorrow.
    a. will working
    b. working
    c. will be working

13. Anh’s husband __________ care of Eddie on Saturday.
    a. will be taking
    b. will taking
    c. taking

14. I __________ to the party tomorrow night.
    a. be going
    b. will be going
    c. will going

15. Maria __________ tonight.
    a. will be working
    b. be working
    c. working
UNIT 10 TEST

16. Frank and Ricardo ___________________ tomorrow.
   a. studying  
   b. will be studying  
   c. be studying

17. All the guests will be arriving at the party at 6:00 pm. We have to have the cake ready ___________________ 5:30 so we can deliver it before everyone arrives.
   a. until  
   b. by  
   c. on

18. Sometimes, Anh has ________________ getting a babysitter because no one’s available.
   a. arrange  
   b. trouble  
   c. difficult

19. When John married Lisa, he ____________ to love her and take care of her forever.
   a. arranged  
   b. ended  
   c. promised

20. When there’s a conflict in the schedule, Mr. Williams always ________________ it to make everyone happy.
   a. moves  
   b. adjusts  
   c. promises
UNIT 10
STUDENT ANSWER KEY

VOCABULARY
(page 25)
1. trouble
2. conflict
3. adjusts
4. promise
5. arranges

ARRANGING A SCHEDULE
(page 27)
1. change
2. conflict
3. will be
4. won’t be able to
5. available
6. through
7. from
8. to
9. to
10. see

THE FUTURE CONTINUOUS TENSE
(pages 32 & 33)
1. Joe will be washing dishes at the restaurant next week.
2. Mrs. Lopez will be cooking dinner for her friends tonight.
3. Anh and her husband will be eating lunch in the park every day next week.
4. Maria will be working until 8:00 pm every day next week.
5. Ara will be taking a shower later tonight.
6. Boris will be selling shoes on Saturday afternoon.
7. Teshome and Paul will be cleaning tables at the Main Street Café tomorrow evening.
8. Mrs. Riley will be watching TV tonight.

PREPOSITIONS OF TIME
(page 30)
1. by
2. until
3. by
4. by
5. until
6. by
7. until
8. by

FOCUSED LISTENING
(page 35)
2. Mrs. Lopez’s work schedule
   Mon: 1:00 to 5:00
   Tue: 8:00 to 3:00
   Wed: 1:00 to 5:00
   Thurs: 8:00 to 3:00
   Fri: 1:00 to 5:00

3. Sonia’s work schedule
   Tue: 1:00 to 5:00
   Wed: 10:00 to 7:00
   Thurs: 1:00 to 5:00
   Fri: 10:00 to 7:00
   Sat: 12:00 to 5:00