PUTTING ENGLISH TO WORK 1: 
UNIT 14

A JOB INTERVIEW

In this unit you will learn:

THESE LIFE SKILLS:

- Describing clothing sizes  small, medium, large
- Describing colors red, blue, orange
- Answering questions in a job interview Can you use a computer?
- Reading sale ads T-shirts on sale!

THIS VOCABULARY:

- Clothing shirt, dress, pants
- Job interview actions make eye contact, smile

THIS GRAMMAR:

- Verb: HAVE TO You have to be on time.
Vocabulary: Clothes

Review the clothes from the video.

jeans  T-shirt  dress  shirt  sweater
blouse  jacket  hat  cap  suit
sneakers  sandals  shoes

Exercise 1: Answer the following questions.

1. What is it?
   It's a dress.

2. What is it?

3. What is it?

4. What is it?

5. What is it?

6. What is it?

7. What are they?
   They’re sneakers.

8. What are they?

9. What are they?

Listening from the Video

Exercise 2: Watch the first “It’s Your Turn” in the video. Circle the correct answer.

1. Is this a T-shirt or a sweater? a T-shirt a sweater
2. Is this a jacket or a dress? a jacket a dress
3. Are these sandals or sneakers? sandals sneakers

Exercise 3: Watch the short job interview movie. Are these sentences TRUE or FALSE during an interview?

1. Be neat. TRUE FALSE
2. Don’t be late. TRUE FALSE
3. Don’t smile. TRUE FALSE
4. Be polite. TRUE FALSE
5. Turn on your cell phone. TRUE FALSE
6. Make eye contact. TRUE FALSE
7. Shake hands. TRUE FALSE

Exercise 4: Find the words in the puzzle.

black blue brown color
colors green orange pink
purple red white yellow
Exercise 5: Put the words in the right order. Then, practice the conversation.

1. you Mr. do? do Williams. I'm How

   *I'm Mr. Williams. How do you do?*

2. meet Nice Bob to Stevens. I'm you, sir.

3. have seat. Please a

4. you. Thank

5. use Bob, machine? Tell fax can you me, a

6. can, sir. Yes, I

7. how you computer? to Do a use know

8. can but learn. I No,

Exercise 6: Put the following conversation in order.

   ____ Thank you.
   ____ Nice to meet you, sir. I'm Silvia Brown.
   ____ Yes, I can.
   ____ Please have a seat.
   ____ Tell me, Silvia, can you answer the phone?
   ____ Good morning. I'm John Carlson.
More Vocabulary

Jewelry
- bracelet
- earrings
- necklace
- ring
- watch

Other Clothing Vocabulary
- boots
- coat
- shorts
- skirt
- socks
- tie
- tank top
- makeup

Exercise 7: Circle the correct word for each picture

<p>| | | | | |</p>
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<tbody>
<tr>
<td>1. watch</td>
<td>2. shirt</td>
<td>3. skirt</td>
<td>4. necklace</td>
<td></td>
</tr>
<tr>
<td>shorts</td>
<td>boots</td>
<td>shorts</td>
<td>jeans</td>
<td></td>
</tr>
<tr>
<td>earrings</td>
<td>sneakers</td>
<td>shorts</td>
<td>coat</td>
<td></td>
</tr>
<tr>
<td>socks</td>
<td></td>
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</table>

Exercise 8: Unscramble the following words.

1. r s e r g n a i  earrings
2. n c l c a e e k
3. o l u e s b
4. n s r e s e k a
5. l t e c b e a r
Grammar: HAVE TO

<table>
<thead>
<tr>
<th>I</th>
<th>have to</th>
<th>shake hands.</th>
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<tbody>
<tr>
<td>You</td>
<td></td>
<td>be on time.</td>
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<table>
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<tr>
<th>We</th>
<th>have to</th>
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<tr>
<td>You</td>
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<tr>
<th>He</th>
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<td>She</td>
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<tr>
<th>It</th>
<th>has to</th>
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<td></td>
<td>work 8 hours.</td>
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<table>
<thead>
<tr>
<th>QUESTIONS</th>
<th>ANSWERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do I have to smile?</td>
<td>Yes, you do.</td>
</tr>
<tr>
<td>Do you have to shake hands?</td>
<td>Yes, I do.</td>
</tr>
<tr>
<td>Do they have to be polite?</td>
<td>Yes, they do.</td>
</tr>
<tr>
<td>Do we have to answer phones?</td>
<td>Yes, you do.</td>
</tr>
<tr>
<td>Does he have to file?</td>
<td>Yes, he does.</td>
</tr>
<tr>
<td>Does she have to be on time?</td>
<td>Yes, she does.</td>
</tr>
<tr>
<td>Does it have to work?</td>
<td>Yes, it does.</td>
</tr>
</tbody>
</table>

**Exercise 9:** Answer these questions with a short answer.

1. Do you have to turn off your cell phone? **Yes, I do.**
2. Do you have to be on time? ______________________
3. Do you have to shake hands? ______________________
4. Do you have to smile? ______________________
5. Do you have to wear earrings? ________________
Exercise 10: Look at the pictures. Answer the questions.

1. She’s a housekeeper. Does she have to clean? 
   Yes, she does. She has to clean.

2. She’s a cashier. Does she have to type? 
   ___________________________ . ________________________________.

3. He’s a cook. ______ he _____ ___ answer phones? 
   ___________________________ . ________________________________.

4. She’s a hair stylist. _____ she _____ ___ cut hair? 
   ___________________________ . ________________________________.

5. She’s a teacher. _____ _____ _____ _____ cook? 
   ___________________________ . ________________________________.
Exercise 11: Answer the questions about the job interview.

1. What do you have to do?  
   I have to wear a suit.

2. What do you have to do?

3. What do you have to do?

4. What do you have to do?

5. What do you have to do?

6. What do you have to do?


**Writing**

**Exercise 12:** Write five things you have to do at a job interview.

1. **Turn off your cell phone.**

2. ______________________________________________________________________

3. ______________________________________________________________________

4. ______________________________________________________________________

5. ______________________________________________________________________

**Life Skills: Clothing Sizes**

**Exercise 13:** Write the size under the sweater.
Exercise 14: Circle the answers to the questions.

1. Carla wants to buy one large T-shirt. How much is it?
   a. $5.00     b. $5.50     c. $6.00     d. $8.00

2. What is the name of the store?
   a. blue     b. Linda’s Clothing Store
   c. Linda     d. Large

3. Is the store open on Thursday?
   a. Yes, it is.    b. No, it isn’t.

4. What size is NOT on sale?
   a. Small     b. Medium     c. Large     d. Extra-large

5. What color is NOT on sale?
   a. brown     b. blue     c. gray     d. black

6. Who can NOT find a shirt at the sale?
   a. men     b. women     c. boys     d. girls

7. Martha wants to buy one small T-shirt and one medium T-shirt. How much is the total?
   a. $10.50     b. $11.50     c. $14.00     d. $16.00
Narrative Reading

“Sheila Wants to Be a Receptionist”

Sheila Pierce is at a job interview. She wants to be a receptionist. She is wearing a suit and nice shoes. She is also wearing earrings, a necklace, and a watch. She looks neat and professional.

Sheila is on time and she is very polite. Her cell phone is turned off. Right now, she is talking to Mrs. Neilsen, the manager of Nelly’s Beauty Salon. Sheila is smiling and she is making eye contact. She is answering all the questions very well.

Exercise 15: Answer the questions about the story.

1. What does Sheila want to be? __________________________
2. What is she wearing? ________________________________
3. Is she wearing a bracelet? __________________________
4. Does she look neat? ________________________________
5. Is Sheila on time? _________________________________
6. Who is the manager? _______________________________
7. What is the name of the salon? ______________________
8. Is Sheila smiling? _________________________________
9. Is Sheila talking on her cell phone? __________________
10. Is she making eye contact? _________________________
UNIT TEST 14 -- WRITTEN EVALUATION

Part 1: Answer the questions.

1. What is it? [page 2]

2. What is it? [page 2]

3. What are these? [page 2]

4. What is it? [page 2]

5. At a job interview, do you have to turn off your cell phone? [page 6]

6. What does she have to do? [page 7]
Part 2: Follow the directions.

7. Put the conversation in order. [page 4]

____ Thank you.
____ Good morning. I’m Anthony Boullier.
____ Nice to meet you, sir. I’m Shin Jun Kim.
____ Please have a seat.
____ Yes, I can.
____ Tell me, Shin Jun, can you make pizza?

8. Circle the **CORRECT** sentence. [pages 6, 7]

   a. I have to answer the phone.
   b. It’s a sandals.
   c. Do you has to shake hands?
   d. He have to wear a suit.

Part 3: Answer the questions about this advertisement.

**JOE’S CLOTHING STORE**

**PANTS FOR MEN AND WOMEN**

SMALL $15.50 - MEDIUM $19.00 - LARGE $28.00

STORE HOURS – 8:00 A.M. TO 7:00 P.M.
MONDAY TO SATURDAY

9. How much are large pants? [pages 9, 10]

   a. $15.50  b. $19.00  c. $28.00  d. $20.00

10. What **CAN’T** you buy at the sale?

   a. pants for men  b. extra-large sizes
   c. pants for women  d. small and large sizes
Exercise 1, page 2
2. It's a jacket. 3. It's a suit.
4. It's a sweater. 5. It's a blouse.
6. It's a cap. 8. They're jeans.
9. They're sandals.

Exercise 2, page 3
1. a sweater 2. a jacket 3. sneakers

Exercise 3, page 3
1. TRUE 2. TRUE 3. FALSE 4. TRUE
5. FALSE 6. TRUE 7. TRUE

Exercise 4, page 3

Exercise 5, page 4
2. Nice to meet you, sir. I'm Bob Stevens.
3. Please have a seat.
4. Thank you.
5. Tell me, Bob, can you use a fax machine?
6. Yes, I can, sir.
7. Do you know how to use a computer?
8. No, but I can learn.

Exercise 6, page 4
4. Thank you.
2. Nice to meet you, sir. I'm Silvia Brown.
6. Yes, I can.
3. Please have a seat.
5. Tell me, Silvia, can you answer the phone?

Exercise 7, page 5
1. earrings 2. shorts 3. skirt 4. blouse

Exercise 8, page 5
2. necklace 3. blouse 4. sneakers 5. bracelet

Exercise 9, page 6
2. Yes, I do. 3. Yes, I do.
4. Yes, I do. 5. No, I don't.

Exercise 10, page 7
2. No, she doesn't. She doesn't have to type.
3. Does he have to answer phones?
   No, he doesn't. He doesn't have to answer phones.
4. Does she have to cut hair?
   Yes, she does. She has to cut hair.
5. Does she have to cook?
   No, she doesn't. She doesn't have to cook.

Exercise 11, page 8
2. I have to be on time.
3. I have to turn off my cell phone.
4. I have to smile.
5. I have to shake hands.
6. I have to make eye contact.

Exercise 12, page 9
Answers will vary. Possible answers are
2. Smile.
3. Be on time.
4. Shake hands.
5. Be polite.

Exercise 13, page 9
Extra-large Small Large Medium

Exercise 14, page 10
1. d 2. b 3. b 4. d
5. a 6. a 7. b

Exercise 15, page 11
1. She wants to be a receptionist.
2. She's wearing a suit and nice shoes.
3. No, she isn't.
4. Yes, she does.
5. Yes, she is.
6. Mrs. Neilsen
7. Nelly's Beauty Salon
8. Yes, she is.
9. No, she isn't.
10. Yes, she is.