Unit 12

- Following Instructions
- Say and Tell
- Prepositional Phrases
- Adverbs
ARA AT WORK — Part 1

Read the story and answer the questions with complete sentences.

Ara was taking a break at work when he called Maria on the telephone. Right then, Ed, a co-worker, came in to look for a set of keys on the key rack. The keys weren’t there. Ara told Ed that he put all the keys on the desk. Ed told Ara that everyone was supposed to put the keys on the key rack.

Ed couldn’t find the keys to the car he was working on. Ara never wrote the type of car on the key tag. He only wrote the name of the customer. Ed needed to check the work orders to find out the type of car, but they were out of order. Somebody needed to alphabetize them. Ara never did that and Ed was upset. Ed saw that he needed to talk to Ara about the work procedures.

1. Were the keys in the correct place?

________________________________________________________________________

2. Where was Ara supposed to put the keys?

________________________________________________________________________

3. What information was Ara supposed to write on the key tag?

________________________________________________________________________

4. Was Ara supposed to alphabetize the work orders?

________________________________________________________________________

5. Did he alphabetize them?

________________________________________________________________________
Ed explained the garage’s work procedures to Ara. Ed kept the forms in the top drawer of his desk. It was Ara’s job to talk to the customers. If he couldn’t answer their questions, then he should ask Ed. Also, customers had to write their names, addresses, and phone numbers on the forms.

After he calculated the estimate, Ara needed to write the estimate on the bottom of the form. When he took a customer’s keys, he had to put a tag on them with the customer’s name, and the license number and model of the car. Finally, he had to put the keys on the key rack, under the first letter of the customer’s last name. For example, Ed’s last name was Mason, so his keys went on the key rack under the letter M.

When a customer came to pick up a car, Ara had to look at the work order, take the payment, and give the customer the keys.

1. Did Ed keep the forms on the top shelf?

_______________________________________________________________________

2. Did Ara have to talk to customers?

_______________________________________________________________________

3. What information did customers need to write on the forms?

_______________________________________________________________________

4. What information did Ara need to write on the forms?

_______________________________________________________________________

5. Was Ara supposed to put the keys under the first letter of the first name?

_______________________________________________________________________
VOCABULARY

Study these definitions.

• alphabetize to put in alphabetical order
• estimate what you think something will cost
• identify to recognize, to know what something is
• select to choose one thing from a number of choices
• sort to separate items into different groups
• task something you have to do

Complete the sentences below with the new vocabulary.

1. Changing the toner in the copy machine is a difficult ___________________.
   Joaquin has to open the machine, and pull the lever down and out to release the used
toner cartridge. Then, he has to take it out and throw it away without getting ink all
over himself before he can put in the new toner cartridge.

2. Every morning the mailman delivers all the mail in one big bag. Maria has to
_______________________ the mail by names and departments before she can
distribute them to each office at Latino Legal Services.

3. Airmail usually takes five to seven days to reach a foreign country. This time of year
always requires a few more days because of Christmas rush. If you send this
package by airmail, my __________________ is that it will take ten to
twelve days to reach Hong Kong.

4. There are five trains to New York, so you have five choices. You must
_______________________ the train that will get you there at the correct time.

5. These files are all out of order, and Mr. Novella can’t find the one he needs. He
wants Joaquin to ______________________ all the files using the first letter of each
client’s last name.

6. When Jerry arrived in Madrid, the airline couldn’t find his suitcase. He had to go
to the Lost & Found office to ______________________ his suitcase. There were
three suitcases with no names.
SAY AND TELL

- We use *say* and *tell* to report information.
- If you *say* who the person talked to, use *tell*.
- If you *don’t say* who the person talked to, use *say*.

Examples:
Mary *told me* that she didn’t like chocolate. (The past tense of *tell* is *told*.)
Mary *said* that she didn’t like chocolate. (The past tense of *say* is *said*.)

*Fill in the blanks with told or said.*

1. Ara _________________ me that he loves Maria.
2. Mrs. Lopez _________________ that she didn’t know how to use the DVD player.
3. Maria _________________ Mrs. Lopez how to use the DVD player.
4. Ahn _________________ Mrs. Riley that she couldn’t work mornings.
5. Sonia _________________ that she doesn’t like to cook.
6. Jose _________________ that he wants to be a legal assistant.
7. The receptionist _________________ Mrs. Lopez to file the charts in alphabetical order.
8. Mr. Novella _________________ Maria to make five copies of a document.
9. Mrs. Riley _________________ to water the plants in the afternoon.
10. Teshome _________________ his boss that he wanted to change his schedule.
FOLLOWING INSTRUCTIONS

Tonight, there will be a very good program on TV. Maria wants to watch it, but she can’t. She has to work late this evening. She calls her grandmother, Mrs. Lopez, and asks her to record the program for her.

Study their conversation.

Maria: Hello, Grandma?

Mrs. Lopez: Yes, Hello Maria!

Maria: Grandma. There’s going to be a very good show on Channel 28 tonight at 7:00. Can you record it for me?

Mrs. Lopez: I don’t know how to use the DVD recorder.

Maria: It’s easy. First turn on the TV.

Then turn on the DVD recorder.

Make sure the TV is on channel 3.

Then put a blank DVD into the DVD recorder.
Select channel 28 on the DVD recorder.

Press the REC (record) button.

When the program is finished, press the STOP button.

Now Mrs. Lopez is going to repeat the instructions. Fill in the blanks to help her.

Mrs. Lopez: Ok. First I turn on the TV.

Then I ________________________________.
1.

I have to make sure ________________________________.
2.

After that I ________________________________.
3.

Then I ________________________________.
4.

Then I ________________________________ on the remote control.
5.

When the program is finished, I ________________________________.
6.
MARIA AT WORK

Maria was taking a break, and she called Ara. She asked him if he could fix Anh’s car. Ara said it was no problem. Then Maria went back to work.

Maria explained to Joaquin how to change the toner in the copy machine, but he wasn’t paying attention. When he tried to open the machine, he saw that it was locked. Joaquin was lucky that Maria had the key.

Maria pulled the lever down to get the old toner cartridge out. Joaquin helped her take it out, but he pulled the cartridge too quickly. He got ink all over himself.

1. Did Maria ask Ara to fix her car?

________________________________________________________________________

2. What kind of machine did Maria show Joaquin?

________________________________________________________________________

3. Was Joaquin paying attention to Maria?

________________________________________________________________________

4. Why did Maria need a key to the copy machine?

________________________________________________________________________

5. Did Maria pull the lever up or down?

________________________________________________________________________
**PREPOSITIONAL PHRASES**

- There are many prepositions in English. For example, *on*, *in*, *with* and *under* are all prepositions.
- We can describe a noun by using a **prepositional phrase** after it.

*Examples:*

The girl **with the red** hair is beautiful.  

The boy **on the bike** is happy. 

*Look at the pictures below. Choose the correct prepositional phrase from the box to complete the sentences.*

<table>
<thead>
<tr>
<th>in our yard</th>
<th>with the stripes</th>
<th>on the table</th>
<th>on the top shelf</th>
<th>on the TV</th>
</tr>
</thead>
<tbody>
<tr>
<td>with the broken leg</td>
<td>with a mustache</td>
<td>under the bed</td>
<td>with curly hair</td>
<td></td>
</tr>
</tbody>
</table>

*Example:*

The girl **with curly hair** is six years old.
1. The dog _________________________________ is afraid of cats.

2. The tree __________________________________ has a lot of fruit.

3. The man _________________________________ smokes cigars.

4. The shirt _________________________________ is too big.
5. The cup ____________________________ is broken.

6. The food ____________________________ is yours.

7. The chair ____________________________ needs fixing.

8. The book ____________________________ is excellent.
ADVERBS

• An adjective describes a noun.
  Example:  Bob is a careful worker.

• An adverb describes a verb.
  Example:  Bob works carefully.

• To form an adverb, we add -ly to an adjective.
  Examples:  slow > slowly  beautiful > beautifully

• If the adjective ends in -le, we drop the -e and then add -y.
  Examples:  simple > simply  terrible > terribly

• If the adjective ends in -y, we change the -y to -i and then add -ly.
  Examples:  happy > happily  busy > busily

• Note that the adverbs for good is well. Fast and hard don’t change.
  Examples:  He is a good painter. He paints well.
  She is a fast driver. She drives fast.
  He is a hard worker. He works hard.

Fill in the blanks with the correct adverb.

Example:

Maria is a careful typist. She types carefully.
1. Jose is a **fast** dishwasher. He washes dishes ____________________________.

2. Mr. Ito is a **patient** teacher. He teaches Sonia ____________________________.

3. Maria is a **polite** receptionist. She answers calls ____________________________.

4. Sonia is a **bad** cook. She cooks very ____________________________.

5. Joaquin is a **hard** worker. He works ____________________________. 
6. Ara is a **careless** driver. He drives ____________________________.

7. Tony and Sam are **good** soccer players. They play soccer ____________________.

8. My husband is a **neat** dresser. He dresses very ________________________.

9. Doris is a **slow** reader. She reads very ________________________.

10. That dog is very **quick**. It runs ____________________________.
THINK ABOUT IT

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

1. Ara is upset because Maria is working overtime all the time. Is it possible for two people who work a lot to have a strong relationship?

2. What is one machine that you can operate? List the procedures for that machine.

3. Is it difficult for you to ask questions on the job? Why or why not?

________________________________________________________________________
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FOCUSED LISTENING
(video - 24:35)

Watch the video section called “Focused Listening”. Listen for the sequence of the steps, and then write the correct numbers next to the sentences below.

How to sort the mail
_________ Alphabetize each office’s mail by last name.
_________ Pick up outgoing mail and bring it to the mailroom.
_________ Sort mail by floor.
_________ Take mail and put in each office’s “IN” basket.
_________ Sort mail by office number.

How to mop the floor
_________ Put caution sign near area mopping.
_________ Empty dirty water, let floor dry, and remove caution sign.
_________ Put soap and ammonia in bucket of hot water.
_________ Stack chairs securely on tables.
_________ Mop floor, squeezing dirty water into another bucket.
UNIT 12 TEST

Circle the correct answers.

1. Ed ____________ Ara to write the customer’s name and model of car on the key tag.
   a. told
   b. said
   c. say

2. Maria ___________ to throw out the old toner cartridge before putting in the new one.
   a. told
   b. said
   c. tell

3. Frank ______________ Monique, his girlfriend, that he loved her with all his heart.
   a. told
   b. said
   c. tell

4. Julie ______________ that life is beautiful.
   a. say
   b. says
   c. tells

5. My parents always ______________ me to be a good student and work hard.
   a. tell
   b. tells
   c. say

6. Mrs. Lopez is a beautiful singer. She sings ______________.
   a. very beautiful
   b. beautifully
   c. beautiful

7. My mother is a slow driver. She drives very ______________.
   a. slowly
   b. slow
   c. slows

8. I always step on my partner’s feet when we dance. I dance ______________.
   a. terrible
   b. terribly
   c. beautifully
UNIT 12 TEST

9. It’s difficult to understand Marco. He talks ________________.
   a. fast
   b. clear
   c. good

10. June is a graceful dancer. She dances ________________.
    a. graceful
    b. grace
    c. gracefully

11. Monique is from France. She speaks French very ________________.
    a. good
    b. goodly
    c. well

12. Anh is a hard worker. She works very ________________.
    a. hardly
    b. hard
    c. bad

13. Maria is a very intelligent person. She learns everything ________________.
    a. easy
    b. easily
    c. easily

14. When you go to a job interview, remember to speak ________________.
    a. politely
    b. polite
    c. fast

15. The car ________________ is beautiful.
    a. red
    b. the red doors
    c. with the red doors

16. The boy ________________ is from Russia.
    a. blue jeans
    b. in the blue jeans
    c. the blue jeans
UNIT 12 TEST

17. The television _____________ is on sale today.
   a. on the top shelf
   b. the top shelf
   c. the bottom shelf

18. The shirt _______________ is very dirty.
   a. the table
   b. the floor
   c. under the table

19. The woman _______________ is very beautiful.
   a. the green dress
   b. with the big smile
   c. new purse

20. The man ________________ is very intelligent.
   a. in the blue suit
   b. blue shirt
   c. the blue shirt
UNIT 12
STUDENT ANSWER KEY

VOCABULARY
(page 74)
1. task
2. sort
3. estimate
4. select
5. alphabetize
6. identify

SAY AND TELL
(page 75)
1. told
2. said
3. told
4. told
5. said
6. said
7. told
8. told
9. said
10. told

FOLLOWING INSTRUCTIONS
(page 77)
1. Then I turn on the DVD recorder.
2. I have to make sure the TV is on channel 3.
3. After that I put a blank DVD into the DVD recorder.
4. Then I select channel 28 on the DVD recorder.
5. Then I press the REC (record) button on the remote control.
6. When the program is finished, I press the STOP button.

PREPOSITIONAL PHRASES
(pages 80 & 81)
1. The dog under the bed is afraid of cats.
2. The tree in our yard has a lot of fruit.
3. The man with a mustache smokes cigars.
4. The shirt with the stripes is too big.
5. The cup on the TV is broken.
6. The food on the table is yours.
7. The chair with the broken leg needs fixing.
8. The book on the top shelf is excellent.

ADVERBS
(pages 83 & 84)
1. fast
2. patiently
3. politely
4. badly
5. hard
6. carelessly
7. well
8. neatly
9. slowly
10. quickly

FOCUSED LISTENING
(page 86)
How to sort the mail
1
2
3
4
5

How to mop the floor
1
2
3
4
5