Unit 13

- Calling in Sick to Work
- Taking Messages
- Might
ARA FEELS SICK — Part 1

Read the story and answer the questions with complete sentences.

Ara dropped by Mrs. Lopez’s apartment. He wanted to see Maria before he went to work. Mrs. Lopez asked him how he was doing. He was a little tired. He was up late last night because he fixed Anh’s car.

Mrs. Lopez felt Ara’s forehead and told him that he had a fever. She didn’t think he should go to work. He had to go to work because he was afraid that he might lose his job if he didn’t go.

Ara stood up and started to leave, but Mrs. Lopez didn’t let him go. She told him to call his boss and tell him that he was sick. Ara tried to call him, but he couldn’t. His head hurt too much. Mrs. Lopez gave him some aspirin and told him to try again later.

1. What did Ara do last night?

________________________________________________________________________

2. What was wrong with Ara?

________________________________________________________________________

3. Did Mrs. Lopez let Ara go to work?

________________________________________________________________________

4. Why was Ara afraid to miss work?

________________________________________________________________________

5. Why didn’t Ara call his boss right away?

________________________________________________________________________
ARA FEELS SICK — Part 2

Mrs. Lopez came back with a thermometer and took Ara’s temperature. It was 103 degrees. She thought that Ara had the flu. He needed to stay in bed. Ara was worried. What if his boss didn’t believe him? His boss wanted 48 hours notice when an employee couldn’t come to work.

Mrs. Lopez explained that 48 hours notice wasn’t necessary to call in sick. She told him to pick up the phone, call his boss and say, “I can’t come in today because I’m sick.” Ara agreed with Mrs. Lopez because he could hurt himself at work or give other people the flu. He decided to call his boss.

1. Should Ara go to work with a temperature?

2. Where should Ara be?

3. Was Ara worried about his job?

4. What was one reason that Ara shouldn’t go to work?

5. Did Ara decide to call in sick?
Vocabulary

Study these definitions.

• chills  a feeling of being cold when you have the flu
• dizzy  not stable or balanced
• nauseous  feeling sick in the stomach
• policy  a rule
• remind  to help someone remember
• shiver  to shake from the cold
• sniffles  a runny nose
• symptom  what you feel when you're sick

Complete the sentences below with the new vocabulary.

1. I can’t eat anything because I feel ____________________. I might throw up.

2. If I forget Nora’s birthday, could you please ___________________ me? I want to buy her a nice present this year.

3. After Joan got off the roller coaster, she had to sit down because she was feeling ____________________.

4. My nose is all red because I have the ___________________. Could you please hand me a tissue?

5. You have a headache, a sore throat and the sniffles. These are the ____________________ of a cold.

6. Our boss wants us to call him 24 hours in advance when we’re sick and can’t come to work. That’s his ____________________.

7. Last night I had to wear two shirts under my pajamas to stay warm because I had the ____________________.

8. I can’t stop. It’s 30 degrees today. I always ____________________ when it’s this cold.
ARA CALLS IN SICK

Ara finally called his boss, Ed. Ed was upset because Ara was already late. He was very busy. He had 15 orders and only one other worker. Ed told Ara to come in immediately or lose his job. Ed reminded Ara that the policy was 48 hours notice in advance if he couldn’t come to work.

Ara explained that he worked late and he was really very sick. His temperature was 103 degrees. Ed finally believed him and told him to stay home and rest. He also told him to call the next day and tell him if he was feeling better. Ara thanked Ed.

When Mrs. Lopez went to work, she told Ara to stay at her place and rest.

1. Was Ed in a good mood when Ara called him?

2. Were there many other workers at the shop?

3. How many hours notice did Ed want his employees to give him?

4. Did Ara lose his job?

5. Where did Ara stay?
CALLING IN SICK

When you call in sick, you should describe your symptoms (what you are feeling).

*Examples:*

*If you have the flu*

You might have the chills.
You might shiver.

You might feel dizzy.

You might feel nauseous.

You might have a high fever.

Your head might be pounding.

You might have a headache.

*If you have a cold*

You might have a cough.

You might have a sore throat.

You might have the sniffles.
Mr. Reynolds: Good morning, Main Street Café.
Teshome: Hello, boss. This is Teshome.
Mr. Reynolds: Hello, Teshome. Where are you?
Teshome: I’m sorry, Mr. Reynolds, but I can’t come in today.
Mr. Reynolds: What’s the matter?
Teshome: I have the flu.

I feel _______________________. My head is going around and around.
I feel _______________________. I can’t eat anything.
I have _______________________. It’s 103 degrees.
I have _______________________. I’m shivering.
I have a bad _______________________. My head is pounding.

Mr. Reynolds: I’m sorry to hear that. You’d better take care of yourself.
Teshome: I’ll call you tomorrow to let you know how I am.
TAKING MESSAGES

When we take a message, we need to write:

1. Who the message is for:
   To: ____________________________________
2. Who the message is from:
   From: _________________________________
3. What the message is:
   Message: _______________________________

Read the following dialogue. It’s 9:45 am at the flower shop. The telephone rings.

Patricia: Good morning, The Flower Shop. Patricia speaking.
Anh: Hello, Patricia. This is Anh.
Patricia: Hello, Anh. Where are you?
Anh: I can’t come in to work today. I have a high fever - 103 degrees!
Patricia: Oh, I’m sorry, Anh.
Anh: Please tell Mrs. Riley that I won’t be in today. Tell her I’ll call her tomorrow morning to let her know how I am.
Patricia: Ok. I’ll tell her. I hope you feel better soon.
Anh: Thank you.
Now pretend you are Patricia. Write a message for Mrs. Riley.

1. To: ____________________________________________
2. From: __________________________________________
3. Message: _______________________________________
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Unit 13
Putting English to Work 3 (rev. 10/11)
MIGHT

Might means maybe. It always comes before a verb.

Example:

I might work late this evening.  (Maybe I will work late this evening.)

\[
\begin{array}{cccc}
\text{I} & \text{You} & \text{He} & \text{She} \\
\text{She} & \text{It} & \text{We} & \text{They} \\
\end{array}
\]

might come tomorrow.

Fill in the blanks with might and the present tense form of the verb.

Example:

Maria worked last night. She might work late again tonight.

1. Mrs. Lopez called in sick yesterday. She ____________________________ in sick again today.
2. Jose and Teshome are taking the bus to work now. They _________________________
   the bus again next week.

3. Sonia’s relatives visited her last summer. They ________________________ her
   next summer, too.

4. Marty had to babysit last night. He _________________________ to babysit again tonight.

5. Ara fixed a truck last week. He __________________________ a truck again tomorrow.

6. Mr. Ito went to a club last Saturday night. He _____________________________ to the
   same club again next Saturday night.
7. We ate chicken for dinner last night. We ___________________chicken again tonight.

8. I was very busy yesterday. I ______________________ very busy again today.

9. Flora and Trina studied all day today. They __________________ all day tomorrow, too.

10. I bought a new table for my kitchen today. I _____________________ some chairs to match it when I get the money.
THINK ABOUT IT

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

1. Have you ever called your boss or your school to tell them you couldn’t come? What happened?

2. A co-worker calls in sick. You take the message for your boss. What information do you have to write down?

3. If you are sick or have an emergency, would you call your boss or have a friend call for you? Why?

________________________________________________________________________
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FOCUSED LISTENING
(video - 21:05)

Watch the video section called “Focused Listening.”
Then write the correct information in the forms below.

MESSAGE 1
To: ______________________________   From: _______________________________
Message: ________________________________________________________________
________________________________________________________________________
________________________________________________________________________

MESSAGE 2
To: ______________________________   From: _______________________________
Message: ________________________________________________________________
________________________________________________________________________
________________________________________________________________________

MESSAGE 3
To: ______________________________   From: _______________________________
Message: ________________________________________________________________
________________________________________________________________________
________________________________________________________________________
UNIT 13 TEST

Circle the correct answers.

1. My sister is sick. She feels _________________. She can’t eat anything right now.
   a. nauseous
   b. hungry
   c. sniffling

2. I can’t talk right now because I have a _________________.
   a. temperature
   b. chills
   c. sore throat

3. John just got off the airplane and he’s feeling _________________. His head is spinning.
   a. nauseous
   b. dizzy
   c. sore throat

4. When I have a sore throat, I _________________. It’s terrible!
   a. cough
   b. headache
   c. sing

5. Bobby has the _________________. He’s shivering all over.
   a. sniffling
   b. chills
   c. dizzy

6. Doctor, my daughter has the _________________. Her nose is running.
   a. sniffling
   b. chills
   c. nauseous

7. My ________________ is very high. I think I have a fever.
   a. sore throat
   b. blood
   c. temperature

8. My head is _________________. I have a terrible headache.
   a. pounding
   b. dizzy
   c. shiver
UNIT 13 TEST

9. When someone calls for Mr. Brown, you must take a ________________________ if he’s not here to answer the call.
   a. picture
   b. message
   c. phone

10. When you take a message, remember to write down the name of the _______________________ the caller wants to talk to.
    a. person
    b. address
    c. telephone

11. Don’t forget to take the caller’s ____________________________ so Mr. Brown can call back.
    a. address
    b. date
    c. phone number

12. I don’t want to stay home tonight. I ____________________ to a movie.
    a. might watch
    b. might see
    c. might go

13. We aren’t sure about this Friday night. We _______________________ dinner in a restaurant.
    a. might go
    b. might have
    c. might take

14. Judy doesn’t know what to do next year. She ______________________ a job in her father’s company.
    a. might take
    b. might apply
    c. might interview

15. It’s my husband’s birthday next Tuesday. I ________________________ him to a fancy restaurant.
    a. might send
    b. might take
    c. might buy
UNIT 13 TEST

16. Margarita and I ___________________ married next June. We’re not sure.
   a. might divorce
   b. might go
   c. might get

17. Our parents _____________________ Japan on their vacation next summer.
   a. might visit
   b. might come
   c. might travel

18. No smoking in the work area. That’s a company ___________________.
   a. promise
   b. policy
   c. sign

19. I always forget to take out the garbage on Mondays. Please _________________ me
    next Monday.
   a. speak
   b. call
   c. remind

20. You know you have the flu when you have these ___________________. You feel
    nauseous and dizzy, and you have a headache and a high temperature.
   a. symptoms
   b. symptom
   c. system
UNIT 13
STUDENT ANSWER KEY

VOCABULARY
(page 4)
1. nauseous
2. remind
3. dizzy
4. snifflies
5. symptoms
6. policy
7. chills
8. shiver

MIGHT
(pages 10, 11 & 12)
1. might call
2. might take
3. might visit
4. might have
5. might fix
6. might go
7. might eat
8. might be
9. might study
10. might buy

CALLING IN SICK
(page 7)
1. dizzy
2. nauseous
3. a temperature
4. the chills
5. headache

TAKING MESSAGES
(page 9)
1. Mrs. Riley
2. Anh
3. Anh can’t come in to work today.
   She has a high fever. She’ll call tomorrow.

FOCUSED LISTENING
(page 14)
Message 1
To: Mr. Novella
From: Maria
Message: Maria’s sick with the flu. She won’t be in. She’ll call tomorrow if she’s still sick.

Message 2
To: Mr. Novella
From: Ms. Williams
Message: Her car broke down and she won’t be in today.

Message 3
To: Mr. Sanchez
From: Mr. Novella
Message: He won’t be in today. He’ll call you tomorrow.