Unit 3

- Applying for a Job in Person
- Used To Past Tense
- Used To Past Tense with To Be
ANH’S JOB APPLICATION

Read the story and answer the questions with complete sentences.

After the lunch rush at the restaurant, Sonia took a break and drank some coffee with Maria. Anh came into the restaurant and she was very excited. She saw a Help Wanted sign in a flower shop. They were accepting applications, but Anh didn’t ask for one. She didn’t talk to the boss because she was nervous. She didn’t know what to say. Maria offered to help Anh practice how to ask for job applications.

Later that day, Ara drove to a mechanic’s garage. His car was very loud. He stopped the car and turned off the radio. Then he shouted to the mechanic, “I saw your Help Wanted sign. Here I am!” The mechanic just shook his head. He didn’t look happy.

1. Was Sonia alone in the restaurant?

______________________________________________________________________

2. Who came into the restaurant?

______________________________________________________________________

3. Why was she excited?

______________________________________________________________________

4. Why didn’t Anh talk to anyone in the shop?

______________________________________________________________________

5. Did Ara make a good impression on the mechanic?

______________________________________________________________________
ARA’S JOB APPLICATION

At the auto shop, the mechanic was talking to another applicant when Ara arrived. Ara interrupted their conversation. He told the mechanic that he wanted the job. He said he had a lot of experience. The mechanic told Ara to wait outside.

Ara didn’t go outside. He stayed and told the mechanic that he wanted to fill out an application. The mechanic began to get upset. “Please wait outside,” he said. Finally, Ara went outside.

1. Why did Ara go to the auto shop?

_______________________________________________________________________

2. Who was talking to the mechanic?

_______________________________________________________________________

3. Did Ara behave professionally at the auto shop?

_______________________________________________________________________

4. What did the mechanic ask Ara to do?

_______________________________________________________________________

5. Did Ara do it immediately?

_______________________________________________________________________


VOCABULARY

Study the definitions.

• ad
  \hspace{1cm} \text{advertisement in the newspaper or on TV}

• applicant
  \hspace{1cm} \text{a person who is applying for a job}

• bouquet
  \hspace{1cm} \text{a flower arrangement}

• create a good impression
  \hspace{1cm} \text{make someone think well of you}

• florist
  \hspace{1cm} \text{a person who makes flower arrangements}

• interrupt
  \hspace{1cm} \text{to stop an action or conversation}

• meanwhile
  \hspace{1cm} \text{at the same time}

• set up
  \hspace{1cm} \text{to schedule an appointment}

• valid
  \hspace{1cm} \text{not expired, current (a document, license, etc.)}
Complete the sentences below with the new vocabulary.

1. In Vietman, Anh worked in a flower shop. She was a ______________________.

2. After you turn in your application, we’ll call you to ______________________ an appointment for an interview.

3. It’s not polite to ______________________ two people who are talking.

4. This is a beautiful ______________________ of flowers. The range of colors are wonderful.

5. If you dress well, smile and speak carefully in the interview, you will ______________________ on the manager.

6. My name is Reza Fathie. I am the ______________________ applying for the position of chef.

7. I saw your ______________________ for a gardener in the newspaper. I would like to apply for this job.

8. Anh, Maria and Ara went to the flower shop together. Anh went inside to ask for an application. ______________________, Maria and Ara waited outside and practiced asking for job applications.

9. My driver’s license is ________________________. It doesn’t expire until my birthday next year. I can drive your car.
APPLYING FOR A JOB IN PERSON

When you apply for a job in person, it’s important that you make a good impression. This means that you should dress nicely and speak politely. It is also important to show that you have self-confidence. It may be good to practice what to say before applying for a job. Here are some dialogues that you can practice.

**Dialogue 1**

A: May I help you?
B: Yes. I saw the help wanted sign in the window and I’d like to apply for the job.
A: Do you have any experience as a salesperson?
B: Yes, I do. I worked for five years as a salesperson in my country. I sold women’s shoes.
A: Here. Fill out this application.
B: Can I bring it back later today?
A: Yes, that will be fine, but bring it back before six o’clock. We close at six.
B: Ok. Thank you very much.

**Dialogue 2**

A: May I help you?
B: Yes. I’m here to apply for the delivery position. May I speak to the manager?
A: I’m the manager. Do you have any experience in delivery?
B: No, I don’t. But I learn very quickly and I’m sure I could do a good job.
A: Do you have a valid California Driver’s License?
B: Yes, I do.
A: Ok. Why don’t you fill out this application and I’ll set up an interview for you.
B: Thank you very much.
Complete these dialogues. Fill in the blanks with the correct words from the box.

<table>
<thead>
<tr>
<th>quickly</th>
<th>help wanted</th>
<th>job</th>
<th>experience</th>
<th>here</th>
<th>fill out</th>
<th>manager</th>
<th>worked</th>
<th>apply</th>
<th>application</th>
<th>interview</th>
</tr>
</thead>
</table>

**Dialogue 1**

A: May I help you?

B: Yes. I saw the ____________________________ sign in the window. I’d like to 1. ____________________________ for the job.

A: Do you have any ____________________________ in fashion design?

B: Yes, I do. I ____________________________ for 5 years as a designer in my country.

A: Here. Fill out this ____________________________ and we’ll set up an ____________________________ for you.

B: Thank you very much.

**Dialogue 2**

A: May I help you?

B: Yes. I’m ____________________________ to apply for the job. May I speak to the 7. ____________________________?

A: I’m the manager. Do you have any ____________________________ in sales?

B: No, but I learn very ____________________________. I’m sure I could do a good 9. ____________________________.

A: Ok. ____________________________ this application and we’ll call you.

B: Thank you very much.
SIMPLE PAST TENSE AND USED TO — Part 1

- When we talk about things that happened in the past, we can use the simple past tense or used to + the base form of the verb.

- We use the simple past tense to talk about activities or situations that began and ended at a particular time in the past.

- We use used to to express a past situation or habit that no longer exists at the present time.

Examples:

If Juan says, “I was a doctor in my country,” it means that he was a doctor in the past, but we don’t know if he is a doctor now or not.

If Juan says, “I used to be a doctor in my country,” it means that he was a doctor in the past, and he isn’t a doctor now.

Study the used to form of to be.

<table>
<thead>
<tr>
<th>Simple Past Tense</th>
<th>Used To + Verb</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>I</td>
</tr>
<tr>
<td>He was</td>
<td>He used to be</td>
</tr>
<tr>
<td>She</td>
<td>She</td>
</tr>
<tr>
<td>You</td>
<td>You</td>
</tr>
<tr>
<td>We were</td>
<td>We</td>
</tr>
<tr>
<td>They</td>
<td>They</td>
</tr>
</tbody>
</table>
Change the following sentences to the used to be form.

Example:  I _______ a teacher in Russia.

I used to be a teacher in Russia.

1. Mrs. Lopez ______ a nurse in Mexico.

2. We ______ teachers at the University of Nicaragua.

3. Jose and Maria ______ students in Mexico.


5. Mr. Carson ______ a word processor at his old job.

6. Jack and Ray ______ mechanics at the garage.

7. You ______ a jeweler in Korea.

8. I ______ a carpenter in Guatemala.

9. My husband and I ______ florists in Brazil.

10. Tanya ______ a bank teller in Venezuela.
Maria and Anh were in Maria’s apartment. Maria was helping Anh practice asking for job applications, and Anh was doing very well. Then the doorbell rang. Ara, Maria’s boyfriend, arrived. Maria asked him if he got an application from the mechanic’s garage. Ara was disappointed because he didn’t get one. Anh was ready to go to the flower shop. Maria went with her, and so did Ara.

At the flower shop, Anh was nervous, but she went in with a big smile. She told Mrs. Riley, the boss, that she would like to apply for the job. Mrs. Riley was looking for someone with experience. Anh explained that she worked with flowers all her life. She could handle customers as well as the cash register. Mrs. Riley liked Anh, and she gave her an application. She took it home. She planned to return with it the next morning after 8 am when the store opens.

1. What kind of store did Anh want to work in?

________________________________________________________________________

2. Did Anh practice before she went to the flower shop?

________________________________________________________________________

3. Did Anh fill out the application in the flower shop?

________________________________________________________________________

4. What time does the store open?

________________________________________________________________________

5. Did Anh make a good impression on Mrs. Riley?

________________________________________________________________________
TALKING ABOUT APPLICATIONS

Sonia was looking in the classified ads of the newspaper. She found an opening at a cable television station. She wanted to apply for this job, but she was nervous when she looked for jobs. Anh told Sonia about an experience Anh had once. She walked into the restaurant to apply for a job. When the manager said, “Can I help you?” Anh answered, “Yes. I want to...want to...” and she couldn’t finish her sentence. She ran out the door while the manager stared at her.

Sonia asked Anh if she ever practiced a conversation before she applied for jobs. Anh said that she did. It was too bad that she didn’t practice before she went into that restaurant. Sonia told Anh that deep breathing worked for her. She took a few deep breaths and began to cough. Anh laughed, and that helped her to relax.

1. Where did Sonia want to apply for a job?

______________________________________________________________________

2. Did Anh ever practice a conversation before applying for a job?

______________________________________________________________________

3. Where did Sonia look to find out about job openings?

______________________________________________________________________

4. What worked to relax Sonia before she applied for a job?

______________________________________________________________________
SIMPLE PAST TENSE AND USED TO — Part 2

- Remember that we use the **simple past tense** to talk about actions that began and ended at a particular time in the past.

- We use the **used to** form to talk about actions that occurred regularly in the past, but that do not take place at the present time.

*Change these simple past tense verbs to the used to form.*

**Examples:**

I **painted** furniture at my old job.

I **used to paint** furniture at my old job.

We **bought** office equipment.

We **used to buy** office equipment.

* Remember that **used to** comes before the base form of the verb.

1. Maria **typed** thirty words per minute.

   

2. Peter **waited** on tables.

   

3. Rosalba **washed** people’s hair.

   

*Putting English to Work 3 (rev. 10/11)*

Unit 3
4. My sister and I **sold** women’s clothing.

5. Jack and Ray **repaired** cars.

6. Ivan **planted** flowers and trees.

7. My daughter **sang** in a chorus last year.

8. You **wrote** beautiful letters.

9. I **ran** five miles every day.

10. Maria and Mrs. Lopez **lived** on Main Street.
PROBLEM SOLVING
(video - 18:30)

Watch the video section called “Problem Solving.” Listen to the conversation and then list your ideas under each category.

List #1: Make a list of the things that make you nervous.

_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

List #2: Make a list of the things you can do to help you relax.

_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
THINK ABOUT IT

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

1. Sonia is very unhappy. What do you think she’ll do?
2. What would you do if you hated your job?
3. What kind of help wanted sign would interest you? Write the sign below.

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
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_____________________________________________________________________
_____________________________________________________________________
UNIT 3 TEST

Choose the correct answers.

1. There’s a ________________________ sign in front of the restaurant. They have a job available.
   a. for sale
   b. specials
   c. help wanted

2. I am very interested in this job. I’d like to _________________ for it.
   a. apply
   b. get
   c. application

3. Please _________________ this application and leave it with the manager.
   a. take
   b. fill out
   c. write

4. I can do this job because I have a lot of ____________________ in this kind of work.
   a. job
   b. experience
   c. study

5. We like your application. Can you come in on Monday at 2 o’clock for _________________?
   a. job
   b. an experience
   c. an interview

6. I know I don’t have much experience, but I can learn very _____________________.
   a. quickly
   b. slowly
   c. seriously

7. Julia is a nurse now. She ______________________ a waitress in her country.
   a. worked
   b. used to be
   c. liked
UNIT 3 TEST

8. Franco is a computer programmer. In Italy, he ____________________ a motorcycle mechanic.
   a. rode  
   b. studied  
   c. used to be

9. I ____________________ a student two years ago. Now, I’m a businessman.
   a. am  
   b. was  
   c. were

10. They ____________________ taxi drivers in Japan. Now they’re mechanics.
     a. are  
     b. was  
     c. were

11. I painted houses in my last job. I used to _______________ big ones and little ones.
     a. paint  
     b. painted  
     c. paints

12. When I was a little boy, my parents grew their own vegetables. They used to _______________ lettuce, carrots and tomatoes.
     a. be  
     b. grew  
     c. grow

13. Maria wrote a lot when she was in Mexico. She used to _______________ poems, short stories and plays.
     a. write  
     b. wrote  
     c. writing

14. Before their diet, they always ate dessert. They used to _______________ ice cream, cakes and pies all the time. Now they can’t eat any of that.
     a. ate  
     b. eating  
     c. eat
UNIT 3 TEST

15. We sang a lot when we were in college. We used to ________________________
    romantic songs, rock and roll songs and gospel songs.
    a. singing
    b. sing
    c. sang

16. I saw the ______________________ for this job in the Los Angeles Times newspaper.
    a. sign
    b. ad
    c. list

17. Leave your application with our secretary and she’ll ___________________ an
    appointment for you.
    a. set up
    b. put down
    c. take out

18. The manager is interviewing the _____________________ at his moment.
    a. apply
    b. application
    c. applicant

19. __________________________ in the interview and the boss will give you the job.
    a. Create a good impression
    b. Don’t be late
    c. Work fast

20. Anh used to be a ______________________ in Vietnam. She arranged bouquets of
    flowers.
    a. waitress
    b. florist
    c. wife
UNIT 3
STUDENT ANSWER KEY

VOCABULARY
(page 51)
1. florist
2. set up
3. interrupt
4. bouquet
5. create a good impression
6. applicant
7. ad
8. Meanwhile
9. valid

APPLYING FOR A JOB IN PERSON
(page 53)
1. help wanted
2. apply
3. experience
4. worked
5. application
6. interview
7. here
8. manager
9. experience
10. quickly
11. job
12. Fill out

SIMPLE PAST TENSE AND USED TO — Part 1
(page 55)
1. Mrs. Lopez used to be a nurse...
2. We used to be teachers...
3. Jose and Maria used to be students...
4. Keiko used to be a fashion designer...
5. Mr. Carson used to be a word processor...
6. Jack and Ray used to be mechanics...
7. You used to be a jeweler...
8. I used to be a carpenter...
9. My husband and I used to be florists...
10. Tanya used to be a bank teller...

SIMPLE PAST TENSE AND USED TO — Part 2
(pages 58 & 59)
1. Maria used to type...
2. Peter used to wait...
3. Rosalba used to wash...
4. My sister and I used to sell...
5. Jack and Ray used to repair...
6. Ivan used to plant...
7. My daughter used to sing...
8. You used to write...
9. I used to run...
10. Maria and Mrs. Lopez used to live...