Unit 10

♦ Calling 911 in Emergencies
♦ Earthquake Preparations
♦ Going for an Interview
♦ Should and Shouldn’t
RULES IN THE WORKPLACE — Part 1

Today, Amir arrived at the office and went right to work. Suddenly, a woman said, “Hello.” Her name was Tanya. Amir was surprised because he didn’t see her when he came in. This was Tanya’s first day. Amir welcomed her and explained a few rules. Don’t drink coffee next to a computer. There’s an area down the hall for snacks and beverages. Ms. Brown, the boss, made these rules.

Amir warned Tanya to be careful on Mondays. Ms. Brown is usually in a bad mood on Mondays. Amir thinks that Ms. Brown is a good person and a good boss. She’s just not happy to work on Mondays. Then, Ms. Brown arrived in a very good mood. She introduced Amir to her niece, Tanya. Amir was surprised. He didn’t know he was talking to the boss’ niece.

1. Was today Tanya’s first day on the job?

2. Where do the employees go for snacks and beverages?

3. Does Amir think Ms. Brown is a bad boss or a good boss?

4. Was Ms. Brown in a good mood today?

5. How is Tanya related to Ms. Brown?
RULES IN THE WORKPLACE — Part 2

Tanya was eating a chocolate candy bar when Amir came back from lunch. He had more files to copy. Tanya hid the candy bar under the papers on her desk. Ms. Brown asked Tanya and Amir, “Who copied the files this morning?” Amir didn’t want to take the credit for all of the work. Tanya was happy to take all the credit and she said that she copied everything herself.

Ms. Brown was upset. She saw chocolate on every copy. Tanya must not eat at her desk. Employees must eat and drink only in the snack area. Tanya was embarrassed. She apologized to Ms. Brown. Ms. Brown told her to copy all the files again before she went home.

1. Who got chocolate candy on the files?

________________________________________________________________________

2. How did Ms. Brown feel when she saw the chocolate on the copies?

________________________________________________________________________

3. Did Tanya apologize to Ms. Brown?

________________________________________________________________________

4. Where should Tanya eat?

________________________________________________________________________

5. Did Ms. Brown want Tanya to do all the copies again?

________________________________________________________________________
## VOCABBARY

*Study the following definitions.*

- **attack**: use force to hurt someone
- **bad mood**: not happy
- **beverages**: all kinds of drinks
- **emergencies**: times when people are in danger
- **items**: things
- **praise**: say something nice about someone
- **purse snatcher**: someone who steals a woman’s purse
- **related**: part of family
- **reserve**: keep for use in emergencies
- **rough**: difficult
- **snack**: food you eat between meals
Fill in the blanks in the sentences below with the new vocabulary.

1. Cookies, ice cream and candy are my favorite __________________________.
2. John’s mother is my father’s cousin. We are all __________________________.
3. This was only my first day at work, and I had to learn how to use the computer, write reports, make copies and answer telephones. It was a very __________________ day, but I enjoyed it.
4. There are so many _________________ on this menu that I can’t decide what to have for dinner.
5. The police are looking for the _______________________ who _______________ Tanya in the garage.
6. The food and __________________________ are listed on the restaurant’s menu.
7. We _______________ these items: bottled water, canned food, and batteries for emergency use only.
8. Our boss, Mr. Walters, always _________________ us when we do a good job at work.
9. Don’t talk to Carlos right now. His car broke down on his way to work and he lost the keys to this apartment. He’s in a ____________________________________.
10. Fires, earthquakes, hurricanes and car accidents are ________________________.
**SHOULD & SHOULDN’T**

*Read the following examples.*

Gustavo: I’m tired.
Min: How many hours did you sleep?
Gustavo: I only slept 5 hours.
Min: You should sleep 8 hours every night.

You should means it’s better to or you need to.

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The negative form of should is should not or shouldn’t.

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Read this dialogue.

Mr. Butler: I don’t feel very well. What should I do?
Doctor: You should go on a diet.
Mr. Butler: What should I eat?
Doctor: You should eat lots of fruits and vegetables.
Mr. Butler: Should I eat beef?
Doctor: No, you shouldn’t. You should eat chicken and fish.
Mr. Butler: Can I eat cookies and ice cream?
Doctor: No, you shouldn’t eat cookies and ice cream.
And you shouldn’t smoke either.

Fill in the blanks with should or shouldn’t.

Mr. Butler _______________ go on a diet. He _______________

1. 2.

eat lots of fruits and vegetables. He _______________ eat chicken and fish

3.
too. Mr. Butler _______________ eat beef. He _______________ eat

4. 5.
cookies and ice cream. He _______________ smoke either!

6.
TANYA GOES TO HER CAR — Part 1

After Tanya leaves the office, she goes to her car in the garage. She had a rough first day at the office. Amir decides to walk with her to her car. They’re talking, and he tells her that the job will get better. Tanya says good-bye and Amir goes back to work on his computer. In the garage, there is a strange man behind Tanya. When she notices him, she gets scared.

1. Did Tanya ask Amir to walk her to her car?

2. Is there someone behind her in the garage?

3. Does Amir stay with Tanya in the garage?

4. Do you think she’s in trouble?

5. How does she feel?
TANYA GOES TO HER CAR — Part 2

The man behind Tanya is a purse snatcher. When he grabs her purse, she screams for help. Amir comes back to help Tanya. The purse snatcher runs away before he can steal her purse.

Tanya is OK. Amir wants to call the police, but Tanya doesn’t think it’s necessary. She isn’t hurt and she still has her purse. Amir thinks that it’s important to report a crime to the police. It could happen again. Tanya agrees to call the police.

1. Does a strange man attack Tanya in the garage?

2. Who comes to help her?

3. Does the purse snatcher hurt Tanya?

4. Does the purse snatcher steal Tanya’s purse?

5. What does Tanya agree to do?
EARTHQUAKE VOCABULARY

Look at the pictures and study the names.

canned foods

portable radio

batteries

first aid kit

flashlight

bottled water
EARTHQUAKE VOCABULARY (cont’d)

Look at the pictures and study the names.

- smoke detector
- fire extinguisher
- water, gas, and electric shut-off valves
- wrench
- overpass
- underpass
- doorway
- powerlines
BE PREPARED FOR AN EARTHQUAKE

Do you know what to do during an earthquake?
Do you know what you and your family will need after it happens?
Here is a guide to help you prepare before, during and after an earthquake.

BEFORE

These are the items you should have in case of an earthquake:

1. Portable radio with extra batteries
2. Flashlight with extra batteries
3. First Aid kit
4. First Aid book
5. Fire extinguisher
6. Wrench for turning off gas and water
7. Smoke detector
8. Bottled water, enough for everyone in the family
9. Canned foods, sufficient for one week
10. Non-electric can opener
11. Telephone numbers of police (911) and your doctor

DURING

These are four things you should remember during an earthquake:

1. Always: Stay calm.
2. Inside: Go under a desk or table. Or stand in a doorway away from windows.
3. Outside: Stand away from buildings, trees, telephone and electric lines.
4. On the road: Dive away from underpasses or overpasses. Stop in a safe area.
   Stay in your car.
AFTER

*These are six basic things you should do after an earthquake:*

1. Check everyone for injuries and provide first aid.
2. Check for safety:  
   * Check for gas, water, sewage breaks.  
   * Check for broken electric lines.  
   * Turn off gas lines and water lines if there is a break.  
   * Check for building damage.
3. Clean up dangerous liquids.
4. Always wear shoes.
5. Turn on the radio and listen for instructions.
6. Don’t use the telephone except in an emergency.

EARTHQUAKE REVIEW QUESTIONS

*Read the statements and circle true or false.*

1. It’s important to keep fresh fruits and vegetables for an earthquake.  
   T F
2. You should keep a flashlight and a portable radio in case of an earthquake.  
   T F
3. You should keep a wrench to turn on the gas and water during an earthquake.  
   T F
4. You should keep an electric can opener for an earthquake.  
   T F
5. During an earthquake, you should run out a doorway.  
   T F
6. If you are outside during an earthquake, you should stay away from trees.  
   T F
7. If you are driving during an earthquake, you should go under an overpass for protection.  
   T F
8. After an earthquake, you should check gas and water lines.  
   T F
9. The fire department will clean up dangerous liquids in your house.  
   T F
10. After an earthquake, you should call your friends to see how they are. 
    T F
DIAL 911 IN EMERGENCIES ONLY

If you are in a situation where someone’s life or property is in danger, dial 911. The 911 operator can get in touch with the fire and rescue department, the police, the highway patrol, an ambulance and paramedics. Remember, do not dial 911 unless you have a real emergency.

State whether you should dial 911 in the following situations.

Dial 911?

1. You fall and hurt your toe
   YES  NO
2. You see a big fire on the hill behind your house.
   YES  NO
3. Your father is having a heart attack.
   YES  NO
4. A stranger is breaking into your neighbor’s house.
   YES  NO
5. You turn on the faucet and the water comes out brown.
   YES  NO
6. A child throws a ball and breaks a window.
   YES  NO
7. There is a bad accident and people are unconscious.
   YES  NO
8. Something is burning in a pot on your stove.
   YES  NO
IVAN GOES FOR AN INTERVIEW

Ivan went to the office of Mr. Doe, the building manager. Mr. Doe likes to keep his building clean and he was looking for someone to work part-time. Ivan was very pleased about this. He’s a student and can only work part-time. He wanted this job very much.

Mr. Doe asked Ivan some important questions. For example, what items does Ivan keep at his present job in case of emergency? Ivan keeps many things there: a portable radio, extra batteries, a flashlight, a first aid kit, water, canned food, paper cups, a blanket, and warm clothes. He often checks the smoke detectors, fire alarms, and extinguishers. Also, he gave all the tenants a list of important information. The list shows the location of the water, gas and electricity shut-offs, in case of an earthquake. It also has the telephone numbers of the police station, fire station, and hospitals.

Mr. Doe liked Ivan’s answers. He thanked Ivan for his application and promised to tell Ivan his decision soon.

1. What is Mr. Doe’s job?
__________________________________________________________________

2. Does Ivan want the maintenance job?
__________________________________________________________________

3. Can Ivan work full-time?
__________________________________________________________________

4. What else does Ivan do besides his work?
__________________________________________________________________

5. What three things do you shut off in case of an earthquake?
__________________________________________________________________
UNIT 10 TEST

Circle the correct answers.

1. Doctor Jones, I want to lose weight. What ______________ I do?
   a. would
   b. should
   c. am

2. If you are overweight, you ______________ go on a diet.
   a. should
   b. shouldn’t
   c. are

3. If you drink alcohol, you ______________ drive a car.
   a. should
   b. shouldn’t
   c. could

4. It’s important to be ______________ for an earthquake.
   a. worried
   b. careful
   c. prepared

5. Bottled water, canned foods and a radio are some items you should ______________ for earthquake emergencies.
   a. take
   b. try
   c. reserve

6. During an earthquake, you must always remember to ______________.
   a. stay calm
   b. run quickly
   c. hide

7. If you are inside, you should get under a table, and keep yourself away from ______________.
   a. doors
   b. windows
   c. walls

8. If you are driving, you shouldn’t park under an ______________.
   a. overpass
   b. safe area
   c. open lot
UNIT 10 TEST

9. After an earthquake, you should ________________________ everyone for injuries.
   a. look
   b. ask
   c. check

10. You should listen to the radio for emergency __________________________.
    a. songs
    b. advertisements
    c. instructions

11. You should dial 911 in ___________________________.
    a. real situations
    b. emergency situations
    c. unfair situations

12. The 911 operator won’t get in touch with ____________________________.
    a. the police department
    b. the fire department
    c. your doctor

13. You should dial 911 if someone ____________________________.
    a. burns his food
    b. breaks his fingers
    c. is in danger, or could die

14. Something to drink is called a ____________________________.
    a. beverage
    b. dessert
    c. snack

15. I’m hungry. I think I’ll have some peanuts for a ____________________________.
    a. beverage
    b. dessert
    c. snack

16. My sister and I are ____________________________.
    a. related
    b. male
    c. unrelated
UNIT 10 TEST

17. Yesterday, I was not happy. I was in a ___________________________.
   a. problem
   b. bad mood
   c. rough

18. There are many __________________________ on this shopping list.
   a. emergencies
   b. wrenches
   c. items

19. Rosalba’s boss always _________________________ her when she does nice work.
   a. praises
   b. attacks
   c. hires

20. You should keep a _________________________ in case it’s dark and the lights go out.
   a. first aid kit
   b. battery
   c. flashlight
UNIT 10
STUDENT ANSWER KEY

VOCABULARY (page 31)
1. snacks
2. related
3. rough
4. items
5. purse snatcher, attacked
6. beverages
7. reserve
8. praises
9. bad mood
10. emergencies

SHOULD & SHOULDN’T (page 33)
1. should
2. should
3. should
4. shouldn’t
5. shouldn’t
6. shouldn’t

EARTHQUAKE REVIEW QUESTIONS (page 39)
1. F
2. T
3. F
4. F
5. F
6. T
7. F
8. T
9. F
10. F

DIAL 911 IN EMERGENCIES ONLY (page 40)
1. No
2. Yes
3. Yes
4. Yes
5. No
6. No
7. Yes
8. No