PUTTING ENGLISH TO WORK 1:
UNIT 13

APPLYING FOR A JOB

In this unit you will learn:

THESE LIFE SKILLS:

☐ Apply for a job
  I’d like to fill out an application.

☐ Identify basic duties of common occupations
  A plumber fixes pipes.

THIS VOCABULARY:

☐ Looking for a job
  “Help Wanted” sign, full-time

THIS GRAMMAR:

☐ Review: Questions
  Is it? Are there? How much?
Vocabulary: More Occupations

mail carrier  bus driver  mechanic  custodian
dentist  plumber  construction worker  electrician
painter  gardener  computer programmer

Exercise 1: Fill in the occupation.

1. A __________________________________ fixes pipes.
2. An_______________________________ fixes electrical problems.
3. A ________________________________ takes care of your teeth.
4. A ________________________________ paints houses.
5. A ________________________________ delivers mail.
6. A ________________________________ cleans buildings.
7. A ________________________________ works in a garden.
8. A ________________________________ fixes cars.
Listening from the Video

**Exercise 2:** Watch the conversation between **Joe and Maria**. Circle the correct answer.

1. What are the benefits?
   a. a 50% discount on food
   b. a two-week vacation
   c. a 40% discount for family and friends

2. Is there medical insurance?
   a. Yes, after one month
   b. Yes, after three months
   c. Yes, after six months

3. How much does the job pay?
   a. $10.00 an hour
   b. $10.00 a day
   c. $100.00 a week

**Exercise 3:** Watch the conversation between **Ryan and Rowena**. Answer the questions.

1. Is the job full-time or part-time?
   ____________________________________________________________

2. What are the hours?
   ____________________________________________________________

3. How much is the pay?
   ____________________________________________________________

4. Are there benefits?
   ____________________________________________________________
Exercise 4: Watch the beginning of the video. Put the conversation in order.

___ I’d like to fill out an application form, please.
___ Yes, I am. I’m Sheryl Lewis. Nice to meet you.
___ Sure.
___ Yes, we are. We need someone to work full-time.
___ Hi! I saw a sign about the job. Are you the manager?
___ Nice to meet you, too. My name is Carl Miller. I see that you’re looking for a cook.

Job Vocabulary:

Job Signs

Ways to Look for a Job

Read the newspaper ads (advertisements)  Talk to family and friends  Look on the Internet
Job Benefits

- paid vacation
- paid sick days
- paid medical insurance

Applying for a Job

- Answer an ad
- Fill out an application
- Go on an interview

Other Job Vocabulary

- Part-time: 4 hours or fewer a day, or 20 hours or fewer a week
- Full-time: 8 hours or more a day, or 40 hours or more a week
- Salary/Pay: money that you get for working

Exercise 5: Circle the answer.

1. What is NOT a benefit?
   a. paid vacation
   b. medical insurance
   c. part-time
   d. sick days

2. What is NOT a way to look for a job?
   a. order in a restaurant
   b. read a newspaper ad
   c. talk to friends
   d. look on the Internet

3. What does NOT mean there is a job opening?
   a. job opening
   b. accepting applications
   c. now hiring
   d. manager
**Exercise 6:** Draw a line between the word or words and the explanation.

- **sick days**
  - money for work
- **full-time**
  - medical insurance/paid vacation
- **salary**
  - “Help Wanted”
- **part-time**
  - stay home when you are sick
- **benefits**
  - work 4 hours a day
- **sign**
  - way to look for a job
- **look on the Internet**
  - talk to the manager about a job
- **interview**
  - work 40 hours a week

**Exercise 7:** Unscramble the following words.

1. **h p l e w d n t a e**  
   - help wanted
2. **w r t v i n i e e**  
   - 
3. **a s a y l r**  
   - 
4. **n a u o r h**  
   - 
5. **n l i c i a p t p o a**  
   - 
6. **s n b i t f e e**  
   - 
7. **p t a r m t i e**  
   - 

**Grammar: Review of Questions**

- Do you...?  
  - Are you...?  
  - Can you...?  
  - Is there...?
- Do they...?  
  - Are they...?  
  - Can they...?  
  - Are there...?
- Does he...?  
  - Is she...?  
  - Can he...?
- What...?  
  - Where...?  
  - How much...?
**Exercise 8**: Complete the questions. Use the words in the box.

<table>
<thead>
<tr>
<th>Can</th>
<th>Do</th>
<th>does</th>
<th>How much</th>
<th>Is</th>
<th>What</th>
<th>Where</th>
</tr>
</thead>
</table>

1. Q: **_Do_** you like your job?  
   A: Yes, I like my job very much.

2. Q: **_Can_** John speak Spanish?  
   A: No, he can’t speak Spanish.

3. Q: **_What_** the employees want a day off?  
   A: Yes, they want a day off.

4. Q: **_How much_** is the pay?  
   A: The pay is $10.00 an hour.

5. Q: **_What_** a plumber do?  
   A: A plumber fixes pipes.

6. Q: **_Where_** are the painters?  
   A: The painters are in the house.

7. Q: **_Is_** the mail carrier sick today?  
   A: No, she isn’t. She’s on vacation.

8. Q: **_Can_** an electrician fix pipes?  
   A: No, an electrician can’t fix pipes.
**Exercise 9:** Match the questions with the answers.

1. How much does it pay? __  Monday through Friday, from 9:00 a.m. to 5:00 p.m.
2. Is it full-time or part-time? __  Yes. I would like an application form.
3. Is there paid vacation? __  The salary is $9.50 an hour.
4. Would you like an application form? __  Yes. We pay for medical insurance after six months.
5. Is there medical insurance? __  Yes. You get paid vacation.
6. What are the hours? __  It's full-time.

**Exercise 10:** Look at each answer and write the question.

1. Is it part-time or full-time?
   It's part-time.

2. ____________________________________________?
   No, I'm sorry, we don't have medical insurance.

3. ____________________________________________?
   The salary is $7.75 an hour.

4. ____________________________________________?
   The hours are Friday, Saturday, and Sunday from 11:00 a.m. to 4:00 p.m.

5. ____________________________________________?
   Yes. You get paid vacation and paid sick days.
Life Skill: Reading Job Ads

ACME OFFICE STORE

JOB APPLICATION

LAST NAME Holmes
FIRST NAME Victor
ADDRESS 5541 Colorado Avenue, Carson, CA 90125
PHONE NUMBER (312) 550-7811

JOB DESCRIPTION

POSITION: CASHIER    SALARY: $8.00 AN HOUR
HOURS: MONDAY TO FRIDAY — 7:30 AM to 3:30 PM

Exercise 11: Circle the answers.

1. Who wants a job?

2. What job does he want?
   a. cashier  b. salary  c. Carson  d. Victor

3. What is the name of the store?
   a. Victor Holmes  b. Acme Office Store

4. How many hours do you work every day?
   a. 7:30  b. 3:30  c. 8  d. 5

5. How much is the pay?
   a. 7:30 to 3:30  b. $8.00 a day
      c. $8.00 an hour  d. $330 a week

6. Is the job part-time?
   a. Yes, it is.  b. No, it isn’t.
Writing

**Exercise 12:** Look at the ad and answer the following questions.

**HELP WANTED – SECRETARY**

**SALARY:** $16.50 an hour

**HOURS:** Monday to Friday, 8:00 a.m. to 5:00 p.m., with a one-hour break for lunch

**BENEFITS:** 2-weeks paid vacation, medical insurance after nine months, ten sick days every year

**TO APPLY:** Call Linda at (477) 555-9688.

1. What kind of job is it? _____________________________
2. What is the salary an hour? __________________________
3. What is the salary for one day? (Remember: There is no pay for the one-hour lunch break.) ____________________________
4. What time does the job finish every day? _______________
5. Is the job on the weekend? __________________________
6. Are there benefits? _______________________________
7. What benefits are there? ___________________________
8. Is there medical insurance? __________________________
9. How can you apply? ________________________________
Narrative Reading

“Martin O’Shane Needs a Job”

Martin O’Shane needs a job. He wants to work in a supermarket as a cashier. The supermarket near his house is accepting applications. On Monday morning, Martin goes to the supermarket and speaks to the manager. He asks questions about the job. He wants to know about the salary, the benefits, and the hours.

The manager of the supermarket is Jane Grosberg. She answers Martin’s questions: The salary is $9.60 an hour. The job is full-time. The hours are from 6:00 a.m. to 2:30 p.m., with 30 minutes for lunch.

The benefits are great: 10% off everything in the market and medical insurance after three months. Martin decides to fill out an application form.

Exercise 13: Answer the questions about the story.

1. What does Martin need? ________________________________
2. What job does he want to apply for? ______________________
3. Who does he speak to? _________________________________
4. What kind of questions does he ask? ___________________________
5. What is the salary? _________________________________
6. Is it a part-time job? _________________________________
7. Does Martin get time for lunch? ________________________________
8. What are the benefits? _________________________________
UNIT TEST 13 -- WRITTEN EVALUATION

Part 1: Answer the questions.

1. What is NOT a benefit? Circle the answer. [page 5]
   a. manager
   b. medical insurance
   c. vacation
   d. sick days

2. What is full-time? [page 5]
   ________ hours a day, or _________ hours a week.

3. What is this way of looking for a job? [page 4]

   __________________________________________________________________________

4. What are these benefits? [page 5]
   a. __________________________________________________________________________
   b. __________________________________________________________________________

Part 2: Follow the directions.

5. Put this conversation in order. [page 4]
   ____ $10.27 an hour.
   ____ Yes. Paid vacation and paid sick days.
   ____1____ Do you have questions about the job?
   ____ Are there benefits?
   ____ Yes, I do. How much does it pay?
Fill in the blanks below.

6. A: _______ there benefits?
   B: Yes, there _______.

7. A: _______ you have insurance?
   B: Yes, we _________.

8. A: _______ _______ the hours?
   B: The hours are from 9:00 a.m. to 6:00 p.m.

Part 3: Circle the answers to the questions about the job application.

BERTHA'S BEAUTY SHOP

JOB APPLICATION

LAST NAME  Stebb
FIRST NAME  Cynthia
ADDRESS  884 Avenue of the Americas, Hillside, CO 84557
PHONE NUMBER  (506) 555-8933

JOB DESCRIPTION

POSITION: Receptionist      SALARY: $9.75 an hour
HOURS: Tuesday to Saturday - 2 p.m. to 6 p.m.

9. Is this job part-time or full-time? [pages 8, 9]

10. Who is applying for the job?
    a. receptionist       b. Bertha
    c. Cynthia Stebb      d. beauty shop
Unit 13 - Student Answer Key

Exercise 1, page 2
1. plumber 2. electrician 3. dentist
4. painter 5. mail carrier 6. custodian
7. gardener 8. mechanic

Exercise 2, page 3
1. a and c 2. c 3. a

Exercise 3, page 3
1. It's part-time.
2. Monday to Friday, 12:00 noon to 4:00 p.m.
3. It's $8.25 an hour.
4. Yes. There is medical insurance.

Exercise 4, page 4
5. I'd like to fill out an application form, please.
6. Yes, I am. I'm Sheryl Lewis. Nice to meet you.
7. Sure.
8. Yes, we are. We need someone to work full-time.
9. Nice to meet you, too. My name is Carl Miller. I see that you're looking for a cook.

Exercise 5, page 5
1. c 2. a 3. d

Exercise 6, page 6
- full-time
- salary
- part-time
- benefits
- "Help Wanted"
- look on the Internet
- interview
- way to look for a job
- talk to the manager about a job
- work 40 hours a week
- money for work
- medical insurance/paid vacation
- work 4 hours a day

Exercise 7, page 6
2. interview 3. salary 4. an hour
5. application 6. benefits 7. part-time

Exercise 8, page 7
2. Can John speak Spanish?
3. Do the employees want a day off?
4. How much is the pay?
5. What does a plumber do?
6. Where are the painters?
7. Is the mail carrier sick today?
8. Can an electrician fix pipes?

Exercise 9, page 8
6. Monday through Friday, from 9:00 a.m. to 5:00 p.m.
4. Yes. I would like an application form.
5. Yes. We pay for medical insurance after 6 months.
3. Yes. You get paid vacation.
2. It's full-time.

Exercise 10, page 8
2. Is there medical insurance? (Do you have medical insurance?)
3. How much is the salary? (What is the salary? How much does the job pay?)
4. What are the hours?
5. Is there paid vacation? (Do you have paid vacation?)

Exercise 11, page 9
1. d 2. a 3. c
4. c 5. c 6. b

Exercise 12, page 10
1. It's for a secretary.
2. It's $16.50 an hour.
3. It's $132.00 for one day.
4. It finishes at 5 p.m.
5. No, it isn't.
6. Yes, there are.
7. 2-weeks paid vacation, medical insurance after 9 months, and 10 sick days every year.
8. Yes, there is.
9. Call Linda at (477) 555-9688.

Exercise 13, page 11
1. He needs a job.
2. He wants to apply for the job of cashier.
3. He speaks to the manager.
4. He asks about the salary, the benefits, and the hours.
5. It's $9.60 an hour.
6. No, it's not.
7. Yes, he does.
8. 10% off everything in the supermarket and medical insurance after three months.