Unit 5

♦ Setting Up an Interview
♦ Past Continuous Tense
♦ One as Substitute for a Noun
JOSE MEETS TESHOME

Read the story and answer the questions with complete sentences.

Teshome Malaku is from Ethiopia. He has a lot of experience in food service because his family owned a restaurant in Ethiopia. He was a cook, food server and busboy. Teshome moved to the U.S. two weeks ago, and he is confused by all the streets and people. Also, the telephone is difficult for him to use. He is more comfortable talking face to face.

One day, Teshome used a pay phone to call about a restaurant job. He was having difficulty. He didn’t have enough paper to write down all the information. Then, Jose arrived. Jose needed to make a call about a job interview. He became impatient while waiting for Teshome to get off the phone. Finally, Jose decided to help Teshome and to show him how to call about a job.

1. What did Jose need to make a call about?

2. Who used the telephone first?

3. Did Jose know Teshome when he got to the pay phone?

4. What kind of job did Teshome want?

5. Has Teshome been in this country for a long time?
JOSE GETS AN INTERVIEW

Jose told Teshome to pay attention while he called for a job interview. Jose decided to call Latino Legal Services. Jose put money in the phone and dialed the number. When a secretary answered, Jose told her that he was returning Mr. Rodriguez’s call. Mr. Rodriguez called him yesterday, but he wasn’t home.

The secretary asked Jose if he filled out an application. Jose did. The secretary explained that Mr. Rodriguez called to set up an interview. Jose was very happy to hear this. She asked Jose if 5:00 pm on Wednesday was a good time. At first, Jose agreed. Then he remembered that he had to work. So, he accepted an interview at 9:00 on Tuesday morning.

The secretary told Jose that the position was full time. Jose was excited, but nervous. When he hung up the phone, it was Teshome’s turn to make a call.

1. Who made the first call?

________________________________________________________________________

2. Did Jose fill out an application at Latino Legal Services?

________________________________________________________________________

3. Why did Mr. Rodriguez call Jose?

________________________________________________________________________

4. Was the job part-time or full-time?

________________________________________________________________________

5. When was Jose’s interview?

________________________________________________________________________
SETTING UP AN INTERVIEW

After you fill out an application for a job, you need to set up an appointment to have an interview. Sometimes the company will call you to set up the interview, and sometimes, you must call the company.

Study the following dialogues.

Dialogue 1

Receptionist: Good morning. Lake Retirement Home. May I help you?
Mrs. Lopez: Hello. My name is Mrs. Lopez. I’m returning Mrs. Sherman’s call.
Receptionist: Do you have a relative here, Mrs. Lopez?
Mrs. Lopez: No, I don’t. I filled out an application yesterday for the Nurse’s Assistant job.
Receptionist: Oh, I see. Mrs. Sherman called you to set up an appointment for an interview. Are you still interested in the position?
Mrs. Lopez: Yes, I am.
Receptionist: When can you come in for an interview?
Mrs. Lopez: I can come in anytime.
Receptionist: How’s Friday at 10:30?
Mrs. Lopez: Friday at 10:30 is fine.
Receptionist: Do you have our address?
Mrs. Lopez: Yes, I do.
Receptionist: Very good. See you then.
Mrs. Lopez: Goodbye.
Salesperson: Good morning. Terry’s Tennis Shop. May I help you?
Ana: Yes, this is Ana Dubol. I filled out an application yesterday for the cashier position.
Salesperson: Oh yes, Ms. Dubol. Let me connect you with the manager. Please hold one moment.
Manager: Mr. Peters speaking.
Ana: Mr. Peters, this is Ana Dubol. I filled out an application yesterday for the cashier position.
Manager: Just a moment. Oh, yes... Here it is. I see you have 3 years experience as a cashier. When can you come in for an interview?
Ana: Any afternoon.
Manager: How about 3:00 this afternoon?
Ana: 3:00. That’ll be fine.
Manager: Do you have our address?
Ana: Yes, I do.
Manager: All right, Ms. Dubol. We’ll see you at 3:00.
Ana: Thank you. Goodbye.
Complete the dialogue below. Fill in the blanks with the correct words from the box.

<table>
<thead>
<tr>
<th>position</th>
<th>hold</th>
<th>connect</th>
<th>filled out</th>
<th>interview</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anytime</td>
<td>That’ll</td>
<td>application</td>
<td></td>
<td></td>
</tr>
<tr>
<td>address</td>
<td>waitress</td>
<td>How’s</td>
<td>experience</td>
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</table>

Cashier: Good afternoon. Archie’s Deli. May I help you?

Ms. Ponce: Yes. This is Cathy Ponce. I ______________________ an application
yesterday. I applied for the ______________________ job.

Cashier: Let me ______________________ you with the manager. Can you
__________________________ one moment please?

Ms. Ponce: Yes, of course.

Manager: Mr. Lewis speaking.

Ms. Ponce: Hello. This is Cathy Ponce. Yesterday, I ____________________
for the waitress ____________________.

Manager: Oh yes... Ms. Ponce... I see you have 2 years ____________________
as a waitress. When can you come in for an ____________________?

Ms. Ponce: ____________________.

Manager: ____________________ 10:00 tomorrow morning?

Ms. Ponce: 10:00 tomorrow morning? ____________________ be fine.

Manager: Do you have our ____________________?

Ms. Ponce: Yes I do.

Manager: Ok. See you then.

Ms. Ponce: Thank you. Goodbye.
**VOCABULARY**

*Study the following definitions.*

- arrange  to plan or prepare for
- busboy  the waiter’s assistant who helps pour beverages and clean tables
- client  the person who hires a lawyer
- encourage  to give support to someone; to help
- Legal  relating to the law
- return (a call)  call someone back

*Complete the sentences below with the new vocabulary.*

1. Right now, Mario is a ________________________ in the restaurant. He cleans tables. If he works very hard, he might get promoted to a waiter and make more money.

2. Latino _______________________ Services helps people with all areas of the law.

3. Mr. Rodriguez is a very busy lawyer. He works for a lot of ____________________.

4. Mr. Reynolds is hiring new employees for the Main Street Café. He has accepted a number of applications and has to ________________________ the interviews.

5. Mr. Rodriguez called Jose yesterday, but Jose wasn’t home. Today, Jose has to _________________ Mr. Rodriguez’s call.

6. Sometimes, I think I will never finish school. It’s so difficult, but my friends _________________ me. They tell me to think positively, keep reaching for my goals and never quit. I think they’re right.
THE PAST CONTINUOUS TENSE

• We use the **past continuous tense** to talk about actions that were already in progress at a certain time.

• The **past continuous tense** is formed by the past tense of the verb *to be* and a verb + *ing*.

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<thead>
<tr>
<th>I</th>
<th>He</th>
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<tbody>
<tr>
<td>She</td>
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<tr>
<td>You</td>
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<tr>
<td>They</td>
<td><strong>were</strong></td>
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</table>

• The **negative** form of the past continuous tense is made by using the **negative** form of the past tense of *to be* and the verb + *ing*.

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<tr>
<td>You</td>
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<tr>
<td>They</td>
<td><strong>weren’t</strong></td>
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• **Questions** in the past continuous tense are formed as follows:

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<tr>
<td>you</td>
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<tr>
<td>they</td>
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</tbody>
</table>
• Here is a list of some things that Jose did yesterday and the times that he did them.

- 7:30 - 8:00 had breakfast
- 8:00 - 8:45 looked for jobs in the newspaper
- 8:45 - 9:15 got ready for work
- 9:30 - 10:15 rode the bus to work
- 10:30 - 5:30 worked
- 6:15 - 7:00 had dinner
- 8:00 - 10:00 watched TV

Read Jose’s schedule and answer these questions.

Example: Was Jose sleeping at 7:45?

No, ___________________________. He ___________________________.

1. Was Jose reading a book at 8:15?
   No, ___________________________. He ___________________________.

2. Was Jose having breakfast at 9:00?
   No, ___________________________. He ___________________________.

3. Was Jose driving a car at 10:00 am?
   No, ___________________________. He ___________________________.

4. Was Jose playing soccer at 2:00 pm?
   No, ___________________________. He ___________________________.

5. Was Jose visiting his friends at 6:45?
   No, ___________________________. He ___________________________.

6. Was Jose studying English at 9:00 pm?
   No, ___________________________. He ___________________________.

he wasn’t sleeping was having breakfast
TESHOME GETS AN INTERVIEW

It was Teshome’s turn to call for an interview. Jose encouraged him and told him to relax. Teshome called the Main Street Café and spoke to the manager. His name was Mr. Reynolds. When Teshome introduced himself and gave his last name, Mr. Reynolds remembered his application. He asked Teshome to come in for an interview. Teshome agreed to go in the next day at 2:00 pm.

When Teshome hung up the phone, he and Jose gave each other a high five. That means that they slapped each other’s hands. Jose once worked at the Main Street Café, and he talked to Teshome about it. Jose and Teshome were hungry, so they decided to go to a restaurant.

1. Where did Teshome call for a job?

2. Did the manager ask Teshome to come in for an interview?

3. What time did Teshome agree on for an appointment?

4. What did Jose and Teshome give each other?

5. Where did Teshome and Jose go after the phone calls?
JOSE MISSES A MESSAGE

Jose didn’t have a phone. Maria and Mrs. Lopez gave him permission to put their telephone number on his job applications. Every time an employer called, Mrs. Lopez or Maria took a message and gave it to Jose. One day, Mrs. Lopez was studying when the telephone rang. Mr. Johnson was calling, and he wanted to talk to Jose Avila. Mrs. Lopez told Mr. Johnson that Jose wasn’t home, but she promised to give him a message. Mr. Johnson told him that it was very important.

After lunch, Jose and Teshome dropped by Mrs. Lopez’s apartment. When Jose checked for messages, Mrs. Lopez gave him several. Jose was pleased to get so many calls. She forgot Mr. Johnson’s name and company, though, because she never wrote the information down. She apologized to Jose. Sometimes, she was too busy to write down every message.

1. What did Mrs. Lopez give Jose when he dropped by?

_______________________________________________________________________

2. Did she give Jose all his messages?

_______________________________________________________________________

3. What mistake did Mrs. Lopez make?

_______________________________________________________________________

4. Why didn’t she write down every message?

_______________________________________________________________________
ONE AS SUBSTITUTE FOR A NOUN

• We often use the word one to substitute for a noun.

Examples:

I like this sofa, but my husband likes that one. 
Here the word one substitutes for the noun sofa.

Mary painted that picture. I painted this one. 
Here the word one substitutes for the noun picture.

Complete the following sentences using the word one. If the object is farther away, write that one. If the object is closer, write this one.

Example: I bought this watch. My husband gave me that one.
1. Here, eat this hamburger.  I’ll eat ____________________________.

2. Jose washed that dish.   Anh washed ________________________.

3. You take this cookie.   Give John ________________________.

4. Maria loved that movie.  Ara loved ________________________.

5. You play with this ball.  Give the baby ______________________.
PROBLEM SOLVING
(video - 19:30)

Watch the video section called “Problem Solving.” Listen to the conversation and identify the problem. Write a letter to Jose and Mrs. Lopez telling them your best solution to the problem.

The problem is: __________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Dear Jose and Mrs. Lopez,

Here is what I think you should do to solve your problem...
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Sincerely,

__________________________
THINK ABOUT IT

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

1. You’re taking telephone messages for a friend. What information do you need to write down?
2. What things are important to remember when you call for a job interview?
3. Has anyone ever called you about your job application? What happened?

________________________________________________________________________
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UNIT 5 TEST

Choose the correct answers.

1. I ________________________ an application last week.
   a. fill out
   b. filled out
   c. filling out

2. _________________________ you watching TV last night at 11:00?
   a. Are
   b. Was
   c. Were

3. _________________________ Charlie studying for the examination this morning at 9:00?
   a. Is
   b. Was
   c. Were

4. _________________________ your parents sleeping when I called?
   a. Were
   b. Was
   c. Are

5. _________________________ Michele working late last night at 9:00?
   a. Were
   b. Is
   c. Was

6. Were you studying when I called? No, I ________________.
   a. wasn’t
   b. am not
   c. weren’t

7. Was your mother taking the bus at 8:00 this morning? No, she ________________.
   a. isn’t
   b. weren’t
   c. wasn’t
UNIT 5 TEST

8. Were Frankie and Lisa working together yesterday afternoon? No, they __________________.
   a. weren’t
   b. wasn’t
   c. aren’t

9. Was Dr. Johnson seeing Mrs. Reza at 1:00? No, he ________________.
   a. weren’t
   b. wasn’t
   c. isn’t

    a. cleaning
    b. was clean
    c. was cleaning

11. Were the children playing football? No, they weren’t. They ________________ TV.
    a. were watching
    b. watching
    c. watched

12. Was Mary cooking breakfast? No, she wasn’t. She _________________ lunch.
    a. is cooking
    b. was cooking
    c. cooked

13. Was Terrence dancing? No, he wasn’t. He ________________ to the music.
    a. listened
    b. is listening
    c. was listening

14. You read this book. I’ll read ________________.
    a. this one
    b. that one
    c. one

15. Jose bought this jacket. Maria bought ________________.
    a. that one
    b. jacket
    c. this one
UNIT 5 TEST

16. Frank will take that car. Marshall will take ___________________.
   a. that one
   b. this one
   c. car

17. Lupe will ask that teacher. I’ll ask _________________.
   a. that one
   b. teacher
   c. this one

18. When things are difficult, my parents always _________________ me to do
    my best.
   a. encourage
   b. arrange
   c. speak

19. I need to _________________ my vacation: set dates, buy plane tickets and
    make hotel reservations.
   a. buy
   b. arrange
   c. enjoy

20. Michael called me this morning and I wasn’t home. I have to _______________
    his call.
   a. make
   b. dial
   c. return
UNIT 5
STUDENT ANSWER KEY

SETTING UP AN INTERVIEW
(page 6)
1. filled out
2. waitress
3. connect
4. hold
5. application
6. position
7. experience
8. interview
9. Anytime
10. How’s
11. That’ll
12. address

VOCABULARY
(page 7)
1. busboy
2. Legal
3. clients
4. arrange
5. return
6. encourage

PAST CONTINUOUS TENSE
(page 9)
1. No, he wasn’t reading. He was looking for jobs in the newspaper.
2. No, he wasn’t having breakfast. He was getting ready for work.
3. No, he wasn’t driving. He was riding the bus to work.
4. No, he wasn’t playing soccer. He was working.
5. No, he wasn’t visiting his friends. He was having dinner.
6. No, he wasn’t studying English. He was watching TV.

ONE AS SUBSTITUTE FOR A NOUN
(page 13)
1. that one
2. this one
3. that one
4. this one
5. that one