

Review

A Write the correct job for each photo.



1. _____



2. _____



3. _____

B Read the job postings and complete the chart below.

Office Assistant

Anaheim, CA 92805

Also Salary: \$17 / hour

Job Type: Full-time

Benefits: Health insurance,
paid time off, sick leave

Qualifications: 2 years' experience

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Restaurant Manager

Austin, TX 73301

Also Salary: \$28 / hour

Job Type: Part-time

No Benefits

Qualifications: 1 year's experience

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Delivery Driver

Providence, RI 02904

Also Salary: \$15 / hour

Job Type: Full-time

Benefits: Health insurance, paid time off

Qualifications: No experience required,
need current driver's license

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Position	Experience	FT or PT	Benefits	Pay
1.				
2.				
3.				

Learner Log

I can identify common occupations.

☐ Yes ☐ No ☐ Maybe

I can interpret job information.

☐ Yes ☐ No ☐ Maybe

C Write a job posting for a receptionist.

Company: _____

Position: _____

Location: _____

Hourly Rate: _____ ☐ Full-Time ☐ Part-Time

Benefits: _____

D Complete the paragraph with the simple past form of the verbs in parentheses. Then listen and check your answers.

In 2013, Jinhua was a carpenter. He (1) _____ (construct) homes for a company called Builders Plus. In 2016, Jinhua was a custodian. He (2) _____ (clean) offices and (3) _____ (fix) things for Clean Sweep, Inc. In 2019, Jinhua was a student. He (4) _____ (learn) about education at Willington Community College. Now Jinhua is a teacher. He (5) _____ (start) in 2021. He helps students at Jefferson Adult School.

E Complete the job history for Jinhua.

Position	Company / School	From	To	Duties (Responsibilities)

F Match the interview questions with the answers.

- | | |
|------------------------------------|---|
| _____ 1. What are your strengths? | a. I can work both Saturday and Sunday. |
| _____ 2. Do you have experience? | b. Yes, I can work 40 hours a week. |
| _____ 3. Can you work on weekends? | c. I have very good communication skills. |
| _____ 4. Can you work full-time? | d. Yes, I worked as a nurse in Texas for two years. |

Learner Log

I can write my job history.
☐ Yes ☐ No ☐ Maybe

I can participate in a job interview.
☐ Yes ☐ No ☐ Maybe

Review

G Look at the pictures. Choose which are good or bad for a job interview.



good / bad



good / bad



good / bad



good / bad

H Complete the employee evaluation with the simple present or simple past form of the verbs. You will use one of the verbs three times.

be	come	help	need
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Stella (1) _____ is _____ a good worker. She always (2) _____ to work on time. She is often early. Last week, she (3) _____ a customer make a very big purchase. Her communication skills exceed expectations. Stella (4) _____ a salesperson in her last job, so her product knowledge (5) _____ good. She (6) _____ to get better at working with others.

I Choose the best answers for Stella's employee evaluation. Use the text in H.

1. Punctuality: Exceeds expectations / Meets expectations / Needs improvement
2. Communication: Exceeds expectations / Meets expectations / Needs improvement
3. Product Knowledge: Exceeds expectations / Meets expectations / Needs improvement
4. Teamwork: Exceeds expectations / Meets expectations / Needs improvement

Learner Log

I can evaluate work and school performance.

☐ Yes ☐ No ☐ Maybe