Review

A **Read each skill below and write the correct job title on the line.**

1. cleans teeth _____
2. sends memos, files, and does general office work _____
3. takes a patient's temperature and blood pressure _____
4. fixes pipes _____
5. maintains office buildings _____
6. uses equipment in a factory or a construction site _____
7. takes care of children _____
8. maintains yards _____

B **List six job skills you have.**

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

C **Complete the sentences using the gerund or infinitive form of the verb in parentheses.**

1. I like _____ on a team. (work)
2. I am good at _____ to customers. (talk)
3. They hate _____ the phone. (answer)
4. I decided _____ a computer course next semester. (take)
5. He is interested in _____ cars. (repair)
6. We finished _____ our reports yesterday. (write)

Learner Log	I can identify job titles and skills.	I can identify job skills and personality traits.
	☐ Yes ☐ No ☐ Maybe	☐ Yes ☐ No ☐ Maybe

LIVEWORKSHEETS

D Read the job ads.

1. ADMINISTRATIVE ASSISTANT

FT: 10 a.m. – 6 p.m.
Requires HS diploma and one year's experience. Excellent phone, computer, and organizational skills along with a pleasant attitude is a must! Please send resume to: jobs@aaj08s.com

APPLY NOW

2. CUSTODIAN

Reliable custodian for local school district. Minimum one year's experience cleaning, plumbing, carpentry, painting, and repairs. Will provide supplies and tools.
$14–16 / hr + benefits
Call: (818) 555-6879

APPLY NOW

E Look at the ads in D. Write: *administrative assistant, custodian,* or *both*.

1. Which job requires experience?
2. Which job offers benefits?
3. Which job requires a high school diploma?
4. Personality is NOT important for which job?

F Fill out the partial online job application.

Legal Name
First Name* Last Name*

Email Address

Phone
Phone Number* Type*

Work Experience
Job Title* Company*
☐ I currently work here.
From* To*

Learner Log

I can interpret job advertisements. ☐ Yes ☐ No ☐ Maybe

I can complete a job application. ☐ Yes ☐ No ☐ Maybe

LIVEWORKSHEETS

Review

G **What kind of personality traits should people have for these jobs? Write two adjectives for each job. Share your answers with a partner.**

1. home health aide: *responsible, caring*
2. manager in a clothing store: _____
3. receptionist in a dentist's office: _____
4. hairdresser: _____
5. sales representative: _____
6. teacher: _____

H **Write six interview questions for one of the following jobs. Interview a partner.**

assembler in a factory	computer technician	home health aide	receptionist
bookkeeper	furniture store manager	landscaper	waiter

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

I **Dictionaries use different symbols to show word stress. Look up the following words in the dictionary. Write them with the correct syllable stress.**

1. applicant *ap'-pli-cant*
2. previous _____
3. bookkeeper _____
4. technician _____
5. computer _____
6. equipment _____
7. environment _____
8. require _____

Learner Log I can interview for a job.
☐ Yes ☐ No ☐ Maybe

LIVEWORKSHEETS