

Review

- A** Work with a partner. Imagine that you need to hire several new employees for your business. Use the vocabulary from the box to talk about the qualities you are looking for.

ambitious	demanding	funny	interesting	quiet	serious
courteous	friendly	hardworking	patient	respectful	strict

EXAMPLE: **Student A:** I think an ideal employee should be serious.

Student B: I agree. Good employees shouldn't be lazy.

- B** Circle the correct word in each sentence.

1. Have you seen (my / mine) new pen?
2. (They / Their) cafeteria has delicious food, but (our / ours) is awful.
3. Can I use (your / yours) stapler? I can't find (my / mine.)
4. (Our / Ours) salary is low, but we get lots of tips.
5. (My / Mine) benefits are really good, but (her / hers) are better.

- C** Match the description to the benefit.

- | | |
|-------------------------------|--|
| _____ 1. 401K | a. protection against work injuries |
| _____ 2. bonus | b. a day off to do something for yourself |
| _____ 3. disability insurance | c. time off to take care of a baby |
| _____ 4. family leave | d. retirement savings |
| _____ 5. maternity leave | e. a day off if you are sick |
| _____ 6. personal day | f. payment when a company shares its profits |
| _____ 7. sick day | g. time off to care for a sick family member |

Learner Log

I can compare employee behavior and attitudes.

☐ Yes ☐ No ☐ Maybe

I can analyze benefit information.

☐ Yes ☐ No ☐ Maybe

- D** Skim Ali's pay stub and answer the questions below.

SECTION 1: PERSONAL INFORMATION			
Employee Name: Ali Ramsey		Marital Status: Single	
Check Number: 89765		Pay Period:	
SS Number: 236-49-2524		8/01–8/15	
Hours and Earnings			
Description	Rate of Pay	Hours / Units	Earnings
Hourly/Day/Monthly	\$15.25	56	\$854
SECTION 2: WITHHOLDINGS			
Description	This Period	YTD	
Federal Income Tax	\$80.42	\$1,206.30	
State Income Tax	\$21.02	\$315.30	
Social Security	\$65.25	\$978.75	
Medicare	\$12.15	\$182.25	
State Disability	\$10.12	\$151.80	
TOTAL	\$188.86	\$2,834.40	
SECTION 3: PRE-TAX DEDUCTIONS			
Description	This Period	YTD	
401K	\$100	\$1,500	
SECTION 4: TOTAL PAY			
Description	This Period	YTD	
Gross Pay	\$854	\$12,810	
Withholdings	\$188.86	\$2,832.90	
Pre-Tax Deductions	\$100	\$1,500	
Net Pay	\$565.14	\$8,377.10	

1. Did Ali pay into social security this month? How much? _____
2. Does Ali pay Medicare? _____
3. Does he pay state disability insurance? _____
4. How many hours did he work during this two-week pay period? _____
5. How much federal income tax has Ali paid this year? _____
6. Does he contribute any money to a retirement account? How much? _____
7. How much money did he make this month after taxes? _____
8. How much money did he make this month before taxes? _____
9. How much state income tax did he pay this month? _____

Learner Log

I can interpret a pay stub.

☐ Yes ☐ No ☐ Maybe

Review

E Complete the following conditional sentences about work situations with *might* or *could*.

1. If you don't mop the wet floor, _____
2. If the truck driver drives too fast, _____
3. If those construction workers don't wear earplugs, _____
4. If the gardener doesn't wear gloves, _____



F Work with a partner to match the exchanges. Practice them with a partner.

- | | |
|--|--|
| _____ 1. Your report was excellent! | a. I'm so sorry. I've been having car troubles. |
| _____ 2. I noticed you were late again today. | b. It was really interesting to work on, so I couldn't stop! |
| _____ 3. Can you work a little faster? | c. Thank you. I worked really hard on it. |
| _____ 4. You finished that project so quickly! | d. Yes, I can. |

G Work with a partner. Practice making and responding to formal requests using the situations below.

1. Ask your coworker to let you use her computer.
2. Ask your employee to send a fax.
3. Ask your coworker to help you lift a heavy box.

H Use your dictionary to look up different word forms of vocabulary in this unit. Use the new word form in a sentence.

- | | |
|--|------------------------|
| 1. nouns: employee, employer | verb: <u>to employ</u> |
| <u>Our company wants to employ people with good computer skills.</u> | |
| 2. noun: promotion | verb: _____ |
| _____ | |
| 3. verb: to retire | noun: _____ |
| _____ | |

Learner Log

I can identify safe workplace behavior.

☐ Yes ☐ No ☐ Maybe

I can communicate at work.

☐ Yes ☐ No ☐ Maybe