K. alaidarous

English 103
Tutorial 2: The value of work

Name:
Section:
Student's academic number:

Vocabulary:

Listen and translate the following vocabulary:

	Word	Translation		Word	Translation
1.	Profile		5.	Company brochure	
2.	Bio		6.	Entrepreneur	
3.	Company website		7.	Social media	
4.	Magazine interview				

Reading:

Entrepreneur profile:
Name: Khalid
Country: Saudi Arabia
Job: Social media analyst and advisor Age: 26

I think I am a 21st century worker in many respects. I get up every morning to the sound of my mobile phone alarm. My first move is to check the emails I have received overnight. Over my morning coffee I check my social media profiles.

I send emails while I am having breakfast. I don't go to an office and I don't report to an employer. I work at home and I use the Internet and my computer for most of my work.

My job didn't even exist 10 years ago. I'm a social media analyst and advisor. I work for a variety of companies. It's always very difficult to explain to my parents what I do and I think they believe that I spend all my time sitting in front of the computer playing video games like I used to when I was a child.

These days I work 10-12 hours a day and some of the biggest companies are my clients. I work for people in England, in the United States, in Japan and in Saudi Arabia. Social media has become a very powerful means of communication, many companies spend more and more time and money on developing a social media impact than on traditional advertising. I help them find the best ways to promote their brand and their products using social networks and modern communication strategies. For example, the company I work for in Saudi started out as a local business and in two years they have become an internationally recognized brand and they have been working on constructions in five Gulf countries very successfully. Social media and targeted advertising helped develop the profile of the company to achieve this great success.

I very rarely have to travel. I conduct my meetings online, I submit my proposals through web-conferences. I train local staff using online classrooms.

I really enjoy my job, it gives me opportunities to work with a wide range of clients and products, and all of them are different. The most exciting part is getting to know what the client needs and desires and develop the strategies to help them achieve their goals.

I also love working with people and I hold free workshops and seminars for start-ups and give them advice to develop their business.

Being my own boss has been very rewarding. I only take jobs that I find interesting and by now I don't need to look for new customers, they find me.

I don't know how long I can do this, but for the time being it looks like we live in a social media age and I am a quick learner and I am open to new challenges and opportunities.

LIVEWORKSHEETS

Q: Based on the reading above, choose the correct answers (there maybe more than one correct answer)

1. Someone's profile or bio talks about:

a) some of their personal information (age, nationality, job). b) why they chose this job/career.

c) why they like/dislike their job.

2. You find someone's profile/bio in:

a) a company's website. b) a magazine interview.

c) a brochure about an establishment (a hospital, a law firm). d) TV

3. An entrepreneur is someone who:

a) starts a new business on his/her own and it is usually creative. b) works in a company as an employee.

c) is very successful in his/her job.

4. An example of entrepreneur ladies in KSA are:

a) abaya fashion designers with international collections. b) international events photographers.

c) bakery and cake designers. d) tellers at the bank.

5. Social media is different ways people can connect on the internet, some examples are:

a) Facebook b) Twitter c) Instagram d) Google

6. To be a successful entrepreneur, you need to:

a) have a creative and different idea. b) have a lot of money to start your business.

c) know a lot of people. d) be very organized.

Read and choose the correct answers (there may be more than one correct answer).

1. Khalid's job is;

a) a social media analyst. b) a computer programmer. c) an internet researcher.

2. In his job, Khalid has to

a) always check social media to see what's new.

b) find the best way for his clients to advertise their products. c) Create advertisements for his clients.

3. The first thing Khalid does every morning is

a) take a shower. b) check his phone to see emails he received. c) go on Facebook.

4. Khalid's job is new, it didn't exist

a) 10 years ago. b) 20 years ago. c) 15 years ago.

5. Khalid has clients in

a) Saudi Arabia b) Japan c) USA d) The UK

6. Khalid rarely has to travel because

a) he does most of his work online. b) he doesn't like travelling.

c) he meets his clients online.

Read and choose True or False:

1. Khalid has a very big office. [True False]
2. Khalid works for 10-12 hours everyday. [True False]
3. Khalid trains his staff in online classrooms. [True False]
4. Khalid needs a long time to find new customers to work for. [True False]
5. Khalid has a boss. [True False]

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Vocabulary:

Listen and translate the following vocabulary:

	Word	Translation		Word	Translation
1.	Staff		5.	Client	
2.	Conference		6.	Proposal	
3.	Exciting		7.	Century	
4.	Advisor		8.	Quick-learner	

Choose the correct meaning of the word.

1. Staff

a) all the employees working for a company or a person. b) all the things you own.

c) colleagues at work.

2. A conference

a) a lesson. b) a kind of a meeting. c) a classroom.

3. Something exciting is.

a) something interesting that you are happy to do. b) something new.

c) something you do as a routine.

4. Advisor

a) someone who gives help and ideas about a certain topic because he/she is very knowledgeable about it.

b) someone who thinks of new ideas. c) a designer.

5. Client

a) someone who provides you with services. b) customer

c) someone who complained about your workplace.

6. Proposal

a) an offer you give to your client. b) a place you save your files. c) an office.

7. Century

a) 50 years b) 100 years c) 10 years

8. Quick-learner

a) a good teacher. b) a good employer. c) Someone who easily and quickly learns new skills.

Spelling :

Choose the correct spelling of the word

1. a) staf b) staff c) sitaf
2. a) conference b) confirance c) konfirence
3. a) ixciting b) exciting c) exiting
4. a) advicor b) advisor c) adviser
5. a) cliant b) celient c) client
6. a) proposal b) brobosal c) propozal
7. a) centchury b) sentury c) century
8. a) quick b) qwik c) kwik

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Choose words from the box to fill in the blank (drag and drop).

Clients	Conference	quick-learner	advisor	staff	century	exciting	proposal

1. When we have an all _____ meeting, all the employees need to attend.
2. We're going to have a _____ over the phone at 10 a.m. tomorrow.
3. Next week, we're going on business trip to New York. It's very _____, I can't wait.
4. He has a degree in Arabic literature and has been editing newspapers for 10 years, I think he should be my Arabic language _____ .
5. I'm a fashion photographer, all my _____ are big fashion and clothes brands.
6. I have to finish the _____, and will send it very soon. They need to know the price and what services I'm going to include.
7. The telephone was invented in the 20th _____.

Answer: century

8. Last week I didn't know how to use this professional camera, now I'm an expert at it. I guess I'm a _____.

Grammar:

Present simple

When we talk about habits and things that happen regularly, we use the present simple tense.

For example. Companies use the internet to sell their products.

Employees work from home on their laptops.

We add 's' to the verb when we talk about people with he/she/it. For example: meet = meets

The manager meets with his employees in coffee shops.

To make the negative for I/you/we/they we use 'don't'.

To make the negative for he/she/it we use 'doesn't' for example.

They don't print all their files to save paper.

We use adverbs to show how often something happens.

With most verbs we put the adverb before the main verb,

for example: Because of email, companies never send paper memos.

With the verb to be, we put the adverb after the verb.

For example:

Files are sometimes printed to make notes. Why are you always late? You're never on time!

There are 5 adverbs that we usually use to describe how often things happen, they are:

- Never
- Sometimes
- Often
- Usually
- Always

Q: Choose the correct word from the options.

a. Work today [is / was] so much easier than before.
b. Sarah [work / works] from 9 to 5 everyday.
c. The company [doesn't has / doesn't have] two shifts.
d. Offices never [open / opens]on the weekend.
e. Employers [hire / hiring] people based on their qualifications.
f. Ali [live / lives] in a small apartment close to his office.
g. Abeer often[has / have] lunch with her colleagues at the office.
h. The office manager [send / sends] the mail every Sunday morning.

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Q: Put the words in the right order to make correct sentences.

a. always/I/to work/go/on time Answer: I always go to work on time.

b. goes/Huda/work/to/with her driver/usually .....

c. a lot/doesn't/our manager/travel .....

d. the IT manager/on Mondays/my computer/checks. .....

e. often/late/is/Ahmad/to work. .....

Q: Choose the best adverb for the sentences.

1. The dress code at the office is very formal, employees _____ wear jeans.

a) always b) never c) sometimes d) usually e) often

2. The temperature is hot in Jeddah all year and my office air conditioner is broken. It is _____ too hot.

a) always b) never c) sometimes d) usually e) often

3. He doesn't like this restaurant, but he orders from it _____ when there's nothing else to eat.

a) always b) never c) sometimes

4. This printer _____ works, they should throw it out!

a) always b) never c) sometimes d) usually e) often

Q: Change the sentences into the negative form.

1.Shops _____ open on Friday.

2. Layla _____ attend the weekly meeting.

3. We are _____ on holiday today.

Listen and do the exercise below:

1. The speaker is :

a. computer programmer b. school student c. teacher

2. The computer programmer wants to develop a program or an application to make a lot of money.

a) True b) False

3. The computer programmer wouldn't like working for a company and having a routine.

a) True b) False

Vocabulary:

Select the correct meaning of the sentences.

1. You have to work really hard to make enough money to buy everything you desire.

a) something you really want. b) something you can't live without.

c) something you can't get because it's too expensive.

2. I think people who work all the time and don't spend time with their families regret it later.

a) you wish you didn't do it and wish you could change it. b) you want to repeat it again.

c) you don't care.

3. You have regular working hours and you never take work home. Something regular is

a) repeated all the time. b) changes all the time. c) flexible and up to you.

4. Your job is to make students love learning and then they can achieve their goals.

a) reaching your goals by working for them. b) not getting what you want

LIVEWORKSHEETS

5. I have tried to find another job but all the vacancies are for younger people. Job vacancies are...

a) jobs that will get a salary increase. b) jobs that will be cancelled.

c) job openings/jobs that need someone to do them.

6. I think zoos are important for saving endangered animals. Endangered animals are

a) animals that might all die soon if humans don't help them (example, whales).

b) dangerous animals that bite and kill humans. c) animals that cannot be pets.

Choose the correct spelling of the word.

1. a) rerget	b) regret	c) regrate
2. a) achieve	b) acheive	c) achiefe
3. a) reguler	b) regular	c) regulare
4. a) dezire	b) desire	c) desaire
5. a) vakancies	b) vaconcies	c) vacancies
6. a) endangered	b) Indangered	c) endanjered

Grammar :

Present continuous

When we talk about something happening at the moment or in the present period we use the present continuous. For example:

We are meeting with new employees every day this week. This is how we form the present continuous.

We don't usually use some verbs in the continuous form These are:

describing mental states, for example: believe, know and understand

What do you believe will happen? (Not: What are you believing will happen)

verbs connected with likes/dislikes, for example:like, love and want

I love ice-cream. (Not: I'm loving ice-cream)

verbs connected with possession, for example: have, own and possess

We have a nice room in the hotel. (Not: We're having a nice room in the hotel)

- Remember! We use the Present Simple for actions that are always true and repeated and the Present Continuous for actions that are in progress now. For example:
- We usually use the Present Simple with phrases like always, every day, usually and normally, never

The company normally buys it's material online.

- We usually use the Present continuous with phrases like now, at the moment,today and right now.
- I can't talk now, I'm sending an important email.

Q: Choose the correct form to complete the sentence.

1. I called her, she [is printing / are printing] the files now.
2. We are very busy this month, we [working / are working] on a big project.
3. I [live / am living] in an apartment near my office.
4. I [am speaking / speak] Arabic.
5. I [don't like / am not looking] working late.
6. She [doesn't understand / isn't understanding] this excel sheet.

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Put the words below in the right order to make correct sentences.

1. sending/I'm/right now/an email. .....
2. them/can/they/I/fixing/the chairs/are/now/see. .....
3. company/his/a big tower/is/building/at the moment. .....
4. is/for this month/living/in a small apartment/she. .....
5. Is/working/not/he/week/this. .....

Q: Write four things that are happening at the moment using the words given as in the example.

Example:

sit/desk → He's sitting at his desk.

1. drink/tea .....
2. send/a text .....
3. check/the iPad. .....

a. He's making notes. .....

Read and select the correct answers (there may be more than one correct answer):

1. A good summary for a text

a) is short. b) talks about the main points. c) is easy to understand.

d) mentions all the details of the text. e) gives the reader the general information he/she needs.

f) tells you what page numbers you need to turn to. g) gives you an introduction to the text.

h) Gives you details about the author's life.

LIVEWORKSHEETS