



**Talbot**  
Electrical Services

### Employee Manual

#### Section 2.1 Tools Needed

All employees of Talbot Electrical Services will bring their own **tool kits**. Tool kits need to contain the basic tools needed for electrical jobs. These basic tools are sold at most hardware stores.

Pliers are needed for pulling and cutting wires. Your kit needs to include **long nose pliers** and **end cutting pliers**. **Side cutters** and **diagonal cutters** are recommended.

You must have **wire strippers** in your kit. Make sure they are able to strip the most common wires. You will also need several types of **screwdrivers** on the job.

A **flashlight**, **measuring tape** and **utility knife** will round out your kit.

### Get ready!

1 Before you read the passage, talk about these questions.

- 1 How could some of the tools in the pictures be useful for electricians?
- 2 Why is it important to have a well-equipped tool kit?

### Reading

2 Read the page from the company manual. Then, mark the following statements as true (T) or false (F).

- 1 ☐ Employees can buy the tools at hardware stores.
- 2 ☐ Side cutters and diagonal cutters are needed in the tool kit.
- 3 ☐ Wire strippers are used for cutting and pulling wire.

### Vocabulary

3 Write a word that is similar in meaning to the underlined part.

- 1 Jack forgot his pliers that are only used for cutting wire at the job site.  
\_ \_ a \_ \_ n \_ \_ c \_ t \_ \_ r \_ \_
- 2 A small, battery operated light is good for seeing in dark spaces. \_ l \_ \_ h \_ \_ g \_ \_
- 3 Mary used a tool with a thin, sharp slanted blade to cut open the box.  
\_ t \_ \_ \_ t \_ \_ \_ \_ f \_ \_
- 4 The electrician bought a tool used for pulling out staples for his kit.  
\_ n \_ \_ \_ t \_ \_ \_ \_ \_ p \_ \_ e \_ \_

4 Match the words (1-6) with the definitions (A-F).

- |                                         |                                             |
|-----------------------------------------|---------------------------------------------|
| 1 <input type="checkbox"/> tool kit     | 4 <input type="checkbox"/> long nose pliers |
| 2 <input type="checkbox"/> side cutters | 5 <input type="checkbox"/> measuring tape   |
| 3 <input type="checkbox"/> screwdriver  | 6 <input type="checkbox"/> wire stripper    |

- A a tool with blades able to grip or cut wires  
 B a tool used to tighten or loosen screws  
 C a tool for cutting, twisting or pulling wires  
 D a tool used to pull the covering off of wires  
 E a tool used for finding the length of an object  
 F a bag or box used to hold a set of tools

- 5 🎧 Listen and read the page from the company manual again. Which tools are recommended for the tool kit?

## Listening

- 6 🎧 Listen to a conversation between two electricians. Check (✓) the tools that are mentioned by the electricians.

- 1 ☐ screwdrivers
- 2 ☐ side cutters
- 3 ☐ flashlight
- 4 ☐ diagonal cutters
- 5 ☐ wire strippers

- 7 🎧 Listen again and complete the conversation.

Old Electrician: How's your  
1 \_\_\_\_\_  
going?

New Electrician: Not bad. I have to  
buy some tools.

Old Electrician: An 2 \_\_\_\_\_  
are important. What  
do you need?

New Electrician: I need some wire  
strippers and  
3 \_\_\_\_\_.  
What kind do you  
use?

Old Electrician: I like to use tools  
4 \_\_\_\_\_ Patton.

New Electrician: Really? I heard  
Berkley tools are  
better.

Old Electrician: I had a pair of  
Berkley diagonal  
cutters that broke  
after one day. I  
5 \_\_\_\_\_ their  
tools after that.

New Electrician: Maybe 6 \_\_\_\_\_  
\_\_\_\_\_  
Patton tools, then.

## Speaking

- 8 With a partner, act out the roles below based on Task 7. Then switch roles.

### USE LANGUAGE SUCH AS:

*I have to buy some ...*

*I like to use ...*

*Maybe I'll go with ...*

**Student A:** You are a new electrician. Talk to Student B about:

- what tools you need to buy
- what kind of tools he or she uses
- what you've heard from others about tool brands

**Student B:** You are an experienced electrician. Talk to Student A about tools.

## Writing

- 9 Use the conversation from Task 8 to fill out the new electrician's notes about tools.

Electrician's notes

### About Tools

Tools Needed: \_\_\_\_\_

Brands of Tools: \_\_\_\_\_

Information on Brands: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_