

1 VOCABULARY: Describing accomplishments

A Circle the words to complete the phrase. One phrase has two correct answers.

- 1 break a fear / a record
- 2 face a fear / a medal
- 3 get a business / a lot of likes
- 4 have a good joke / a sense of humor
- 5 rise to a challenge / a goal for myself
- 6 run a business / a marathon
- 7 set a goal for myself / pride in something
- 8 take a medal for something / pride in something
- 9 tell a goal for myself / a good joke
- 10 win a medal / a record
- 11 work with my hands / a business



B Complete the sentences with phrases from exercise 1A.

- 1 When you run a business, you organize or control a business.
- 2 When you _____, you say something to make people laugh.
- 3 When you _____, you create something for your job.
- 4 When you _____, you get a prize in a competition.
- 5 When you post something online that many people think is good, you _____.
- 6 When you _____, you feel good about something you have done.
- 7 When you _____, you deal with something you are afraid of.
- 8 When you _____, you deal with a difficult job or opportunity successfully.
- 9 When you _____, you are involved in a really long race.
- 10 When you _____, you do something faster or better than anyone else.
- 11 When you _____, you decide something you want to do in the future.
- 12 When you _____, you are able to understand funny things and to be funny yourself.

C Imagine you are in these situations. What might you say? Use the phrases from exercise 1A to write a sentence for each.

- 1 at a party: Miranda, tell us a good joke.
- 2 at a job interview: _____
- 3 at a sporting event: _____

2 GRAMMAR: Tense review (simple and continuous)

A Some of the underlined verbs are not correct. Fix the mistakes.

- 1 I ^{went} ~~was going~~ to a party last night. It was fun.
- 2 What do you do right now? Are you busy?
- 3 Jorge has gotten a job, but Rosa has looked for six months and is still looking.
- 4 Have you heard the news? Tony and Ana have been getting married.
- 5 I talked to Julia when you called. She was telling me a funny story.

B Complete the paragraph with the correct form of the verbs in the box. Some verbs will be used more than once.

be get (not) see take talk wait walk

There ¹ have been strange events in my neighborhood recently. I ² walked down the street a couple of days ago when I ³ saw a cow. Yes, that's right, a cow! You ⁴ often see cows in the middle of a city. In fact, I ⁵ never take one. But last Monday at 4:15 in the afternoon, there ⁶ was a cow in the middle of the road. Drivers ⁷ were out of their cars. A lot of people ⁸ took pictures. People in the neighborhood ⁹ talked to each other about the cow ever since. We ¹⁰ are waiting to see what the next strange event will be.



C Write true sentences about you. Replace X with a word or phrase to complete each sentence.

- 1 In my entire life, I / never / see / X
In my entire life, I've never seen a cow on a street.
- 2 I / walk / down the street the other day when / X
I was walking down the street the other day when I saw a cow.
- 3 You / often / (not) see / X / in my neighborhood
I often see cows in my neighborhood.
- 4 Once / I / X / but / I / never / X / it again
Once I took a cow home, but I never saw it again.
- 5 I / X / right now because I / X
I am waiting right now because I want to see a cow.
- 6 I / try to / X / for a long time / but / I / still / X
I have tried to take a cow home for a long time but I still haven't.

1.2

THE RIGHT CANDIDATE

1 VOCABULARY: Describing key qualities

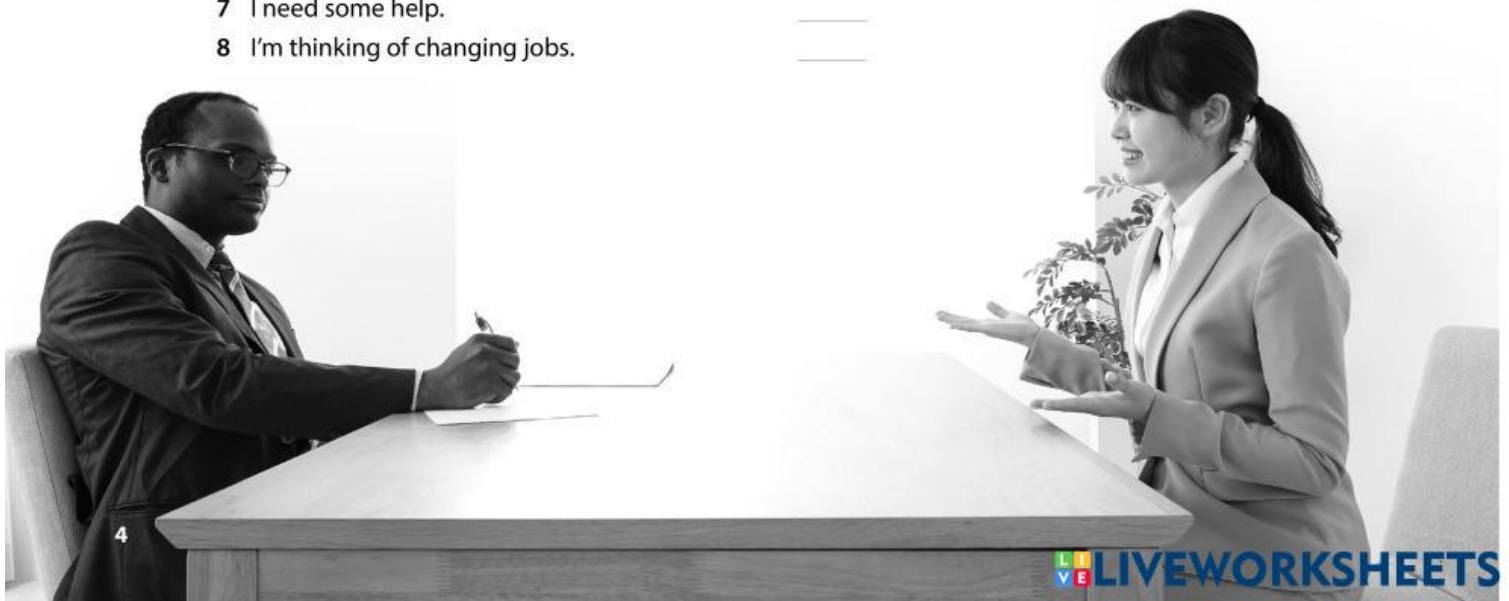
A Check (✓) the correct underlined words. Correct the incorrect words.

- 1 He is a very ^{responsible} ~~responsibility~~ person. ☐
- 2 She has the right qualifications for the job. ☒
- 3 He has a lot of curious. ☐
- 4 I hope to be very success in the future. ☐
- 5 I like their independence. ☐
- 6 You're not very ambitious, are you? ☐
- 7 I'm very experience. ☐
- 8 It's important to treat people polite. ☐
- 9 This job requires a lot of creativity. ☐
- 10 She doesn't have much enthusiastic. ☐
- 11 Thank you for your truthfulness. ☐
- 12 Are you confident when you speak English? ☐

2 GRAMMAR: Stative and dynamic verbs

A Write S (stative verb) or D (dynamic verb).

- 1 Are you being truthful? D
- 2 We usually interview five people for every job.
- 3 I take a photography class on Tuesday evenings.
- 4 The report is very interesting.
- 5 Do you know Lily?
- 6 Why do they hate their job?
- 7 I need some help.
- 8 I'm thinking of changing jobs.



B Complete each pair of sentences with the stative and dynamic use of the verb in parentheses ().

- 1 (see) a Tom is seeing the doctor. He'll be home soon.
b I see two people outside.
- 2 (have) a Melina has experience.
b The doctor's in the cafeteria. She is having lunch.
- 3 (think) a We are thinking about moving to a bigger place.
b What do you think of the class?
- 4 (smell) a He is smelling the fish. Maybe there's something wrong with it.
b Everything is delicious. Let's eat!
- 5 (weigh) a The suitcase weighs 22 kilos.
b I don't know the price yet. The man is weighing the meat now.



3 GRAMMAR AND VOCABULARY

A Complete the job reference for Alex Martinez. Use the correct form of the verbs in parentheses (). What qualities from exercise 1A does he have? Circle them.

I ¹ know (know) Alex well. I ² have known (know) him for ten years. He ³ has worked (work) at the company for six. He is a responsible person and ⁴ takes (take) his job very seriously. He is definitely qualified for the job. He ⁵ has (have) two degrees and many years of experience. He's ambitious and clearly ⁶ wants (want) to be successful. He ⁷ has set (set) goals for himself and then ⁸ does (do) the work to achieve them. He is curious and loves to learn new things. He ⁹ has talked (talk) to a lot of people who are different from him and ¹⁰ tries (try) to learn from them. In fact, right now he ¹¹ is taking (take) two classes at the local community college in different subjects. I'm not surprised that Alex ¹² is looking (look) for a job with more responsibilities. His confidence is just another one of his excellent qualities. We will be sorry to lose him.

B Use the word prompts to write part of a job reference for someone you know. Replace X with a word or phrase to complete each sentence.

- 1 She/He / work / at this job / X years

She has worked at this job for three years.

- 2 She/He / X / worker

- 3 Right now / she/he / X

- 4 Her/His / X / one of her/his excellent qualities

1.3

WE GO WAY BACK

1 FUNCTIONAL LANGUAGE: Making and responding to introductions

A Complete the sentences. Match 1–7 in column A with a–g in column B.

A

- 1 Do you ... c
- 2 I don't think ...
- 3 You're new ...
- 4 Do you two know ...
- 5 Have you ...
- 6 Let me introduce you ...
- 7 Is this your ...

B

- a here, right?
- b met my assistant?
- c know anyone here?
- d first day?
- e to a couple of people.
- f we've met before.
- g each other?

B Put the conversation in the correct order.

- Jack Yes, I just started this morning.
- Jack It's nice to meet you, Sofia.
- Sofia Hello. I don't think we've met before. 1
- Sofia My name is Sofia.
- Sofia It's nice to meet you, too. Is this your first day?
- Jack No, we haven't met yet. I'm Jack.

2 REAL-WORLD STRATEGY: Responding to an introduction

A Complete the conversations. Use the words in the box.

go going haven't hi I'm love met see sure went

- 1 Dan Have you met Sandra?
Luis I'm not sure, but , I'm Luis.
- 2 Dan Do you know Sandra?
Chris Yes, we way back. We to school together. How's it , Sandra?
- 3 Dan Have you met Sandra?
Marta No, I , but I'd to. Hi, Sandra. Marta.
- 4 Dan Do you two know each other?
Ruta Yes, we this morning! Nice to you again, Sandra.

3

A

1 Armando

You're new here, right?

Clara

Armando

Clara

Armando

Tom

Armando

Clara

2 Sara

I'm Sara.

Rick

I'm Rick.

Sara

Rick

Sara

to a couple of people. Zack, this is Rick.

Zack

Rick

B

Situation 1:

Situation 2:

A

B

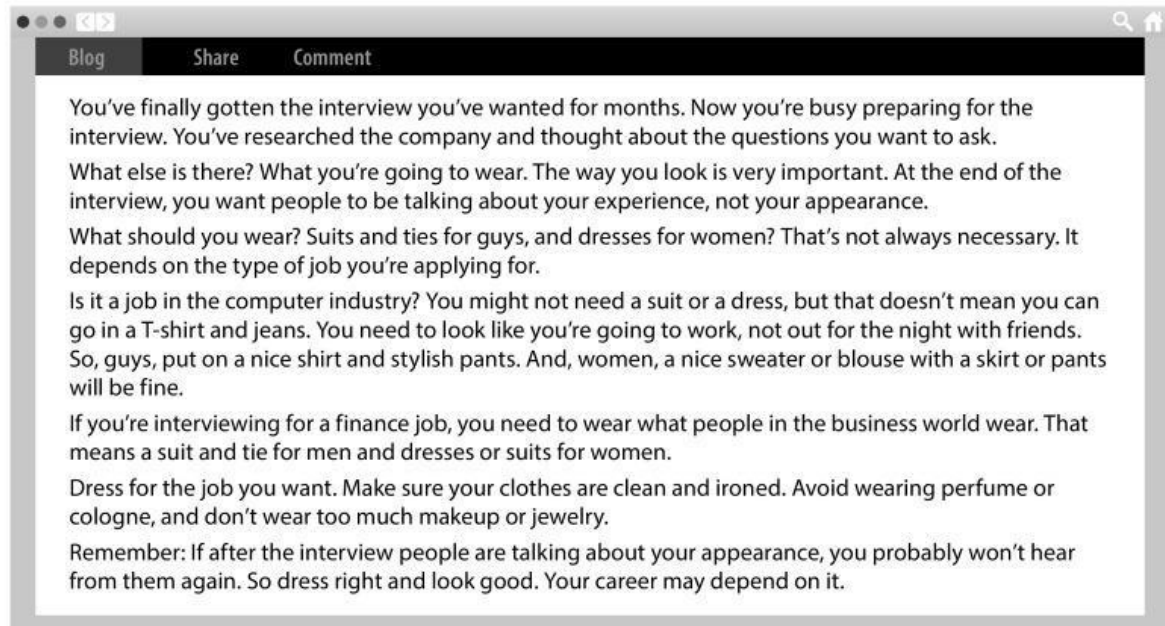
A

B

1 READING

A Read the blog post. Then check (✓) the best title.

- 1 Preparing for an interview? ☐
- 2 Getting the job you want! ☐
- 3 Dress for success! ☐



Blog **Share** **Comment**

You've finally gotten the interview you've wanted for months. Now you're busy preparing for the interview. You've researched the company and thought about the questions you want to ask.

What else is there? What you're going to wear. The way you look is very important. At the end of the interview, you want people to be talking about your experience, not your appearance.

What should you wear? Suits and ties for guys, and dresses for women? That's not always necessary. It depends on the type of job you're applying for.

Is it a job in the computer industry? You might not need a suit or a dress, but that doesn't mean you can go in a T-shirt and jeans. You need to look like you're going to work, not out for the night with friends. So, guys, put on a nice shirt and stylish pants. And, women, a nice sweater or blouse with a skirt or pants will be fine.

If you're interviewing for a finance job, you need to wear what people in the business world wear. That means a suit and tie for men and dresses or suits for women.

Dress for the job you want. Make sure your clothes are clean and ironed. Avoid wearing perfume or cologne, and don't wear too much makeup or jewelry.

Remember: If after the interview people are talking about your appearance, you probably won't hear from them again. So dress right and look good. Your career may depend on it.

B **READ FOR GIST** Complete the statements. Use the phrases in the box.

goes to a lot of job interviews	has interviewed people	buy clothes
is going to go to a job interview	get a job	interview people

- 1 The person who wrote the article is someone who _____.
- 2 The person who reads the article is someone who _____.
- 3 The purpose of the article is to help someone _____.

2 LISTENING

A  **1.01** Listen to the conversation. Answer the questions.

- 1 When is the man's interview? _____
- 2 Where has he applied for a job? _____
- 3 What should he wear? _____
- 4 What's the problem? _____

3 WRITING

- A Read the comments in response to the blog post in exercise 1A. Underline the sentence that shows agreement. Circle the sentence that shows disagreement. Put a box around the sentences that show appreciation.

Comments

1 Thanks for the tips. They're really useful, especially since I'm a recent graduate and I'm looking for a job. I'll pay attention to what to wear when I have my interviews.

2 I'm sorry, but I don't think you're right about not wearing cologne. I sweat when I wear a suit, so I think cologne helps.

3 I enjoyed your post. I completely agree that people should dress appropriately for the job. A suit is not always necessary, but you must look good.

- B Write two comments in response to the blog post in exercise 1A. In one comment, show appreciation and agree. In the second comment, disagree. Which comment reflects your true opinion?

CHECK AND REVIEW

Read the statements. Can you do these things?

UNIT 1	Mark the boxes. ☒ I can do it. ☐ I am not sure.		If you are not sure, go back to these pages in the Student's Book.
	I can ...		
	VOCABULARY	☐ use expressions to talk about personal achievements.	page 2
		☐ use nouns and adjectives to talk about key qualities employers look for.	page 4
	GRAMMAR	☐ use a variety of simple and continuous verb forms.	page 3
		☐ use dynamic and stative verbs to talk about actions, habits, and states.	page 5
	FUNCTIONAL LANGUAGE	☐ make introductions.	page 6
☐ respond to an introduction.		page 7	
SKILLS	☐ write a comment in response to a blog post.	page 9	
	☐ agree, disagree, and show appreciation.	page 9	