High School. Colegio Patriarca San Jose.
Subject: Listening
Student´s name: _____
Teacher: _____
Grade: _____

Self-Study Guide.
BOOK: BUILDING TOEIC SKILLS.
UNIT 10. THE WORLD OF WORK.

CLICK and listen to the pronunciation of the following words and phrases.

a. contract	**i.** take a day off
b. fire	**j.** applicant
c. pay	**k.** resumé
d. interview	**l.** business suit
e. shake hands	**m.** (work) overtime
f. retire	**n.** quit
g. strike	**o.** training
h. take sick leave	**p.** negotiate

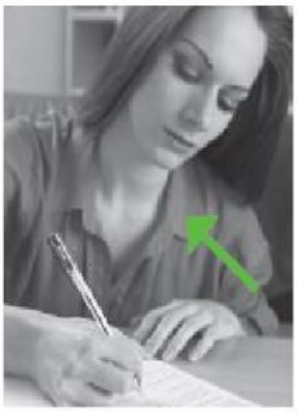
Vocabulary: The World of Work

Picture Dictionary Track 73

Write the words under the correct picture.

LIVEWORKSHEETS

1. _____ 2. _____ 3. _____ 4. _____



5. _____ 6. _____ 7. _____ 8. _____

9. _____ 10. _____ 11. _____ 12. _____

LIVEWORKSHEETS

13. _____ 14. _____ 15. _____ 16. _____

Listening Strategy: Adverbs of Time

Time words can tell us *when* an action happens, *for how long*, and *how often*.

1. Adverbs That Tell Us *When*

Adverbs of time that tell us when something happens often come at the end of a sentence. Listen for words like *ago*, *yesterday*, *in* (*two days*), *today*, *tomorrow*, *later*, *soon*, and *earlier*.

Ex	My interview was **three days ago**.	(ago = in the past)
	He was fired **yesterday**.	(yesterday = in the past)
	I'll see Joe **today**.	(today = in the near future)
	This medication expires **in two days**.	(in two days = in the future)
	Your doctor will be in **soon**.	(after a short time)

Note The adverb may come at the start of the sentence for emphasis:

Ex	**Later**, I interviewed the applicant.	(emphasis on time)
	I interviewed the applicant **later**.	(NO emphasis on time)

2. Adverbs That Tell Us for *How Long*

Adverbs that tell us for how long are also usually placed at the end of the sentence. Listen for words like *for*, *since*, *until*, *briefly*, and *all* (*day*).

Ex	The event will last until **Tuesday**.	(from now, but stopping on Tuesday)
	The training was very **quick**.	(for a short amount of time)
	Brian was on sick leave **for a week**.	(a period of 7 days)
	She has worked here **since 2015**.	(from a certain date)

LIVEWORKSHEETS

3. Adverbs That Tell Us *How Often*

Adverbs that tell us how often are adverbs of frequency. They usually come before the main verb, but after auxiliary verbs (*be*, *have*, *may*, and *must*). Listen for words like *usually*, *sometimes*, *often*, *normally*, *occasionally*, *rarely*, and *never*.

Ex She **never** takes a day off.
I **always** try to work overtime.
The surgeon **rarely** makes mistakes.
We **often** have online meetings.

A **Listen and write the missing words. Circle *when*, *how often*, or *how long*.** Track 75

1. I took some sick leave this _____. when / how often / how long
2. The orientation lasted _____. when / how often / how long
3. He _____ attends meetings. when / how often / how long
4. They will announce new regulations _____. when / how often / how long
5. She worked here _____. when / how often / how long
6. The company has been here _____. when / how often / how long
7. We _____ need new staff. when / how often / how long
8. The database will shut down _____ today. when / how often / how long
9. Martin retired _____. when / how often / how long
10. Getting qualifications is _____ helpful. when / how often / how long

LIVEWORKSHEETS

B Listen and check the correct response. Track 76

1. a. _____ It's tomorrow at 10 a.m.
   b. _____ It will be over quickly.

2. a. _____ He never arrived.
   b. _____ We talked for two days.

3. a. _____ They'll be here tomorrow afternoon.
   b. _____ It's updated every month.

4. a. _____ I turned it in last week.
   b. _____ Sometimes, but not today.

5. a. _____ If you do it quickly.
   b. _____ Over 40 hours a week.

6. a. _____ I almost never do.
   b. _____ I can't for three weeks.

7. a. _____ The interview is at 2 p.m.
   b. _____ It is a full-time job.

8. a. _____ It will be filled soon.
   b. _____ He's been here forever.

Mini-Test 10

A Listening: Photographs

Listen and circle the letter of the statement that best describes the photograph. Track 77

1. (A) (B) (C) (D)

LIVEWORKSHEETS

2. (A) (B) (C) (D)

3. (A) (B) (C) (D)

B Listening: Question-Response

Listen to the question or statement and three responses. Circle the letter of the best response. Track 78

LIVEWORKSHEETS

1. (A) (B) (C)

2. (A) (B) (C)

3. (A) (B) (C)

4. (A) (B) (C)

5. (A) (B) (C)

6. (A) (B) (C)

C Listening: Short Conversations

Listen and choose the best answer. Track 79

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LIVEWORKSHEETS

1. Why is the woman wearing a business suit?

(A) She wants to check the size.
(B) She is recruiting someone.
(C) She is going to work.
(D) She has an interview.

2. How did the woman find out about the vacancy?

(A) Through a recruiter
(B) In a job ad
(C) In a notice on a website
(D) At an office nearby

3. Look at the graphic. Where is Jeremy's office located?

(A) Melbourne
(B) New York
(C) London
(D) Toronto

D Listening: Short Talks

Listen and choose the best answer to each question. Track 80

On Strike!
Better Benefits, Better Employees!
We want more: Sick leave!
Days off!
Training!
Overtime pay!
Mega Corp, Mega Awful!

LIVEWORKSHEETS

1. Why did the strike start?

(A) Mega Corp hired better workers.
(B) Employees did not get any news.
(C) Contracts were not made.
(D) Negotiations were not successful.

2. What is true about the strike?

(A) It will end in 5 days.
(B) It could last for 1 year.
(C) It started 3 days ago.
(D) It is already over.

3. Look at the graphic. What did the announcer NOT mention as one of the demands?

(A) More sick leave
(B) More training
(C) More overtime pay
(D) More days off

"Self- assessment of my performance" **Al terminar por completo el trabajo, autoevalúo el nivel de desempeño alcanzado.**			
I type an (X) in the level that best represents my obtained performance in each indicator.			
Indicators of Learning	**Performance Levels**		
	To achieved: ***(Beginner)*** Learner is in process to achieve the task. Learner presents some issues.	***In progress:*** ***(Intermediate)*** Learner can achieve the task with some difficulty and needs improvement.	***Achieved:*** *(Advanced)* Learner can achieve the task without any difficulty.
The student recognizes specific information from audios related to the context of "THE WORLD OF WORK" by solving listening tasks.			

LIVEWORKSHEETS