

# Lesson A GRAMMAR AND VOCABULARY

**A** Complete the sentences with words from the box.

employee assistant  
boss qualifications  
volunteer training  
experience owner

1. The \_\_\_\_\_ to the sales manager helps him do his work.
2. Angela is a \_\_\_\_\_ at her son's school. She doesn't get paid.
3. Brad has good \_\_\_\_\_ for any job in an office. He has worked for two large companies.
4. Ms. Baker has ten years of \_\_\_\_\_ as a sales representative.
5. My brother is the \_\_\_\_\_ of an Italian restaurant.
6. I am going to take a \_\_\_\_\_ program so I can get a job in a hospital.
7. I asked my \_\_\_\_\_ for a day off from work next Monday.
8. Shawn is a new \_\_\_\_\_ of the company. He started two weeks ago.

**B** Circle the expression that best completes each sentence.

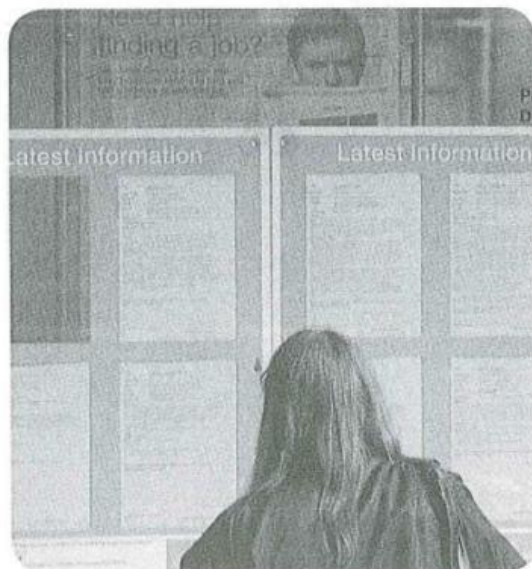
1. I think Andy ( should | had better not ) take a computer course. He could get a better job.
2. You ( had better not | should ) come to work late again. Our boss looked really angry this morning!
3. Mark ( ought to | shouldn't ) eat so much candy if he has problems with his teeth.
4. You ( had better not | ought to ) tell your father about your car accident before he sees the car.
5. You really ( should | had better ) try this chocolate cake. It's delicious!

**C** Your friend is looking for her first job. Give her advice, using modals.

1. should I think you should get a more serious haircut.
2. shouldn't \_\_\_\_\_
3. ought to \_\_\_\_\_
4. had better \_\_\_\_\_
5. had better not \_\_\_\_\_

**D** Write some advice for yourself to help you improve your English.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_





## Lesson B GRAMMAR AND VOCABULARY

**A** Mike is talking to a career advisor about jobs. Unscramble the questions about jobs and write them on the lines.

1. other people/with/do/you/to/work/like

**Advisor:** \_\_\_\_\_ ?

**Mike:** Yes, I do. I get bored if I work alone.

2. you/salary/is/your/important/to

**Advisor:** \_\_\_\_\_ ?

**Mike:** I need a good salary because I have to help my parents.

3. a/want/you/lot of/do/vacation time

**Advisor:** \_\_\_\_\_ ?

**Mike:** I don't need much vacation time if I enjoy my work.

4. need to/you/near/work/your home/do

**Advisor:** \_\_\_\_\_ ?

**Mike:** Not really. I have a car, so I can drive to work.

**B** Choose the best job for Mike and explain your answer.

sales representative   artist   software engineer   health care worker

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**C** Lingua School is looking for an English teacher for children. Write three questions that the school might ask job applicants.

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_