

## Grammar

### Yet, just, already

1 Circle the correct option to complete the sentences.

- 1 I've *already* / *yet* cleaned the office. You don't need to do it again!
- 2 Scott's accountant hasn't seen his financial numbers *yet* / *already*.
- 3 Has Constance *yet* / *already* finished her report?
- 4 He's *just* / *already* emailed me this second. Look!
- 5 Have they gotten back from vacation *just* / *yet*?
- 6 I *just* / *already* called last week!

2 Put the words in the correct order to make sentences and questions.

1 Maite and Enrique / finished / have / their / yet / reports / ?

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2 meeting / started / has / yet / the / ?

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3 broken / the / just / I've / printer

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4 have / already / sent / their / résumés / thirty / people

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5 assistant / the / new / hasn't / yet / started

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6 just / a / we / have / asked / question

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3 Complete the conversations with *yet*, *just*, or *already*.

A: Has Khadija <sup>1</sup> \_\_\_\_\_ left the office? I need to speak to her!

B: Yes, she's <sup>2</sup> \_\_\_\_\_ gone home. She went about five minutes ago.

A: Why hasn't Shirley <sup>3</sup> \_\_\_\_\_?

B: She's <sup>4</sup> \_\_\_\_\_ called. She called a few hours ago.

## Pronunciation

### Understanding linking sounds: /w/ and /j/

1  Listen and underline the linking sounds /w/ and /j/.

- 1 Are you organized?
- 2 We interviewed six people.
- 3 I am an accountant.
- 4 Have you ever researched anything?

## Writing

1 Read the résumé excerpt and find four more mistakes with spelling, punctuation, and grammar. Circle the mistakes and write the corrections below.

- 1 punctuation \_\_\_\_\_
- 2 spelling \_\_\_\_\_
- 3 grammar \_\_\_\_\_

### PROFIL

Hardworking, reliable, and honest individual. I have three years experience of working as a painter and decorator.

### WORK EXPERIENCE

August 2016–present: Freelance Painter / Decorator

Paint and decorate homes, offices, and stores. Advise customers on paint colors and wallpaper.

2 Read the job ad.



### Sales clerk

We are looking for a friendly, honest person with excellent customer care skills.

**Duties:** Greeting, serving, and advising customers. Stocking shelves.

**Experience:** No experience required, but experience in customer care would be helpful.

3 Write a résumé for the job in Exercise 2, or a job you would like to apply for. Write 125–200 words. Use Exercise 1 and 2 and the notes below to help you.

- Use appropriate headings.
- List all the information under the correct headings.
- Use personality adjectives and work-related verbs.
- Include important information for that job.
- Check your résumé carefully for errors.

4 Check your résumé. Use the checklist.

- Are the spelling and punctuation correct?
- Are the grammar and vocabulary correct?
- Does the résumé include all the information from the notes in Exercise 3?

Look at the Learning to Learn box. Then do the task.

#### LEARNING TO LEARN: WHAT KIND OF LANGUAGE LEARNER ARE YOU?

Everyone learns in different ways, but it can be helpful to understand what kind of learner you are. This can help you to improve how you learn.

1 Read the statements and check (✓) the statements that you agree with.

- I don't like working in a group.
- I need to repeat new phrases or words a lot before I learn them.
- I need to write down new language before I can remember it.
- I draw pictures and diagrams to help me understand and remember new language.
- I don't mind if I don't understand every word in a text or listening activity.
- I use dictionaries to check new words.
- I like to translate things into my own language.
- I like to know when I make mistakes.
- I like to check my work carefully.
- I use every opportunity I get to speak to people in English.

2 Now look at the sentences that you didn't check and answer the questions.

- 1 Why don't you agree with the sentences?
- 2 What do your answers show you about your study habits?
- 3 Do you want to change any of your study habits? Which ones?