

# Review

**A** Write the correct job for each photo.



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

**B** Read the job postings and complete the chart below.

**Office Assistant**  
Anaheim, CA 92805  
*Also* Salary: \$17 / hour  
Job Type: Full-time  
Benefits: Health insurance, paid time off, sick leave  
Qualifications: 2 years' experience  
[Apply Now](#)

**Restaurant Manager**  
Austin, TX 73301  
*Also* Salary: \$28 / hour  
Job Type: Part-time  
No Benefits  
Qualifications: 1 year's experience  
[Apply Now](#)

**Delivery Driver**  
Providence, RI 02904  
*Also* Salary: \$15 / hour  
Job Type: Full-time  
Benefits: Health insurance, paid time off  
Qualifications: No experience required, need current driver's license  
[Apply Now](#)

Position	Experience	FT or PT	Benefits	Pay
1.				
2.				
3.				

**Learner Log**

I can identify common occupations.  
 Yes  No  Maybe

I can interpret job information.  
 Yes  No  Maybe

**C** Write a job posting for a receptionist.

Company: \_\_\_\_\_

Position: \_\_\_\_\_

Location: \_\_\_\_\_

Hourly Rate: \_\_\_\_\_  Full-Time  Part-Time

Benefits: \_\_\_\_\_

**D** Complete the paragraph with the simple past form of the verbs in parentheses. Then listen and check your answers. 

In 2013, Jinhua was a carpenter. He (1) \_\_\_\_\_ (construct) homes for a company called Builders Plus. In 2016, Jinhua was a custodian. He (2) \_\_\_\_\_ (clean) offices and (3) \_\_\_\_\_ (fix) things for Clean Sweep, Inc. In 2019, Jinhua was a student. He (4) \_\_\_\_\_ (learn) about education at Willington Community College. Now Jinhua is a teacher. He (5) \_\_\_\_\_ (start) in 2021. He helps students at Jefferson Adult School.

**E** Complete the job history for Jinhua.

Position	Company / School	From	To	Duties (Responsibilities)

**F** Match the interview questions with the answers.

- |                                    |   |
|------------------------------------|---|
| _____ 1. What are your strengths?  | a. I can work both Saturday and Sunday.             |
| _____ 2. Do you have experience?   | b. Yes, I can work 40 hours a week.                 |
| _____ 3. Can you work on weekends? | c. I have very good communication skills.           |
| _____ 4. Can you work full-time?   | d. Yes, I worked as a nurse in Texas for two years. |

**Learner Log**

I can write my job history.  
 Yes  No  Maybe

I can participate in a job interview.  
 Yes  No  Maybe

# Review

**G** Look at the pictures. Choose which are good or bad for a job interview.



good / bad



good / bad



good / bad



good / bad

**H** Complete the employee evaluation with the simple present or simple past form of the verbs. You will use one of the verbs three times.

be                                      come                                      help                                      need

Stella (1) \_\_\_\_\_ **is** \_\_\_\_\_ a good worker. She always (2) \_\_\_\_\_  
to work on time. She is often early. Last week, she (3) \_\_\_\_\_ a customer  
make a very big purchase. Her communication skills exceed expectations. Stella  
(4) \_\_\_\_\_ a salesperson in her last job, so her product knowledge  
(5) \_\_\_\_\_ good. She (6) \_\_\_\_\_ to get better at working  
with others.

**I** Choose the best answers for Stella's employee evaluation. Use the text in H.

1. Punctuality: Exceeds expectations / Meets expectations / Needs improvement
2. Communication: Exceeds expectations / Meets expectations / Needs improvement
3. Product Knowledge: Exceeds expectations / Meets expectations / Needs improvement
4. Teamwork: Exceeds expectations / Meets expectations / Needs improvement

## Learner Log

I can evaluate work and school performance.

Yes  No  Maybe