

Scope and Sequence

#	Title	Topics	Functions	Grammar
	Teacher's Guide Page 3	♦ Learning principles ♦ Roles of the teacher and of the students ♦ Pronunciation ♦ How to use the book ♦ Review and extra activities ♦ Answer key	The teacher will understand the learning principles of the book and how each page in the book is intended to be used. There are also suggestions for extra activities. The answer key gives the answers to all the fill-in-the-blank exercises.	
1	Introducing Yourself Page 9	♦ Introduce yourself ♦ Use past tense and present perfect tense to talk about experiences ♦ Reading section: "My New Life"	Students will practice introducing themselves. They will talk about the experience they had when coming to America while practicing the right verb tenses.	♦ Past tense ♦ Present perfect with "for/since"
2	Education Page 17	♦ The American educational system ♦ Educational history on a job application ♦ Reading section: "Aziz' Education"	Students will get a better understanding of the American educational system. They will talk and write about their own education.	♦ Present perfect with "ever" and "never" ♦ Present perfect with "yet", "just", and "already"
3	Jobs and Duties Page 25	♦ Common jobs and duties ♦ Categorize jobs ♦ Reading section: "New Jobs" ♦ Finding a new job ♦ Reading a job advertisement	Talk and write about job duties. Describing present and past jobs. Practice looking up and reading online job advertisements.	♦ Past tense with "used to" ♦ Present tense
4	Soft Skills Page 33	♦ Soft skills ♦ Scenarios ♦ Comparing people ♦ Reading section: "Soft Skills and Culture"	Discuss soft skills and encourage students to develop the soft skills needed in the work place. Compare people's soft skills. Discuss how soft skills are valued in different cultures.	♦ Comparative adjectives

#	Title	Topics	Functions	Grammar
5	Resume and Job Interview Page 41	♦ Read a job advertisement ♦ Reading section: "Job Application" ♦ Write a resume ♦ Practice common job interview questions	Compare qualifications for jobs. Write a resume. Practice job interview questions.	♦ Review comparative adjectives ♦ Review tenses
6	Benefits and Paystubs Page 49	♦ Learn about common job benefits ♦ Read and understand paystubs ♦ Reading section: "Madina's New Job"	Discuss what benefits are offered in different job advertisements. Understand a paystub. Practice asking polite questions.	♦ Polite ways to request information ♦ Embedded questions
7	Schedules and Work Ethic Page 57	♦ Work hours and shifts ♦ Values and priorities: work, family and time off ♦ Work ethic and self-discipline ♦ Reading Section: "Jean's Busy Life"	Talk about work schedules and shifts. Discuss the need for self-discipline and how to balance work, family and free time.	♦ Hypothetical question: "Would you rather" ♦ Tag questions
8	Work Safety Page 65	♦ Work safety ♦ Safety signs ♦ Worker's compensation ♦ Reading section: "Aziz's accident" ♦ Write an accident report	Talk about the importance of understanding and following safety rules at work. Retell an informational paragraph about worker's compensation. Discuss what to do if you have an accident at work. Write an accident report.	♦ Past tense and past continuous tense with "when" or "while"
9	Resignation Page 73	♦ Reasons for resigning ♦ How to leave well ♦ Reading section: "Madina's Resignation" ♦ Write a resignation letter	Talk about good and bad reasons for changing jobs and how to resign well. Write a resignation letter.	
10	Appendix Page 87	Grammar		♦ Common past tense verbs with infinitive, simple past and past participle

Jobs and Duties

Sections in this Chapter

- Job titles
- Job titles and duties
- Present tense and “used to”
- Reading “New Jobs”
- Finding a new job
- Job advertisement



“Have you changed your plate?”

I have had a change since my supervisor gave me new responsibilities.

Watch the video



“Talking about Jobs”, You Tube, uploaded by English Chit Chat.

What job do you have now?

What do you do at your job?

Vocabulary

plumber	electrician	office administrator	beautician
receptionist	waiter/waitress	delivery driver	engineer
accountant	custodian	financial adviser	pharmacist
dentist	lab technician	truck driver	telemarketer
mechanic	certified nursing assistant (CNA)	graphic designer	warehouse worker
security guard	housekeeper	construction worker	lawyer

Practice the words.



- 1. A. Categorize the job titles by the type of education required. Scan the QR code above and use the definitions to help you.**

[illegible]

B. Work with a partner. Use the different job titles and ask the question:

Would you rather be a _____ or a _____? Why?

2. A. Match the jobs with the duties. (Answers on page 8)

Jobs	Duties
___ plumber	1. cleans and fixes things in a building
___ electrician	2. transports packages and delivers them to local customers
___ office administrator	3. repairs and inspects cars
___ beautician	4. delivers supplies and cleans rooms in hotels and hospitals
___ receptionist	5. builds and repairs houses and roads
___ waiter/waitress	6. does hair styling, manicures and other beauty treatments
___ delivery driver	7. administers and operates an office
___ engineer	8. installs and repairs pipes
___ accountant	9. answers phone calls and helps patients or visitors
___ lawyer	10. makes diagrams, pictures and illustrations
___ financial advisor	11. plans and designs things like machines and roads
___ pharmacist	12. installs and repairs electrical equipment
___ dentist	13. serves food and drinks in a restaurant
___ lab technician	14. deals with things related to the law
___ truck driver	15. gives medicine ready for patients and gives advice
___ telemarketer	16. repairs and checks people's teeth
___ mechanic	17. calls people to offer products or services
___ certified nursing assistant	18. keeps a record of finances for a business
___ warehouse worker	19. helps people manage their personal finances
___ housekeeper	20. conducts scientific experiments with research and testing
___ construction worker	21. picks, packs, moves or assembles items in a warehouse
___ security guard	22. drives a truck to move goods between distribution centers
___ custodian	23. provides care for patients
___ graphic designer	24. protects places, things, or people

B. Practice with a partner.

One student says a job title, then the partner says the corresponding duty.

Present Tense and "Used to"

Present Tense (repeated action in the present)

Question	Answer
What do you do?	I work as a mechanic.
What does she do at her job?	She provides care for patients.
What do they do in the morning?	They set up tables in a restaurant.

"Used to" (repeated action in the past)

Question	Answer
What job did you use to have ?	I used to be a beautician.
What did she use to do at her job?	She used to style peoples' hair.
Did you use to drive truck?	No, I didn't use to drive truck. I used to install and repair pipes.

"How to use used to in English", You Tube, uploaded by Go English.



Present Tense with Used to | Talking about Past with 'Used to' | Past Habits and Interests", You Tube, uploaded by Learn English by Pocket Passport.



3. A. Answer the questions

1. What do you do?

2. What did you use to do in your country?

3. What does your spouse or someone else in your family do?

4. What did he/she use to do in his/her country?

5. What duties did you use to have at your job?

6. What duties do you have at your job now?

B. Write questions to the answers below.

1. _____ ?
She used to work as a nurse.
2. _____ ?
He is applying for different electrician jobs.
3. _____ ?
Madina came to America a year ago.
4. _____ ?
He works in a warehouse.
5. _____ ?
He has been in America for three years.
6. _____ ?
He used to be a manager for a business in H.
7. _____ ?
They met at a job search agency.
8. _____ ?
She has worked in a restaurant.

4. Talk to different partners.

A. Talk about the job you have now. If you don't have a job, talk about one of your family member's job.

- ◆ What is your job title?
- ◆ What are your duties?
- ◆ What education or training does your job require?
- ◆ What do you like about your job? What don't you like?



B. Talk about a job you used to have.

- ◆ What was your job title?
- ◆ What duties did you use to have?
- ◆ What education did you need for the job?
- ◆ What did you like about your job? What did you not like?



5. A. Cover the text. Look at the pictures and listen as the teacher reads the story.
B. Take turns reading the story aloud. Talk about the story and any new words.

New Jobs

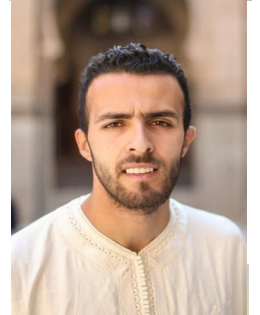
Heba, Aziz, Madina, and Jean met at a job search agency. They introduced themselves and started talking about their past jobs and what jobs they are applying for now.

Heba decided it's time for her to start working. She has stayed home with her children for several years. She and her husband want to buy a house and need to save money. Heba used to work as a nurse in Egypt. She used to take care of elderly patients. She has a certificate from Egypt, but it doesn't transfer to America. She is thinking about taking a course to be a certified nursing assistant. Now she is looking for a part-time job as a custodian at the local community college. Heba feels that if she works full time, she will have too much on her plate. She doesn't have prior job experience other than cleaning her house, but she is a hard worker.

Aziz just finished vocational training at a community college and is now a licensed electrician. He used to be a worker at a warehouse. He is applying for different electrician jobs and hopes he will get a new job soon.

Madina is from Afghanistan. There, she used to be a teacher for children. She came to America a year ago. She has worked in a warehouse and attended English classes, so she has had a lot on her plate. She saw a job advertisement for a teacher's aide in an elementary school and decided to apply. She attended college in Afghanistan and used to be a certified teacher.

Jean is from Haiti. He has been in America for three years and has finally gotten his work permit. He has a family and worked on improving his English. He is looking forward to working and getting his own apartment. He used to be a manager for a business in Haiti. He wishes that he could get a similar job here, but he knows that his English is not good enough and that his college degree doesn't transfer. It is hard to start from the bottom with an entry level job when he used to have a good position in his country. He is applying for a warehouse job. Working at a warehouse pays pretty well, so he will work hard. Maybe he can be promoted to a supervisor position after some time if he is a good worker.



Practice at home.

Watch the video and listen.



"Book 3A Chapter 3: New Jobs."
YouTube, uploaded by New in America.

C. Discuss the following questions in small groups.

1. Heba decided to start working because they needed more money. Do you think mothers with small children should work? Why or why not?
2. Do you think Aziz will get a job as an electrician? Why or why not?
3. Talk about a time in your life when you had a lot on your plate.
4. Why do you think it is so difficult to transfer educational credits from another country to the USA? Have you experienced this?
5. Did you have a good job in your home country? What did you get here? What difficulties have you experienced working in the USA?

6. Write sentences using the job title and duties on page 23.

Write the sentences in the present tense or in the past tense using "used to".

1. *My friend was a plumber in his home country. He used to install and repair pipes.*
2. *My sister is a beautician. She does hairstyling, manicures and beauty treatments.*
3. _____
4. _____
5. _____
6. _____

Find a New Job

How do you find a new job?

How do you know which jobs are available?

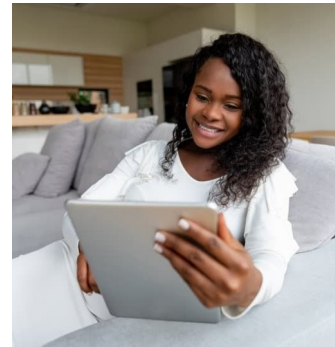
A good place to look for job advertisements is online.

Here are some online websites to look for jobs:

www.indeed.com

www.glassdoor.com

When you search, you need to put in the job title you are looking for and the location.



7. Practice looking up jobs with your teacher.