

Name Glendabys Martinez

Date October 31, 2023 Class EG110.S52



A HELP WANTED ADS

Look at the Help Wanted ads. Choose the correct answer.

	CASHIERS FT & PT. \$11/hr. Exper. pref. Apply in person. M-F 9am-1pm. Save-Mart. 2640 Central Ave.	
	DRIVERS FT. 40 hr/wk. Excel. salary. Exper. req. A-1 Car Rental Company. Must have own trans. Call 714-293-4444.	
	OFFICE ASSISTANT PT. M-F eves 6-8. Sat. 9-11am. Excel. typing skills req. Tip Top Travel. Call Sheila at 714-592-7000.	
	DATA ENTRY CLERK FT entry-level position. Req. good math skills. Will train. Excel. benefits. Lifeco Insurance. Call 714-938-3350.	

Example:

Which company only has a part-time job available?

- A Save-Mart.
- B A-1 Car Rental Company.
- C Lifeco Insurance.
- D Tip Top Travel. A B C D

1. Which ad gives information about the salary?

- A The ad for drivers.
- B The ad for an office assistant.
- C The ad for cashiers.
- D The ad for a data entry clerk.

2. Victor wants to apply for a job as a driver. What does he have to do?

- A He has to call Save-Mart.
- B He has to call 714-938-3350.
- C He has to call 714-592-7000.
- D He has to call 714-293-4444.

3. How many hours per week does the office assistant work?

- A 10 hours per week.
- B 12 hours per week.
- C 14 hours per week.
- D 40 hours per week.

4. What does a person need for the job at Lifeco Insurance?

- A Math skills.
- B Excellent typing skills.
- C Experience as a cashier.
- D Transportation.

5. Which sentence ISN'T true about the jobs at Save-Mart?

- A Experience is preferred.
- B A person doesn't have to call first to apply for a job.
- C Experience is required.
- D There are part-time and full-time jobs available.

1 A B C D

3 A B C D

5 A B C D

2 A B C D

4 A B C D

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B GRAMMAR IN CONTEXT: Job Interview Questions About Skills & Work History

Example:

Tell me about _____ skills.

- A my
- B your
- C its
- D their

7. Do you have any _____ as a cashier?

- A work
- B work experience
- C help wanted
- D experience preferred

9. Where _____ work and for how long?

- A you did
- B did you
- C you were
- D were you



6. I _____ use a cash register, and I _____ how to take inventory.

- A know ... can
- B know ... know
- C can ... can
- D can ... know

8. Yes. I _____ a cashier in my last job.

- A work
- B worked
- C was
- D am

10. I worked at the Save-Rite Market _____ two years.

- A for
- B from
- C during
- D in

C DESCRIBING A WORK SCHEDULE

Look at Maria Perdomo's work schedule. Choose the correct answer.

	WORK SCHEDULE							SEPTEMBER								
	SUN	MON	TUE	WED	THU	FRI	SAT									
Start	12:00 PM	8:30 AM	8:30 AM		9:15 AM	9:15 AM	7:45 AM									
End	9:00 PM	2:30 PM	2:30 PM		6:15 PM	6:15 PM	4:45 PM									

Example:

How many days does she work this week?

- A Four.
- B Five.
- C Six.
- D Seven.

11. Which day is her day off?

- A Monday.
- B Wednesday.
- C Saturday.
- D Sunday.

12. What time does she begin work on Thursday?

- A 9:15 AM.
- B 6:15 PM.
- C 8:30 AM.
- D 12:00 PM.

13. What time does she finish work on Tuesday?

- A 8:30 AM.
- B 6:15 PM.
- C 4:45 PM.
- D 2:30 PM.

14. How many hours does she work on Friday?

- A Six.
- B Eight.
- C Nine.
- D Ten.

15. What is the total number of hours she works this week?

- A 35.
- B 40.
- C 48.
- D 50.

6 A B C D

9 A B C D

12 A B C D

15 A B C D

7 A B C D

10 A B C D

13 A B C D

8 A B C D

11 A B C D

14 A B C D

D GRAMMAR IN CONTEXT: Calling In Sick & Late; Requesting a Schedule Change

Ex: Hello, Ms. Pratt. This is Ted Simon. I'm afraid I _____ come to work today.

- A can't
- B can
- C have
- D can to



16. What's the _____, Ted?

- A with you
- B sick
- C why
- D matter

17. _____ feel very sick.

- A I
- B I'm
- C You
- D You're

18. Okay. _____ come to work today.

- A Don't have to
- B You don't have to
- C I have to
- D I don't have to

19. Ms. Pratt? This is Debbie Simpson. _____ be late for work this morning.

- A I'll arrive
- B I'm going to arrive
- C I'm going to
- D I'm going



What happened?

20. My bus _____ a flat tire. I _____ wait for another bus.

- A has ... have to
- B have ... has to
- C has ... has to
- D have ... have to

Don't worry about it, Debbie. I'll see you when you get here.

Excuse me, Mr. Hunter. Can I possibly change my work schedule for next week?



21. What _____ change?

- A you want
- B do you want
- C you want to
- D do you want to

22. I'd like to change my _____ to Tuesday. I have to take my children to the doctor that day.

- A off day
- B day off
- C sick day
- D weekend day

23. I understand. Yes, you have my _____.

- A application
- B schedule
- C permission
- D change

E AN EMPLOYEE ACCIDENT REPORT

ACCIDENT REPORT		
1. Name of Employee / Injured Person	2. Job Title	
3. Sex	4. Date of Birth	5. SSN
6. Day, Date, & Time of Occurrence		7. Location of Accident
8. Description of Injury (Part of body injured & nature of injury)		
9. What was the accident and how did it occur?		
10. Safety Equipment or Procedures Being Used at Time of Accident		
11. Contributing Factors (e.g., lack of training)		
12. What do you recommend to prevent this accident in the future?		
13. Name & Position of Witness(es)	14. Name of Physician	15. Employee's Signature

Look at the information. Choose the correct line on the form.

24. Shipping department

- A Line 2 C Line 7
 B Line 6 D Line 8

25. Friday, 2/10/08, 4:15 PM

- A Line 3 C Line 5
 B Line 4 D Line 6

26. I broke my right foot.

- A Line 7 C Line 9
 B Line 8 D Line 11

27. A big box fell off the forklift and dropped on my foot.

- A Line 7 C Line 9
 B Line 8 D Line 10

28. Michael Fuentes, stock clerk

- A Line 1 C Line 10
 B Line 2 D Line 13

29. The company should buy stronger protective shoes for employees in the shipping department.

- A Line 12 C Line 10
 B Line 11 D Line 9

-
- | | | |
|--|--|--|
| 24 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D | 26 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D | 28 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D |
| 25 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D | 27 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D | 29 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D |

F READING: A Paycheck Stub

APRIL COMPANY		RIZAL, J.		EMP. NO. 60159	
-----		-----		-----	
PAY PERIOD ENDING		RATE		HOURS	
120508		9.97		40	
-----		-----		-----	
EARNINGS		TAXES		DEDUCTIONS	
398.80		70.92		43.16	
-----		-----		-----	
FED TAX		33.59		EARNINGS	
FICA/MED		26.47		398.80	
STATE TAX		10.86		TAXES	
HEALTH		43.16		70.92	
-----		-----		DEDUCTIONS	
-----		-----		43.16	
-----		-----		NET PAY	
-----		-----		284.72	
-----		-----		-----	
APRIL COMPANY		CHECK NO. 16889			
		DATE ISSUED 121808			
Pay to		JOSE RIZAL		\$284.72	
TWO HUNDRED EIGHTY-FOUR DOLLARS AND SEVENTY-TWO CENTS					
<i>Dee Boss</i>					

Look at the paycheck stub. Choose the correct answer.

30. What is Mr. Rizal's salary?
 A 40 hours a week.
 B \$9.97 per hour.
 C \$284.72 per year.
 D \$398.80 per year.
31. How much did he earn during this pay period?
 A \$398.80.
 B \$9.97.
 C \$40.00.
 D \$284.72.
32. How much was the deduction for state taxes?
 A \$43.16.
 B \$33.59.
 C \$26.47.
 D \$10.86.
33. How much pay did Mr. Rizal take home after deductions?
 A \$398.80.
 B \$284.72.
 C \$40 per hour.
 D \$9.97 per hour.

G CLOZE READING: Nonverbal Behavior at the Job Interview

Choose the correct answers to complete the story.

The information you give at a job interview is important, but your nonverbal behavior is also

important. You should dress neat neatly sloppily . Shake hands to with for ³⁴ the

interviewer firmly. A firm handshake shows that you are friend friends friendly ³⁵ and

confident. Make "eye contact." Look at the interviewer direct directly director ³⁶. Don't

speak too quickly, and don't speak too loudly or too softly softer soft ³⁷. And don't forget to smile!

- 30 A B C D 33 A B C D 36 A B C D
 31 A B C D 34 A B C D 37 A B C D
 32 A B C D 35 A B C D

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H LISTENING ASSESSMENT: A Job Interview

Read and listen to the questions. Then listen to the conversation and answer the questions.

38. What kind of position is the person applying for?
- (A) A job as a cashier.
 - (B) An office position.
 - (C) A position in a supermarket.
 - (D) A job in a computer factory.
39. Where is the conversation taking place?
- (A) At the Larsen Real Estate Agency.
 - (B) At the Citywide Supermarket.
 - (C) At Landmark Data Management.
 - (D) At the Johnson Insurance Company.
40. How many years of work experience does the applicant have?
- (A) 1 year.
 - (B) 2 years.
 - (C) 3 years.
 - (D) 6 years.

I WRITING: A Job Application Form

Complete this form about yourself.

APPLICATION FOR EMPLOYMENT				
Name	<u>Glendalys Martinez</u>		Social Security Number	<u>599-00-0000</u>
Address	<u>65 Carr 848 Buzoi 255 con Plaza Del Parque Tujillo Alto PR 00976</u>			
	Street	City	State	ZIP Code
Phone No. (787)	<u>488-9333</u>	Age (if under 21)	<u>46</u>	Birth Date (if under 21) <u>07/09/77</u>
			Month	Day Year
Position Desired	<u>Supervisor</u>	Salary Desired	<u>1200 PH</u>	Date you can start <u>Tomorrow</u>
EDUCATION				
Type of School	Name	Location	Years Completed	Graduated?
High School	<u>Agustin Sthall</u>	<u>Bayamon</u>	<u>H.S.</u>	<u>1992</u>
College	<u>Inst. Educacion Universal Bayamon</u>		<u>AD</u>	<u>1994</u>
Other				
EMPLOYMENT (Start with present or most recent employer)				
Date (Month/Year)	Name and Address of Employer	Position	Salary	
From 2013 To 2023	<u>Universidad Teologica del Caribe</u>	<u>Asist Adm.</u>	<u>\$10.00</u>	
From 2008 To 2013	<u>Universidad Politecnica</u>	<u>Adm. Officer</u>	<u>\$9.00</u>	
From To				
Date	<u>Nov 2, 2023</u>	Signature	<u>Glendalys Mf</u>	

J SPEAKING ASSESSMENT

I can ask and answer these questions:

Ask Answer

- What kind of job are you looking for?
- Tell me about your skills and abilities.
- Tell me about your previous education.
- Tell me a little about yourself.

Ask Answer

- Are you currently employed?
- Tell me about your work history.
- Why do you want to work here?
- Do you have any questions about the position?

