



A HELP WANTED ADS

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

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

- 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.
- 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.

- 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.
- 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.
- 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)

Go to the next page

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

Example:

Tell me about _____ skills.

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

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

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

7. Do you have any _____ as a cashier?

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

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

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

9. Where _____ work and for how long?

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

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.

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.

11. Which day is her day off?

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

14. How many hours does she work on Friday?

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

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.

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)

Go to the next page

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

16 A B C D

18 A B C D

20 A B C D

22 A B C D

17 A B C D

19 A B C D

21 A B C D

23 A B C D

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
- (B) Line 6

- (C) Line 7
- (D) Line 8

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

- (A) Line 7
- (B) Line 8

- (C) Line 9
- (D) Line 10

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

- (A) Line 3
- (B) Line 4

- (C) Line 5
- (D) Line 6

28. Michael Fuentes, stock clerk

- (A) Line 1
- (B) Line 2

- (C) Line 10
- (D) Line 13

26. I broke my right foot.

- (A) Line 7
- (B) Line 8

- (C) Line 9
- (D) Line 11

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

- (A) Line 12
- (B) Line 11

- (C) Line 10
- (D) Line 9

-
- | | | |
|---|---|---|
| 24 <input type="radio"/> (A) <input type="radio"/> (B) <input checked="" type="radio"/> (C) <input type="radio"/> (D) | 26 <input type="radio"/> (A) <input checked="" type="radio"/> (B) <input type="radio"/> (C) <input type="radio"/> (D) | 28 <input checked="" 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 checked="" type="radio"/> (D) | 27 <input type="radio"/> (A) <input type="radio"/> (B) <input checked="" type="radio"/> (C) <input type="radio"/> (D) | 29 <input checked="" 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	EARNINGS
120508	9.97	40	398.80
-----		-----	-----
FED TAX	33.59	EARNINGS	398.80
FICA/MED	26.47	TAXES	70.92
STATE TAX	10.86	DEDUCTIONS	43.16
HEALTH	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

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

- 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

Go to the next page

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	Elvis C Soto Serrano		Social Security Number	_____
Address	801 Boardwalk Dr, Lady Lake FL 34356			
	Street	City	State	ZIP Code
Phone No.	(352) 250-0170	Age (if under 21)	Birth Date (if under 21) ____/____/____ Month Day Year	
Position Desired	Bus Driver	Salary Desired	\$10/hr	Date you can start 01/05/2026
EDUCATION				
Type of School	Name	Location	Years Completed	Graduated?
High School	The Villages Charter School	Lady Lake, FL		Yes
College	n/a			
Other				
EMPLOYMENT (Start with present or most recent employer)				
Date (Month/Year)	Name and Address of Employer	Position	Salary	
From To	01/02/2023- 05/26/2025	Village View Academy	Bus Driver	\$7/hr
From To				
From To				
Date	10/29/2025	Signature	Elvis C Soto Serrano	

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?

