













Scope and Sequence

Topic		Vocabulary	Listening		Reading	Writing	Grammar	Speaking
1 pages 8–17	 Online Job Search	Job Application	<ul style="list-style-type: none"> - Ways to search jobs - Asking about a job - A talk from Human Resources 		Online job advertisement	Job application form	Present Simple	<ul style="list-style-type: none"> - Job titles and responsibilities - Job interview - Ways to search for jobs
2 pages 18–27	 Introductions and Interviews	Personality	<ul style="list-style-type: none"> - Introducing yourself - Before a job interview - Interview tips 		An appreciation email	Describe yourself and your work skills	<i>Be going to</i>	<ul style="list-style-type: none"> - Before a job interview - A job interview - Self-introduction
3 pages 28–37	 Breaking the Ice	Interests	<ul style="list-style-type: none"> - Coffee break talk - Striking up a conversation - Speed networking 		Effective icebreakers	Icebreaking activities	Adverbs of frequency	<ul style="list-style-type: none"> - Making conversation - Icebreaking ideas - First day on the job
Review 1 pages 38–41								
4 pages 42–51	 Writing Emails and Messages	Correspondence	<ul style="list-style-type: none"> - Email tips - Checking emails - Voice messages 		Email facts	Business opportunities via emails	Embedded questions	<ul style="list-style-type: none"> - Asking for advice - Text message terms - Misunderstood phrases
5 pages 52–61	 Answering Calls	Phone Calls	<ul style="list-style-type: none"> - Receptionist call - Leaving a message - Services over the phone 		The Basics of Phone Call Etiquette	Phone messages	<i>There is / are</i>	<ul style="list-style-type: none"> - Taking a message - Scripts for answering calls - Key phrases for answering calls
6 pages 62–71	 Organizing Meetings	Meeting	<ul style="list-style-type: none"> - Planning a meeting - Questions for a meeting - Schedule conflicts 		A meeting agenda	Reserving a conference room	Past Simple	<ul style="list-style-type: none"> - Clarifying questions - Meeting introduction - Brainstorming session
Review 2 pages 72–75								

Topic		Vocabulary	Listening		Reading	Writing	Grammar	Speaking		
7		Introducing Companies	Company Structure	- A congratulatory speech - Making investments - Talking about a company		The Lunchpail Story	Company introduction	Countable and uncountable nouns	- Investing money - Types of industries - Discovering companies	
8			Negotiation	Bargaining	- Buying paintings - Buying stocks - Contract terms		Apple vs. Samsung Negotiations	Sales	Comparatives	- Buying items - Product launches - Negotiation phrases
9			Preparing Presentations	Pitching	- Presenting a new product - Preparing a presentation - Presentation slides		Structuring Your Presentations	Outline and ideas for presentation slides	<i>I like ... vs. I'd like ...</i>	- Preparing a demonstration - Presentation activity - Presentation phrases
Review 3 pages 106–109										
10		Hotel Reservations	Reservations	- Booking a room - Checking vacancies - Making a reservation		Atari Hotel	Hotel descriptions	Superlatives	- Reserving a room - Train tickets - Restaurant reservations	
11		Working from Home	Home Office	- Discussing WFH - Home office - The ideal home office		Is Working from Home the Solution?	WFH schedule	Imperatives	- Home office - Setting up a home office - Covid-19 and work	
12		Complaints	Complaining	- Complaint calls - Rejecting a service - Types of complainers		A Yelp Review	Complaint letter	Gerunds and Infinitives	- Awful service - Problems and solutions - Offering solutions	
Review 4 pages 140–143										



UNIT 1

Online Job Search

Think About It

A. Work with a partner. Make a list of some jobs and careers that you are interested in.

Examples

- I am interested in becoming an engineer.
- I would like to work as a computer programmer.

B. For each job, come up with a reason why you feel it would be interesting.

Examples

- I would like to work as a computer programmer because it would be fun to design apps.
- I would enjoy a career as a sports reporter because I love talking about sports.

C. Walk around and share your ideas about jobs and careers with other students.

Photo Match

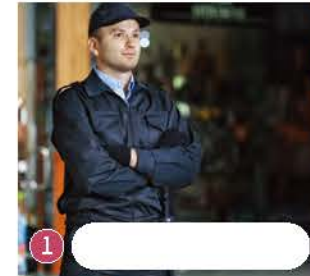
A. Match the words to the correct pictures.

accountant
tailor

security guard
architect

veterinarian
physician

flight attendant
cashier



B. Which of these jobs would you not enjoy having? Explain why.

Examples

- I wouldn't want to be a *veterinarian* because I am allergic to cats.
- I wouldn't want to be a *flight attendant* because I'm scared of flying.
- I wouldn't want to be a *tailor* because I'm not interested in fashion or clothing.

Key Vocabulary

A. Below are words related to online job searches. Check off all the ones that you know.

- | | | | | |
|------------------------------------|---------------------------------------|--|------------------------------------|-------------------------------------|
| <input type="checkbox"/> employee | <input type="checkbox"/> resume | <input type="checkbox"/> replace | <input type="checkbox"/> job board | <input type="checkbox"/> apply |
| <input type="checkbox"/> laid-back | <input type="checkbox"/> submit | <input type="checkbox"/> qualification | <input type="checkbox"/> sector | <input type="checkbox"/> reference |
| <input type="checkbox"/> resign | <input type="checkbox"/> cover letter | <input type="checkbox"/> application | <input type="checkbox"/> qualified | <input type="checkbox"/> experience |


B. 2 Listen to the words and repeat after the speaker.


C. Work with a partner. Take turns using the vocabulary words in a sentence.

Examples

- John was *replaced* because he was always late for work.
- You should send a one-page *cover letter* along with your *resume*.
- I listed my old teacher as one of my *references* on the job *application* form.

Listening Practice

- A.  3 Listen to the conversation. Then choose the correct answers.
- 1. What is the man's problem?
 - a. He wants to quit his job.
 - b. He can't find a newspaper.
 - c. He has trouble with his boss.
 - d. He can't get a temporary job.
 - 2. How has the man been searching for a new job?
 - a. He's been searching classified ads.
 - b. He's been searching online.
 - c. He's been visiting shops.
 - d. He hasn't been doing anything.
 - 3. What does the woman say about job boards?
 - a. They are a waste of time.
 - b. She will recommend some to Peter.
 - c. They are difficult to use.
 - d. They aren't as effective as newspaper ads.
 - 4. What would the man's main job be if he worked at the bakery?
 - a. He would take money from customers.
 - b. He would learn how to bake bread.
 - c. He would come up with new dessert ideas.
 - d. He would clean the store.

- B.  3 Listen to the conversation again. Fill in the blanks with the words below.
- | | | | | |
|---------|--------|-------------|-----------|--------|
| replace | accept | complicated | wonderful | method |
|---------|--------|-------------|-----------|--------|

Peter: I'm having trouble finding a summer job.

Shirley: What have you been doing so far?

Peter: I've been going through the "Help Wanted" section of the newspaper every morning.

Shirley: That **1** _____ is a little outdated. You should try an online job search.

Peter: I've never tried that before, but it sounds **2** _____.

Shirley: It's not at all. In fact, it's really easy.

Peter: What do I need to do?

Shirley: First, you need to update your CV. Then, you can check out some of the popular online job sites. I'll send you some websites and job boards you can check out later.

Peter: Thanks. That would be **3** _____.


Shirley: You can also keep an eye out when you're walking around town. Some businesses will put a sign in the window if they are looking for new employees.

Peter: Now that you mention it, I think the bakery downtown might be looking to **4** _____ their old cashier who recently resigned.

Shirley: If you're interested in bread and desserts and you can **5** _____ the hours, it might be a good fit for you.



Conversation Activity

-  4 Listen to the conversation. Then practice the conversation with a partner.
- Sam:** Carlton **1** Finance. Human Resources. This is Sam speaking. How can I help you today?
- Peter:** Hi, Sam. This is Peter. I'm calling about a job opening that I saw on your company's website.
- Sam:** Are you referring to the ad for **2** stockbroker trainees?
- Peter:** Yes, that's correct.
- Sam:** Great. Do you have any experience **3** working in the financial sector?
- Peter:** No, but I **4** study economics at university.
- Sam:** That's fine. Past experience is a plus, but it's not necessary.
- Peter:** I'm glad to hear that.
- Sam:** It's a **5** tough job, but if you work hard, you can **6** earn a lot of money in the future.
- Peter:** How can I go about applying for the position?
- Sam:** The best thing to do is to submit a copy of your resume on our website. If we think you are qualified, we will call you to set up an interview.
- Peter:** OK, I'll do that **7** later this afternoon.
- Sam:** Thanks a lot. I almost forgot. Be sure to list two personal references so we can get a better idea of your character.
- Peter:** No problem. I'll make sure to do that.



Speaking Practice

- A. Practice the conversation with a partner. Replace the colored words with the words below.
- | | |
|--|-----------------------------------|
| 1 Computers | 1 Logistics |
| 2 AI engineers | 2 truck drivers |
| 3 in data analysis | 3 driving tractor trailers |
| 4 am studying Python programming online | 4 have a trucking license |
| 5 challenging | 5 hard |
| 6 get huge rewards | 6 have a long career |
| 7 as soon as I can | 7 after dinner tonight |
- B. Use your own ideas. Change as many words as you can. Then practice the conversation again. Here are some possible jobs.
- | | | |
|--------------|-----------------|------------------|
| secretary | fitness trainer | dental assistant |
| web designer | cleaner | coach |

Grammar Check

A. The present simple tense is used to discuss things that are known to be always true or false.

◆ **Positive (True statements)**

I / you	walk	to school every day.
He / she / It	walks	
We / they	walk	

◆ **Negative (False statements)**

I / you	don't	walk to school every day.
He / she / It	doesn't	
We / they	don't	

B. When using the present simple and the third person:

Verbs that end in consonant + y **Rule**» Change y to ies

• **Examples**

- ◆ I *worry* about him a lot. She *worries* about him a lot.
- ◆ You *cry* when you're tired. The baby *cries* when it's tired.

Verbs that end in vowel + y **Rule**» Add an s to the end

• **Examples**

- ◆ I *play* the guitar. He *plays* the guitar.
- ◆ They *buy* fruit at the market. He *buys* fruit at the market.

Verbs that end in s, sh, ch, or x **Rule**» Add es

• **Examples**

- ◆ They *fix* bicycles for a living. He *fixes* bicycles for a living.
- ◆ We *watch* baseball games. She *watches* baseball games.

C. Fill in the blanks with the correct present simple verb spellings.

1. He _____ (*apply*) for temporary jobs every summer.
2. The dog _____ (*bury*) bones in the backyard.
3. Yasmine _____ (*enjoy*) spending time with her family.
4. Arthur _____ (*coach*) his son's basketball team.
5. She _____ (*stay*) with her aunt when she visits this town.
6. Paul usually _____ (*relax*) at home whenever he has free time.

Guided Writing

A. When you apply for a job, you usually have to fill out an application form. Check out this example.

https://nedsbakery.com/recruit/onlineapplication

Ned's Bakery

Online Job Application

▶ PERSONAL INFORMATION

First Name: PeterFamily Name: Davis

▶ JOB INFORMATION

Position (You are applying for): Cashier

Employment Hours: ☐ Full Time☒ Part Time☐ Seasonal

▶ EDUCATION

School: Texas TechYears attended: 2014–2018Degree: Bachelor's

In a short paragraph, please explain why you think we should hire you for this job.

I am a hardworking college student who is looking for a summer job. Although I have never worked as a cashier before, I'm reliable and I get along with people really well. So, I believe that I have what it takes to excel at this job.

B. Now complete the form with your own information.

https://nedsbakery.com/recruit/onlineapplication

Ned's Bakery

Online Job Application

▶ PERSONAL INFORMATION

First Name:Family Name:

▶ JOB INFORMATION

Position (You are applying for):

Employment Hours: ☐ Full Time☐ Part Time☐ Seasonal

▶ EDUCATION

School:Years attended:Degree:

In a short paragraph, please explain why you think we should hire you for this job.

Listening Comprehension

A. An interviewer is giving a short talk before a job interview. Use the words to complete the passage.

culture inclusive harassment clients appearances organization

Hi, Peter. I'm the human resources director for this company. Thanks for coming to my office today. Before we begin this job interview, I wanted to tell you a little more about our **1** _____. We take pride in providing a diverse and **2** _____ work environment for our employees. We will not tolerate any bullying or **3** _____ at this company. Anyone who breaks these rules will be let go immediately. As you may have noticed, our company **4** _____ is somewhat laid-back. Employees are not required to dress formally, unless they will be participating in a meeting with one of our **5** _____. The boss believes that people perform their best when they feel relaxed. However, don't let **6** _____ fool you. We work extremely hard and are expected to always try our best. When necessary, employees are expected to work weekends in order to complete their projects and assignments on time. Before I move on to the interview, do you have any questions for me?



B. **5** Listen to the talk and check your answers.

C. **5** Listen to the talk again. Then circle *True* or *False* for each statement.

1. Workers are usually required to wear formal clothes to work.

True / False
2. Employees caught bullying others won't be given a second chance.

True / False
3. The speaker suggests most workers enjoy the atmosphere in the office.

True / False
4. The employees don't work very hard compared to other companies.

True / False
5. Employees shouldn't feel pressured to work weekends if they don't want to.

True / False

Pair Work

A. Work with a partner. Take turns interviewing each other.

Examples

- Q: Where do you see yourself in five years?

A: My goal is to get promoted and become a manager.
- Q: What is your greatest strength?

A: My boss at my previous job said I was a good leader.
- Q: What is your biggest weakness?

A: I am working on improving my communication skills.
- Q: Why should we hire you over the other people who are applying for this job?

A: I think I bring a lot of value to this company with my sales and marketing skills.
- Q: If we hire you, when would you be able to start?

A: I can start work immediately.

B. Fill in the form below to list the Pros (positive things) and Cons (negative things) about the job candidate.

PROS	CONS

C. Share your notes and observations with your partner.



Reading

A. Read the online job posting.

https://marvel-tech.com/job

We Are Hiring!

MarvelTech



Qualifications

- ◆ Ability to work in a high-pressure environment
- ◆ Knowledge of consumer electronics or a willingness to learn
- ◆ 8+ years' experience as a sales professional with some management experience
- ◆ Bachelor's Degree in Business Administration, Marketing or Economics preferred
- ◆ Experience in team building and motivating individuals to perform at their very best

Job Responsibilities

- ◆ Guide employees to meet their monthly goals
- ◆ Improve the sales skills of junior employees
- ◆ Operate within the limits of a tight budget
- ◆ Send detailed weekly reports to our CEO to update performance

To apply for this position, please send your CV to hirings@marvel-tech.com. If we feel you would be a good fit, we can arrange a call and you can speak to one of our representatives over the telephone. The final interview would be a video call with our CEO in Berlin, Germany.

B. Choose the correct answer for each question.

1. What job is being advertised?

a. Junior salesperson

b. Senior marketing specialist

c. Sales manager

d. Finance director
2. What kind of product does this company probably sell?

a. Clothing

b. Food

c. Television sets

d. Chemicals
3. Which of the following is NOT required for this job?

a. Past sales experience

b. A college degree

c. Being able to work under pressure

d. Management experience

4. What is true about this position?

a. It offers a high salary.

b. The work atmosphere is relaxed.

c. It requires lots of international travel.

d. It requires contact with the company's leader.
5. What should someone do if they are interested in applying for this job?

a. Email their resume

b. Bring their CV to the office

c. Set up a phone call with the company

d. Have a video call with the CEO

Speaking Activity

A. There are many ways to conduct a job search. Think about the job searching methods below and write down the pros and cons for each one.

Asking local stores and businesses

PROS

You can meet managers/owners face-to-face.

CONS

Takes too much time.
Difficult for shy people.

Visiting company websites

PROS

CONS

Searching online job boards

PROS

CONS

Networking (finding jobs through friends)

PROS

CONS

B. Now, work with a group of 3–4 partners. Discuss your ideas and opinions about the job searching methods that you wrote.

C. Finally, discuss the questions with your group.

- ◆ What are the best online job sites to use in your country? Why do you prefer these sites?

◆ Do you think that being active on social media can help you get jobs?

◆ Can you offer one tip on how to improve resumes?

