

1 Working 9 to 5

A Match the job titles with the job descriptions.

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|-----------------------------|--|
| 1. c zoologist | a. This is a special kind of doctor that operates on sick or injured people. |
| 2. e race car driver | b. This person writes the plots and scripts for TV and films. |
| 3. b screen writer | c. This person is involved in the study and care of animals. |
| 4. f social worker | d. This is a doctor for animals. |
| 5. a surgeon | e. This person drives fast cars in contests. |
| 6. d veterinarian | f. This is someone who helps people in need, such as the poor or disabled. |

Mr. Canon: So, Khaled, what kind of job are you interested in getting after college?

Khaled: Actually, I'm not sure. That's why I'm here. I know I want to have a lot of job **(1) satisfaction**

Mr. Canon: Yes, well, it is important to like your job. What kind of **(2) income** do you hope to earn?

Khaled: Well, I mostly just want to be sure that I have enough money to live on. What's more important to me is that I feel **(3) appreciated**. I need to know that people are grateful for what I do.

Mr. Canon: I see. And what about working with others? Do any of your classes **(4) entail** groupwork?

Khaled: Oh, yes, a lot of them do. In fact, my **(5) entire** senior seminar grade is based on a group project.

Mr. Canon: Wow—the whole thing?

Khaled: Yeah, but I don't mind. I **(6) cooperate** well with others when I'm in a group. We always get along well. I try to be **(7) respectful** when working with other people.

Mr. Canon: Well, it's important to be polite and show consideration. Oh, one more thing...

Khaled: Sure.

Mr. Canon: What's your current employment **(8) status**?

C What advice would people in these professions give? Finish the sentences.

Dentist: "It is important that you brush your teeth every day."

1. Veterinarian: "It is important that your cat **drink a lot amount of water.**"
2. Teacher: "I want you **to study more than you do.**"
3. Police officer: "I recommend that you **stay home after midnight.**"
4. Photographer: "I'd like you **to smile while you are standing.**"
5. Politician: "It is essential that the people of our country **serve in the army.**"
6. Firefighter: "It is imperative that kid: **stay away from kitchen.**"
7. Postal worker: "I suggest that you **wait for tomorrow till you receive the mail**"
8. Pilot: "It is important that everybody **switch of his cell phone.**"

D Read the advice on interviewing. Rewrite the sentences in the subjunctive.



Be on time.

It is essential that you be on time.

1. Bring your résumé.

It is imperative that you bring your resume.

2. Dress nicely.

I recommend that you dress nicely.

3. Make eye contact.

It is essential that you make eye contact.

4. Shake the interviewer's hand.

It is imperative that you shake the interviewer's hand.

5. Sit up straight.

It is imperative that you sit up straight.

6. Use a confident voice.

It is essential that you use a confident voice.

It is essential that you make eye contact.

4. Shake the interviewer's hand.

It is imperative that you shake the interviewer's hand.

5. Sit up straight.

It is imperative that you sit up straight.

6. Use a confident voice.

It is essential that you use a confident voice.

7. Answer all of the questions.

It is imperative that you answer all of the question.

8. Ask them questions, too.

It is essential that you ask them questions, too.

9. Write a thank-you note afterwards.

I recommend that you write a thank-you note afterwards.

Unit 1

1. I recommend you that put your educational background on it.

I recommend that you put your educational background on it.

2. It is necessary to gives your phone number.

It is necessary to give your phone number.

3. I suggest you to give your email address, too.

I suggest that you give your email address, too.

4. It is essential that list your work experience.

It is essential that you list your work experience.

5. It is imperative that you are clear and concise.

It is imperative that you be clear and concise.

6. I recommend that you talks about your skills.

I recommend that you talk about your skills.

7. It is important you include a list of references at the end.

It is important that you include a list of references at the end.

8. I want that you call me if you have any questions.

I want you to call me if you have any questions.



F Look at the job titles. Write subjunctive sentences about the qualifications and qualities people need to have for each job.

🔑 Salesperson: *It is essential that they like working with people.*

1. Tailor: **It is essential that they know how to sew.**
2. Doctor: **It is important that they study very hard.**
3. Chef: **I recommend that they have an experience in cooking.**
4. Hairdresser: **It is necessary that they like to make friends.**
5. Accountant: **It is essential that they like to work on numbers a lot.**
6. Farmer: **I recommend that they know more about trees.**
7. Babysitter: **It is necessary that they like children.**
8. Firefighter: **It is essential that they put their life on danger.**

It is essential that they like working outdoors.

It is important that they are good at supervising building projects.

2 Accountants

It is important that they double-check every figure.

It is necessary that they be good with numbers.

3 Medical doctors

They need to invest a lot of time, hard work, and study to succeed.

It is important that they be patient.

4 Architect

It is imperative that they be good at designing buildings.

It is imperative that they be artists.

5 Teachers

Parents want them to be creative, friendly, and effective.

It is essential that they like that subject that they teach.

6 Flight attendants

Passengers expect them to be polite and helpful.

It is important that they smile the whole time.

7 TV presenters

Viewers want them to be informative and entertaining.

It is necessary that they be good looking.

8 Consultants

It is necessary that they listen to people and help them make decisions.

It is imperative that they read more than normal people.

9 Photographers

It is essential that they have artistic talent and appropriate training.

It is essential that they be easy going with others.

10 Reporters

We expect them to inform us of what is happening in the world.

It is recommended that they be honest.

L WRITING

My Career and Life Goals

1. What are your career and life goals? Write notes in the chart.

Things I'm good at	Things I'd like to do in the next 1–2 years	Things I'd like to do in the next 7–10 years
<ul style="list-style-type: none">- Physical things.- Studying.- Answering puzzles.	<ul style="list-style-type: none">- Travel to the US.- Be a millionaire.- Buy a boat.	<ul style="list-style-type: none">- Live in an island.- Get married.- Have many children.

2. Now write an essay about your career and life goals. Answer the following questions:

M Write the question tags.

1. It was a part-time job, **wasn't it** ?
2. He works in a bank, **doesn't he** ?
3. You are not going to resign from your job, **aren't you** ?
4. They took over the company, **don't they** ?
5. There's a new manager in charge, **isn't there** ?
6. We won't have another meeting today, **will we** ?

N Write requests for the situations. Use **can**, **could** or **would**.

You must speak to the manager.

Excuse me, could I speak to the manager?

1. You want to apply for a job. You don't have an application form.

Could I have an application form?



O Choose the appropriate sentence or expression for a polite answer.

1. Will you help me with my résumé?
a. Why should I? **b. Certainly.** c. Are you serious?
2. I don't understand these instructions.
a. So figure it out. b. Can't you read? **c. I'll help you.**
3. Would you let me see those files?
a. Not now. I'm busy. b. They're mine. **c. Sure.**
4. Could you turn off your smartphone?
a. Of course. b. I'm online. c. No way!
5. Would you mind telling me where the post office is?
a. No, it's too far. b. Yes, I'm busy. **c. Sure. Straight down this road.**
6. I'm sorry. I got held up in traffic.
a. Oh, come on! **b. That's all right.** c. As usual.
7. Can you write down your contact details, please?
a. Get up and get them. b. No. **c. Here you are.**
8. Let me carry that box for you.
a. That's very kind of you. b. Not likely. c. Why?



1. Adel **doesn't have to** pack grocery bags because the customers pack their own.
2. He **mustn't** hang out with his friends now.
3. He **has to** be patient with his customers.
4. The customer **must** pay for his groceries.
5. He **mustn't** go shopping without any cash.
6. The people in line will **have to** wait a long time.
7. The mother **must** be responsible for her child.
8. The man with the watch **mustn't** be late for his appointment.



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🗒 Complete the sentences. Use **had to**, **didn't have to**, **needed to**, **needn't**, or **didn't need**. Sometimes more than one answer is possible.

1. Look at all those books! Bob **didn't need to** lift them all at once.
2. Rana **had to** finish her assignment because it was already overdue.
3. They **didn't have to** go to work yesterday. It was Friday.
4. You **needn't** park your car. The attendant will do it.
5. I **had to** write a report, so I didn't hang out with my friends yesterday.
6. We **needn't** take an early flight. Our meeting is at 3 p.m.
7. The children **had to** eat breakfast quickly to catch the school bus.
8. Mother **needn't** cook tonight because we're going out for dinner.
9. I **didn't have to** wait long for the bus this morning. It was on time today.
10. We **needn't** pack any towels for the trip. The hotel provided everything.

1. This is the water that you get right out of the sink. **tap water**
2. This is what we do when we turn something up, like the heat or the volume on our radio. **crank up**
3. These are chemicals that farmers use to keep bugs and animals away from the fruits and vegetables they grow. **pesticides**
4. This is the gauge that controls the temperature of our heat, air conditioning, or hot water heater. **thermostat**
5. This is when we try to save something by only using a little of it. We usually do this because there is a limited supply of it and we don't want to waste it. **conserve**
6. This is a synthetic material that we use in place of metal and wood. It's light and difficult to break. **plastic**
7. This is the act of using something, or the amount that we use of something. **consumption**
8. This is where something comes from; the origin. **source**
9. This is how we describe something that is productive or economical. **efficient**
10. This is when we make something new out of old material. **recycle**

B Answer the questions.

1. Why do farmers use pesticides? What is one problem with using pesticides to grow food?

Because it keeps bugs and animals away. It is poisoned.

2. What can you crank up? **The TV, the heat, the air conditioning and the radio.**

3. What are some things that are commonly made of plastic?

Furniture, silverware, and bottles are made of plastic.

4. What things do you or your family recycle? **We recycle cans, paper and plastic.**

5. Why do most people want cars that are fuel efficient?

Because they want economic cars that saves money.

