

Name: _____

ESL 046 – Advanced Grammar Communication



Job Hunting

Melissa Yang is looking for a new job. Look over her job application below and then answer the questions that follow (next page).

CODEX MAGAZINE JOB APPLICATION

1. Position applied for: Web Designer Today's date: _____
 2. Full legal name Yang Melissa S.
Last First Middle
 3. Current address 125 East Washington Street
Toledo OH 434537 How long at this address? 2 years
City State Zip Code
 4. Previous address 311 Pine Avenue
Cleveland OH 44145 How long at this address? 10 years
City State Zip Code
 5. Education. Circle the number of years of post high school education. 1 2 3 4 5 6 (7) 8
 6.

Name of Institution	Degree	Major	Dates Attended
1. <u>Cuyahoga College</u>	<u>B.A.</u>	<u>Computer Science</u>	<u>9 / 2013 to 5 / 2016</u>
2. <u>Ohio University</u>	<u>--</u>	<u>Marketing</u>	<u>9 / 2017 to 5 / 2019</u>
3. <u>Ohio University</u>	<u>MASTERS</u>	<u>Web Design</u>	<u>9 / 2020 to present</u>
- If you expect to complete an educational program soon, indicate the date and type of program.
MASTERS DEGREE IN web design - JUNE 2022 graduation expected.
7. Current job. May we contact your present supervisor? _____ yes ☒ no
Job Title Online Support Person Employer Bluejay Products Incorporated
Type of Business Online Store Address 111 Market Street, Toledo, OH 434522
Dates (month/year) 1 / 2018 to (month/year) PRESENT
 8. In your own handwriting, describe your duties and what you find most satisfying in this job.
I handle online sales and help customers with their online purchases.
I really enjoy using my strong technical skills to help others.

A. Using the information in the application, complete the sentences below about Melissa Yang. Use the most appropriate tense for each situation. Sentences may be affirmative, negative, or questions. One example is done for you.

1. Melissa Yang _____ (work) now, but she still _____ (want) to find a new job. (a) (b)
2. These days, Melissa _____ (a) _____ (look) for a better job. However, she _____ (quit) yet. She _____ (leave) her current job until (b) (c) she finds a new one.
3. Melissa _____ (recently apply) for a job as web designer for an online magazine. (a)
4. So far, Melissa _____ (study) at two different colleges, Cuyahoga College and Ohio University. (a)
5. Melissa _____ (attend) Cuyahoga College from 2013 – 2016. She _____ (earn) a Bachelor's Degree in Computer Science at that school. (a) (b)
6. Melissa _____ (have) a Bachelor's Degree, but she _____ (get) a Master's Degree yet. (a) (b)
7. Q: How long _____ (live) at 311 Pine Avenue?
A: For ten years. (a)
8. During the time that Melissa _____ (be) a student at Cuyahoga College, she _____ (live) in Cleveland, Ohio. However, two year ago, she _____ (b) _____ (move). Since then, she _____ (live) in Toledo, Ohio. (c) (d)

B. Using the information in the prompt info, write facts about Melissa. Use *five different* tenses in this part. One example has been done for you. (Hint: Some situations may be negative).

1. Online support person / January 2018
2. Blue Jay Inc. / 2016
3. Codex Magazine / now

4. graduate (v.) / Ohio University
5. 125 East Washington Street / 2012
6. marketing / now

C. For each of the tenses below, write a yes/no question and an information question about Melissa Yang. Your question should be one that can be answered by the information shown in the application. One example is done for you.

1.

Simple present:

Yes/no

Info

2.

Present continuous (progressive):

Yes/no

Info

3.

Simple past:

Yes/no

Info

4.

Past Continuous (progressive):

Yes/no

Info

5.

Present perfect:

Yes/no

Info

6.

Present perfect continuous (progressive):

Yes/no

Info