

Unit 7, Review

1. Unit Review

A. Write the name of the job below each picture on textbook page 178.

B. Read the ads on textbook page 178 and complete the chart below.

Position	Experience	F/T or P/T	Benefits	Pay
1.				
2.				
3.				
4.				
5.				

C. Complete the job announcement below.

Meal _____ (外送員)

Position: _____ (司機)

Location: 9999 River Street

Hourly Rate: US\$29

Type: _____ (全職)

Summary:

Responsible for delivering meals to _____ (顧客).

Essential Functions:

*Accept orders from customers through the Meal Deliverers website.

*Travel to the _____ (餐廳) or _____ (店) where the order was placed.

*Collect food items from the restaurant or store.

* _____ (遞送) the food items to the customer's location.

*Driver's _____ (執照) required.

Benefits:

*1 week _____ (假期) annually

*Medical _____ (保險)

D. Complete the paragraph with the past tense form of the verbs in parentheses.

In 2005, Jarek was a carpenter. He _____ (construct) homes for Builders Plus Company. In 2007, Jarek was a custodian. He _____ (clean) the offices for Clean Sweep Maintenance Company. In 2010, Jarek was a server. He _____ (talk) to customers at the Polish Café. Now, Jarek is a teacher. He helps students at Jefferson Adult School.

E. Complete the job history for Jarek.

Position	Company	From	To	Duties (Responsibilities)

F. For each behavior, choose “good” or “bad” for a job interview.

Interview Behaviors	Good	Bad
Arriving late or too early		
Inappropriate attire		
Professional clothing		
Checking cell phone		
Cell phone turned off		
Eye contact		
Good posture		
Firm handshake		
Checking texts		

Speaking poorly of previous employer		
Preparing good questions to ask		

G. Complete the paragraph with the correct form of the verbs from the box. Choose the present or past tense. You will use one of the verbs twice.

be	move	work	live	help	deliver	like
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Francisco _____ in Guatemala before he _____ to California. In Guatemala, he _____ a cook at a small fast-food restaurant. He _____ in the kitchen. He _____ 14 hours every day. Now, he _____ a mail carrier in California. He _____ letters and packages. He _____ his new job very much.

H. Match the words and definitions.

- | | |
|----------------|-------------------------|
| 1. Punctuality | a. Clothing and posture |
| 2. Communicate | b. On time |
| 3. Appearance | c. Talk |

2. Practice

A. Advising Tiny - Part 1

Tiny needs to get a job. Tommy is helping him.

Tiny: I need to _____ (find / getting) a job.

Tiny: I _____ (like / likes) being a _____ (消防隊員). _____ (消防車) are big, and firefighters _____ (make / makes) good money.

Tommy: _____ (護理人員) is a good job.

Tiny: I can be a _____ (廚師). I _____ (love / loves) all kinds of food.

Tommy: You _____ (need / needs) _____ (a / an) _____ (執照) to be a chef.

Tiny: Maybe I _____ (should / want) be a _____ (老師).

Tiny: I _____ (likes / like) to play computer games. I _____ (want / wanted) to be

a _____ (電子遊戲設計師) or a _____ (軟體工程師).

Tommy: You _____ (should / should not) learn to _____ (寫軟體).

Location is important.

Tommy: What jobs are _____ (close to / close) your home?

Tiny: There is a _____ (餐廳) nearby. I can apply to be a _____ (廚師) or cook.

Tommy: A _____ (銀行) is in the corner of the street. You can be a _____ (銀行櫃員).

Tommy: _____ (警察) and _____ (郵差) are good jobs too.

Tiny: There is also a _____ (律師事務所) and _____ (旅行社) in the office building.

Tommy: You need to pass the _____ (律師資格考試) to be a _____ (律師). You can also try to become a _____ (導遊).

Tiny: Lots of choices.

B. Advising Tiny - Part 2

You have identified an opportunity for Tiny. You decided to call the manager to learn more about the job.

You: I _____ (are / am) _____ (有興趣) the _____ (護理人員) position.

Manager: Great. Do you _____ (has / have) any _____ (問題)?

You: Yes. Is the position _____ (全職) or _____ (兼職)?

Manager: It's _____ (全職). The pay is US\$25 an hour.

You: And _____ (福利)?

Manager: Yes, there are _____ (benefit / benefits).

You: Thank you for the information.

C. Inspiring Tiny

Tiny needs more inspiration.

Tommy: Do you know that Spider-Man _____ (had / has / have) others jobs before. While in high school in 2015, he _____ (is / was) a part-time _____ (助理) to a _____ (科學家) in New York. Later, in 2019, he _____ (becomes / became) a _____ (攝影師) for a newspaper in New York. Currently, he still _____ (work / worked / works) as a photographer.

Tiny: Superman was also a _____ (記者) for a newspaper.

Tommy: I think that Spider-Man also _____ (delivers / delivered) newspapers door-to-door on a bicycle between 2013 and 2015, also in New York.

D. Your interview practice

You: I am interested in the position of _____. I am currently _____ (a / an) _____. I started this job in _____ (year). Before this job, I was _____ (a / an) _____ from _____ (year) to _____ (year). I worked as _____ (a / an) _____ in a _____ (company or institution).

Interviewer: Why are you leaving your current position?

You: I just _____. I am looking for new _____ (挑戰).

Interviewer: What do you know about our _____ (公司)?

You: _____.

Interviewer: Do you have any questions about the job?

You: _____.

Interviewer: When can you start?

You: _____.

Interviewer: Thank you. We will contact you soon.

You: _____.

E. Your ideal performance review

Write an ideal performance review for yourself. Imagine that you will receive an excellent performance review for your work. What comments would you like to receive from your supervisor?

Performance Review for Yourself		
	Rating	Comments
Appearance		
Punctuality		
Communication		
Job knowledge		
Teamwork		
Overall work quality		

3. Homework

Translate the English words below into Chinese.

English	Chinese	English	Chinese
study habits		on time	
participate		a little	
practice		never	
listen		taught	