



# ENGLISH

## Chapter 17

**5th**  
SECONDARY

**Gerunds and Infinitives**

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 **SACO OLIVEROS**



# Teenagers in the US

**Many** American teenagers look for part-time jobs in the US – to help support their families,

to save for college or simply to earn some extra money for personal expenses. However, there are some facts which employers must consider when hiring a teen.

There are some rules the American Department of Labor sets for working teenagers, and these rules vary according to the age of the minor and the job involved. As a general rule, the Fair Labor Standards Act (FLSA) establishes an age limit (14 years of age) as the minimum age for employment, and also prohibits a minor from working in hazardous job positions such as work involving driving, operation of power-driven equipment and agricultural work.

It is also important to check working hours:

14-15-year-olds can only work 3 hours a day, 18 hours in a school week, 8 hours on a non-school day and 40 hours during a non-school week. Teens in that age-group are allowed to work from 7am to 7pm, and no later.


However, students ages 16 and 17 can work unlimited hours. When they turn 18, they can work unlimited hours and hazardous jobs are not a problem.

Although the American law does not forbid teens from working, parents must monitor their children to make sure they are not spending too much time at work and leaving their studies behind.







- 1**  **56** Read and listen to the information. Then write T for *true*, F for *false* or NM for *not mentioned*.
- a ☐ American teenagers look for a part-time job for no specific reasons.
  - b ☐ The Department of Labor sets rules for working teens starting at age 14.
  - c ☐ Parents must sign a legal document giving permission for their teen to work.
  - d ☐ 14-15-year-olds can only work 3 hours a day, 18 hours in a school week, 8 hours on a non-school day and 40 hours during a non-school week.
  - e ☐ The American law forbids teens from working.
  - f ☐ All part-time working students have good grades at school.
- 2** Can teens work in your country? What does the law say about it?  
\_\_\_\_\_
- 3** Do you think it is a good idea to have a part-time job while in high school? Why (not)?  
\_\_\_\_\_



## Work Verbs



- 1** Match pictures 1-3 with verbs in the box.  
Use your dictionary if necessary.

apply for a job ☐

be unemployed ☐

claim expenses ☐

earn a salary ☐

fill in an application form ☐

get a job ☐

get a pension ☐

have a full-time job ☐

have an interview ☐

lose a job ☐

sign a contract ☐

work part-time ☐



**2**  **57** Listen and repeat.

**3** Match a-d with 1-4 to make sentences.

a ☐ My mom loves her job. She can claim

b ☐ Can you help me fill out

c ☐ My brother is

d ☐ My sister lost

1 unemployed. But he has an interview today.

2 this application form for a weekend job?

3 her job when the company closed down.

4 expenses for all her meals and travel.



**4** Complete the questions with the verbs in the box.


applied      earn      get      has

- a** My uncle always wears a suit when he \_\_\_\_\_ a job interview.
- b** Do you want to \_\_\_\_\_ a high salary?
- c** Have you ever \_\_\_\_\_ for a job?
- d** Is it difficult to \_\_\_\_\_ a job where you live?



## READING 2



**1**  **58** Read the leaflet and listen. What is an apprenticeship?

- a** a way to learn about a job and get experience
- b** a way to earn a lot of money





## Try an Apprenticeship!

Finding a job can be difficult when you have no experience in the world of work. So before applying for a job, why don't you get some work experience while you're still at school?







You Can Do  
a Summer  
Apprenticeship!



Summer apprenticeships might involve some training, as well as practical experience of working in a job you think you might enjoy. Your boss will supervise your work and help you learn new skills. There are lots of different job opportunities to choose from. Think about the skills you have and what types of jobs you might enjoy. Do you enjoy working with animals? You could apply to do an apprenticeship at the local zoo. Or if you love playing soccer and

tennis, you might want to work as a sports coach for children at a summer camp.

Apprenticeships usually last for one month, and there are apprenticeship schemes all over the US for students aged 16-18.

**What are you waiting for?  
Apply for an apprenticeship now!**



**2** Read the leaflet again and answer the questions.

**a** What does an apprenticeship involve?

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**b** Which jobs does the leaflet mention?

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**c** Who can do an apprenticeship?

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### Gerunds and Infinitives

- 1** Read the sentences. Circle the verbs in the infinitive form and underline those in the gerund form.
  - a** Finding a job can be difficult when you have no experience in the world of work.
  - b** Do you enjoy working with animals?
  - c** You could apply to do an apprenticeship at the local zoo.
  - d** You might want to work as a sports coach.
  - e** Summer apprenticeships might involve practical experience of working in a job.



- 2** Look at the examples in the charts and then match them with the sentences below.

**gerunds as the subject of a sentence**

**a** **Finding** a job can be difficult.

**gerunds after verbs**

**b** Do you enjoy **working** with animals?

**gerunds after prepositions**

**c** Before **applying** for jobs, get some work experience.

**infinitives after verbs**

**d** Did you learn **to speak** Italian at school?

**infinitives after adjectives**

**e** He's happy **to meet** you at ten o'clock.





- ☐ No, I learned French instead.
- ☐ That's perfect! I'll be here on time.
- ☐ I sure do, especially dogs and cats.
- ☐ I know. It took me two years to find a new job after my long stay in Europe.
- ☐ Thank you for the suggestion. I'll start sending out my résumé.



- 3** Use gerund or infinitive forms of the verbs in the box to complete the sentences below.

be      live      see      travel      work

- a** \_\_\_\_\_ rich doesn't make you happy.
- b** I want \_\_\_\_\_ that movie.
- c** \_\_\_\_\_ long hours makes me feel tired.
- d** \_\_\_\_\_ in a house in New York is very expensive.
- e** He'd like \_\_\_\_\_ to Asia.



**4** Complete the sentences with the correct form of the verbs in parentheses.

- a** My dad really enjoys \_\_\_\_\_ (play) golf.
- b** I wanted \_\_\_\_\_ (watch) the movie but it was too frightening.
- c** I would really like \_\_\_\_\_ (go) out tonight.
- d** I can't afford \_\_\_\_\_ (buy) a new pair of shoes.
- e** I'm really looking forward to \_\_\_\_\_ (see) Marvel's new movie.



**5** Underline the correct verbs to complete the dialogue.

**Sara** Mom, can you help me? I don't know what to wear for my job interview. What about **a to wear / wearing** my new jeans?

**Mom** I'm not sure **b going / to go** in jeans will impress the interviewers. I think you need **c to wear / wearing** something more formal.

**Sara** Yes, I suppose you're right. **d To look / Looking** smart is all part of making a good impression, I guess. I'll wear my blue skirt.

**Mom** Yes and **e to be / being** on time for the interview is also important.

**Sara** Oh dear! I'm a bit late.





**Mom** Is that the time? It is difficult **f seeing / to see** how you will get there on time ...

**Sara** Oh Mom! Would you like **g giving / to give** me a ride? I can't afford **h to take / taking** a taxi.

**Mom** Come on, of course I'll take you!





# A Letter of Application

- 1  59 Read and listen. Why is Louise writing to Universal Computers?
- 





Dear Sir/Madam,

I am writing to apply for a work experience position at Universal Computers.



I am 14 years old and currently in 9th Grade at Highfields School. I am taking my exams in May and plan to continue studying at school for the next four years. In the future, I would like to study Business in college.

I have been interested in computers since I was eight years old. I can use Word, PowerPoint and Excel, and I am also learning to write computer programs. My favorite subjects at school are ICT and art, especially graphic design.



I am a hard-working and responsible person and I am sure that I would learn a lot from working with your company for two weeks.

I would be very grateful if you could send me more information about your company and the work experience position.

I am enclosing my résumé and a reference from my ICT teacher. I am available to attend an interview.

I look forward to hearing from you.

Sincerely,

Louise Greene





**2** Read the letter again and answer the questions.

**a** What does Louise want to do in the future?

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**b** How long has she been interested in computers?

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**c** What relevant skills does Louise have?

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**d** What personal qualities does she have?

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**e** What does Louise ask for?

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**f** What is she sending with her letter?

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## LANGUAGE FOCUS

### **Job Application Letters**

Dear Sir/Madam,

I am writing to apply for...

I would be very grateful if...

I am enclosing...

I look forward to hearing from you.

Yours faithfully,



### 3 Order the words to make sentences.

**a** look / I / hearing / to / you / forward / from

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**b** for / I / am / to / your café / apply / a job /  
writing / in

---

**c** some information / I / very grateful / if /  
would be / you could / send me

---

**d** I / my / am / résumé / enclosing

---

**e** available / am / I / attend / an interview / to

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- 4 Write a letter applying for a work experience position at a company in your town (150-170 words).



## Writing a Letter of Application

### Step 1 > PLAN

Decide what company you want to write to. What relevant skills do you have? Think about what information you want from them and what to send with the letter.

### Step 2 > WRITE

Write a first draft. Include information about your experience and personal qualities.

### Step 3 > CHECK

Check your work. Have you concluded your letter appropriately?

### Step 4 > WRITE

Write your final copy and hand in your work.