

MONOLINGUAL

OXFORD PICTURE DICTIONARY

SECOND EDITION



Jayme Adelson-Goldstein
Norma Shapiro

OXFORD

UNIVERSITY PRESS

198 Madison Avenue
New York, NY 10016 USA
Great Clarendon Street, Oxford OX2 6DP UK

Oxford University Press is a department of the University of Oxford.
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Argentina Austria Brazil Chile Czech Republic France Greece
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Library of Congress Cataloging-in-Publication Data
Adelson-Goldstein, Jayme.

The Oxford picture dictionary. Monolingual /
Jayme Adelson-Goldstein and Norma Shapiro. - 2nd ed.

p. cm.

Includes index.

ISBN: 978-0-19-436976-3

1. Picture dictionaries, English. 2. English
language—Textbooks for foreign speakers.

I. Shapiro, Norma. II. Title.

PE1629.S52 2008

423'.1—dc22

2007041017

Database right Oxford University Press (maker)

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ISBN: 978 0 19 436976 3

Printed in China

10 9 8 7

This book is printed on paper from certified and well-managed sources.

The OPD team thanks the following artists for their storyboarding and sketches:
Cecilia Aranovich, Chris Brandt, Giacomo Ghiazza, Gary Goldstein, Gordon Klju
Vincent Lucido, and Glenn Urieta

Illustrations by: Lori Anzalone: 13, 70-71, 76-77; Joe "Fearless" Arenella/Will Sump
178; Argosy Publishing: 66-67 (call-outs), 98-99, 108-109, 112-113 (call-outs), 152,
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(map), 220-221; Philip Batini/AA Reps: 50; Thomas Bayley/Sparks Literary Agency
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Joudrey/Munro Campagna: 52, 68-69, 177, 208-209; Bob Kaganich/Deborah Wolf
10, 40-41, 121; Steve Karp: 230, 231; Mike Kasun/Munro Campagna: 218; Graham
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58, 59, 66-67; Adrian Mateescu/The Studio: 188-189, 232-233; Karen Minot: 28-28
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Ortiz-Dillon: 16, 20-21, 60, 98-99, 100, 211; Terry Pazcko: 46-47, 144-145, 152, 18
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Associates: 48-49, 79, 140, 153; Jon Rogers/AA Reps: 112; Jeff Sanson/Schumann
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Zuckerman: 14, 88-89, 112-113, 120-121, 194-195.

Chapter icons designed by Von Glitschka/Scott Hull Associates

Cover Art by CUBE/Illustration Ltd (hummingbird, branch); Paul Mirocha/The Wi
Group (cherry); Mark Riedy/Scott Hull Associates (stamp); 9 Surf Studios (letteri
Studio photography for Oxford University Press done by Dennis Kitchen Studio:
61, 72, 73, 74, 75, 95, 96, 100, 180, 181, 183, 226.

Stock Photography: Age FotoStock: 238 (flute; clarinet; bassoon; saxophone; violin;
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This second edition of
the Oxford Picture Dictionary
is lovingly dedicated to
the memory of Norma Shapiro.

Her ideas, her pictures, and
her stories continue to teach,
inspire, and delight.



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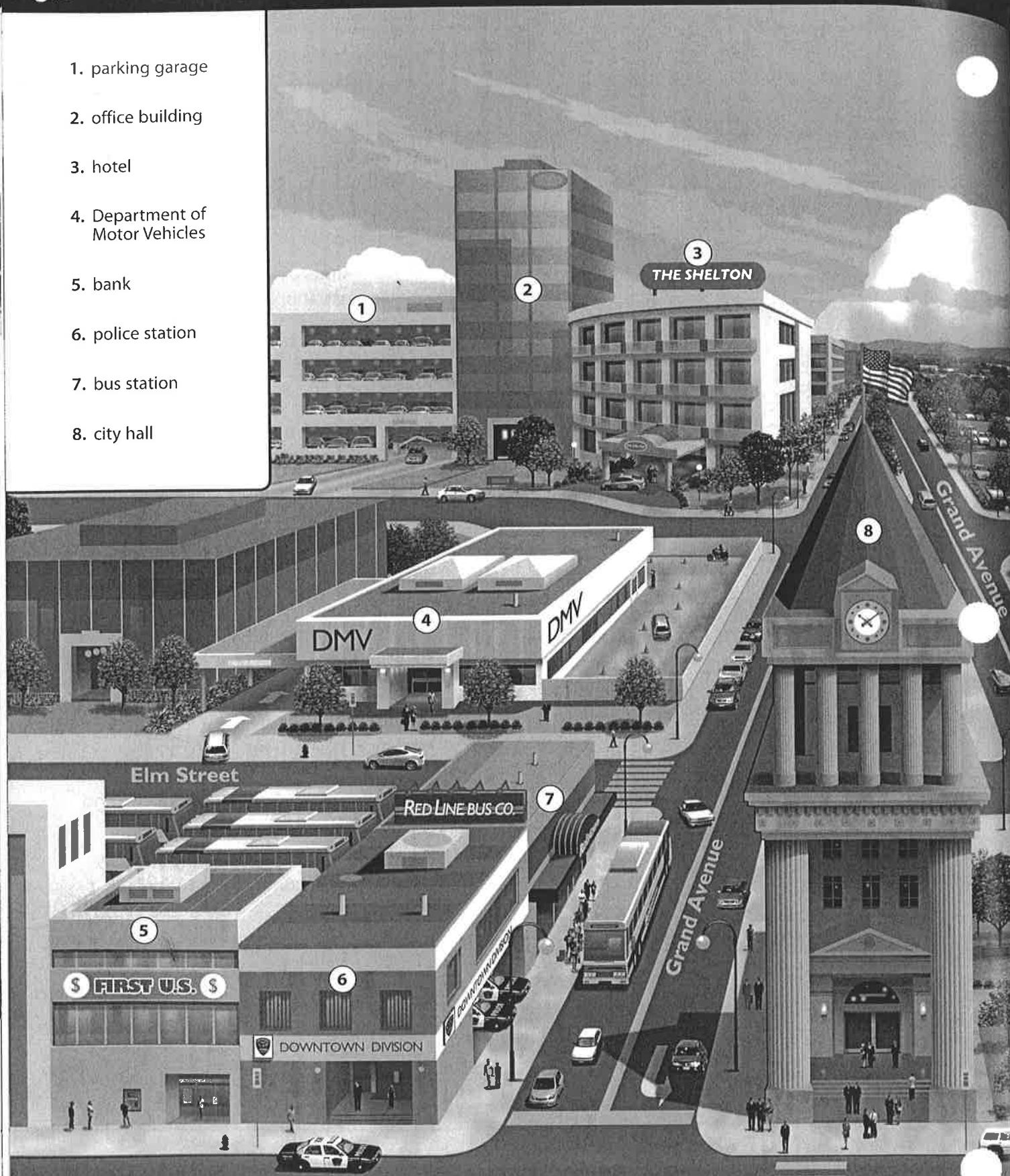
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Downtown

1. parking garage
2. office building
3. hotel
4. Department of Motor Vehicles
5. bank
6. police station
7. bus station
8. city hall

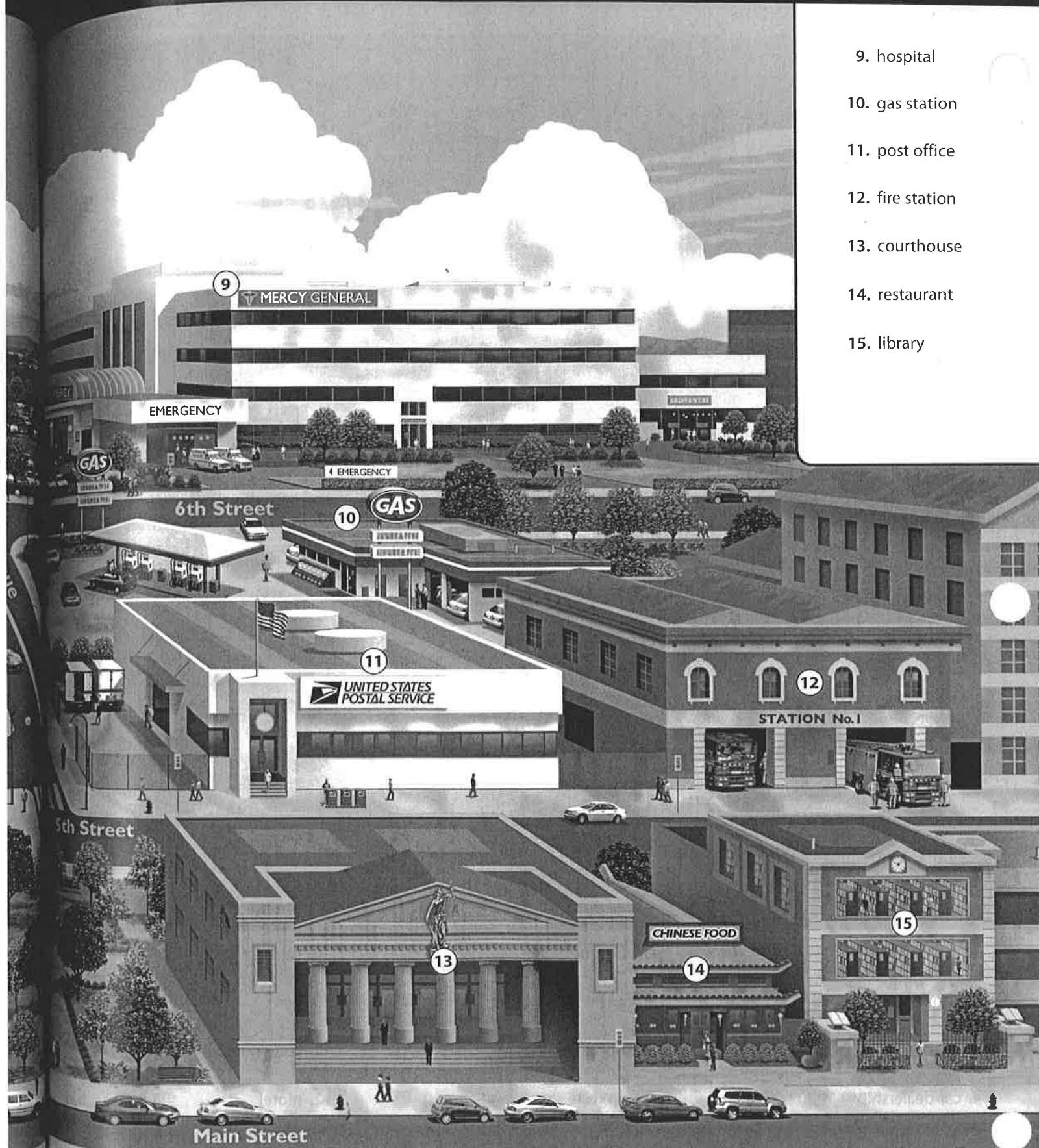


Listen and point. Take turns.

- A: Point to the bank.
B: Point to the hotel.
A: Point to the restaurant.

Dictate to your partner. Take turns.

- A: Write bank.
B: Is that spelled b-a-n-k?
A: Yes, that's right.



Grammar Point: *in* and *at* with locations

Use *in* when you are inside the building. *I am in* (inside) the bank. Use *at* to describe your general location. *I am at* the bank.

Pair practice. Make new conversations.

- A: I'm in the bank. Where are you?
 B: I'm at the bank, too, but I'm outside.
 A: OK. I'll meet you there.



City Streets



1. stadium

5. mosque

9. school

2. construction site

6. movie theater

10. gym

3. factory

7. shopping mall

11. coffee shop

4. car dealership

8. furniture store

12. motel

Ways to state your destination using *to* and *to the*

Use *to* for schools, churches, and synagogues.

I'm going *to school*.

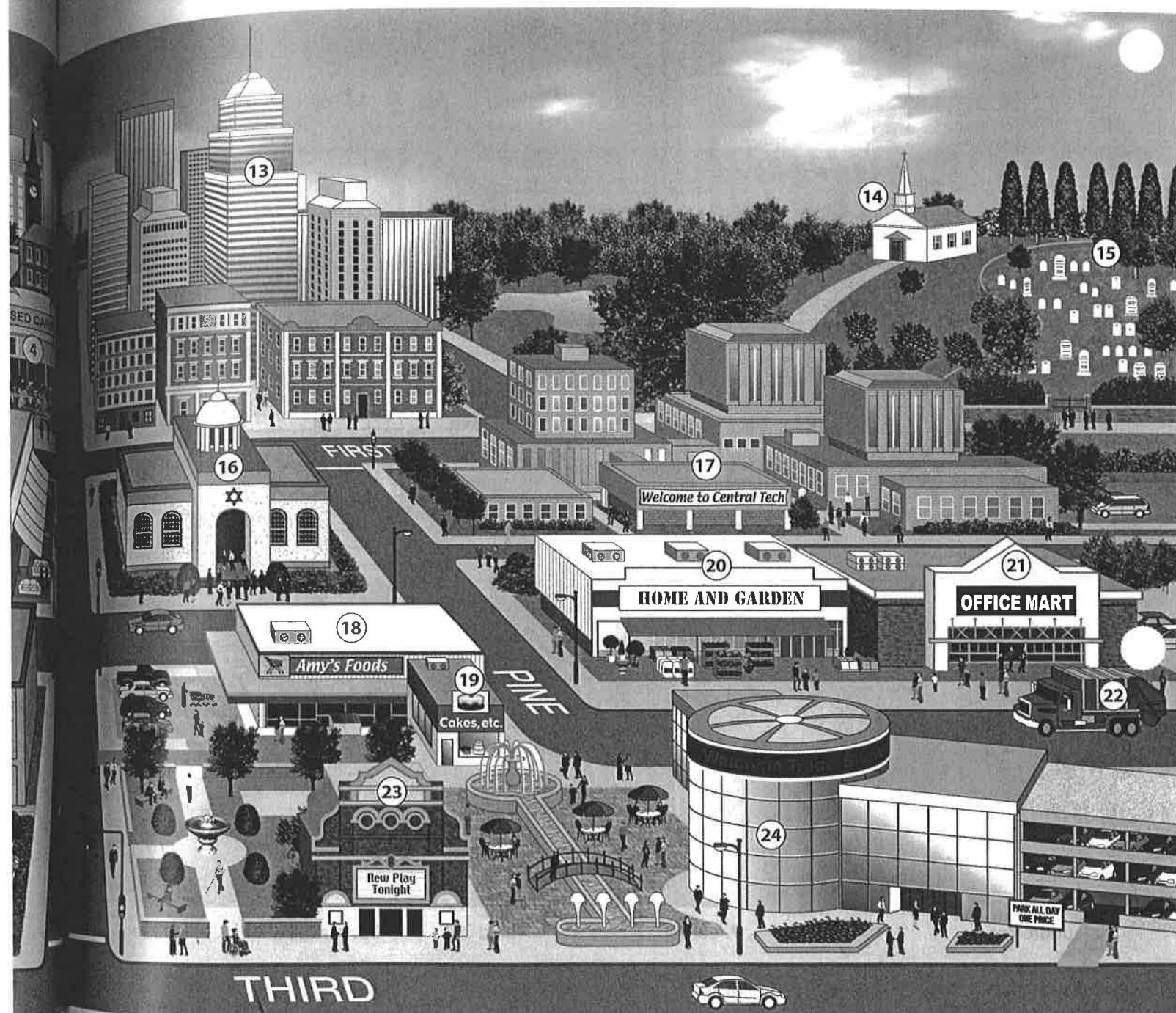
Use *to the* for all other locations. I have to go *to the bakery*.

Pair practice. Make new conversations.

A: Where are you going today?

B: I'm going to *school*. How about you?

A: I have to go to the *bakery*.



THIRD

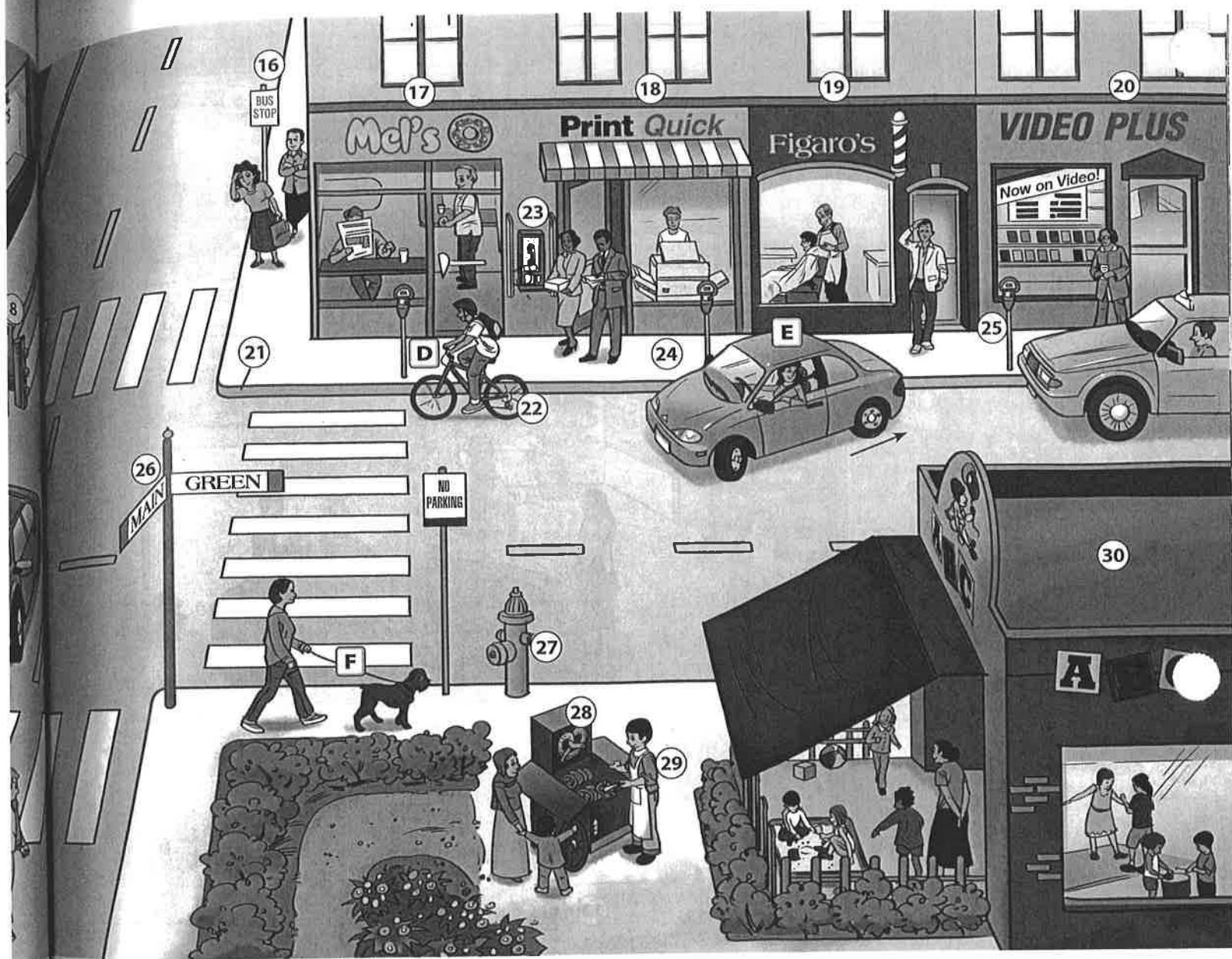
- | | | |
|----------------------------|----------------------------|-------------------------|
| 13. skyscraper / high-rise | 17. community college | 21. office supply store |
| 14. church | 18. supermarket | 22. garbage truck |
| 15. cemetery | 19. bakery | 23. theater |
| 16. synagogue | 20. home improvement store | 24. convention center |

Ways to give locations

The mall is on 2nd Street.
The mall is on the corner of 2nd and Elm.
The mall is next to the movie theater.

Ask your classmates. Share the answers.

1. Where's your favorite coffee shop?
2. Where's your favorite supermarket?
3. Where's your favorite movie theater?



16. bus stop

22. bike

28. cart

17. donut shop

23. pay phone

29. street vendor

18. copy center

24. sidewalk

30. childcare center

19. barbershop

25. parking meter

D. ride a bike

20. video store

26. street sign

E. park the car

21. curb

27. fire hydrant

F. walk a dog

More vocabulary

neighborhood: the area close to your home

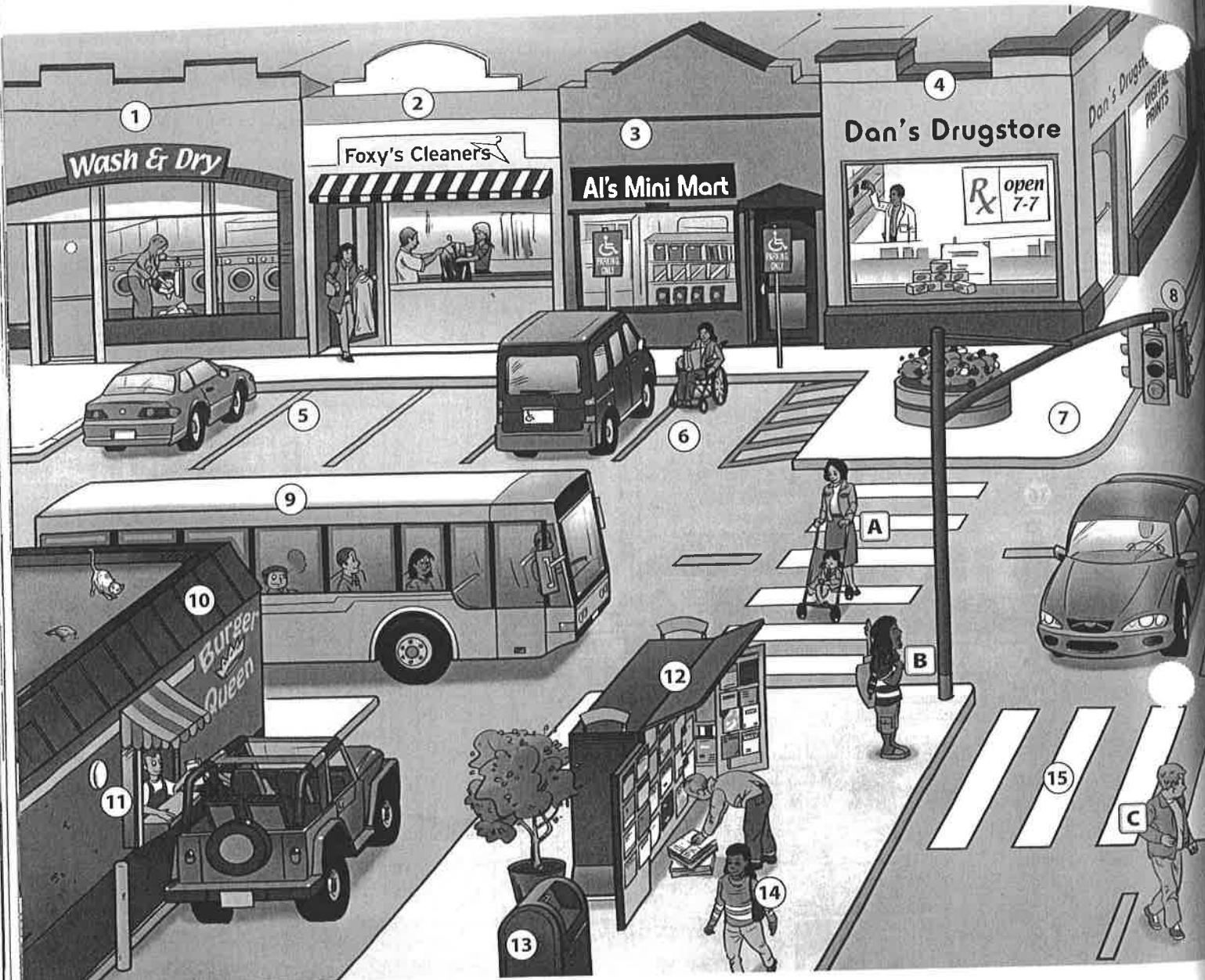
do errands: to make a short trip from your home to buy or pick up things

Ask your classmates. Share the answers.

1. What errands do you do every week?
2. What stores do you go to in your neighborhood?
3. What things can you buy from a street vendor?



An Intersection



1. laundromat

7. corner

13. mailbox

2. dry cleaners

8. traffic light

14. pedestrian

3. convenience store

9. bus

15. crosswalk

4. pharmacy

10. fast food restaurant

A. cross the street

5. parking space

11. drive-thru window

B. wait for the light

6. handicapped parking

12. newsstand

C. jaywalk

Pair practice. Make new conversations.

A: I have a lot of errands to do today.

B: Me, too. First, I'm going to the laundromat.

A: I'll see you there after I stop at the copy center.

Think about it. Discuss.

- Which businesses are good to have in a neighborhood? Why?
- Would you like to own a small business? If yes, what kind? If no, why not?



- | | | |
|------------------|---------------|--------------------|
| 1. music store | 5. toy store | 9. optician |
| 2. jewelry store | 6. pet store | 10. shoe store |
| 3. nail salon | 7. card store | 11. play area |
| 4. bookstore | 8. florist | 12. guest services |

More vocabulary
beauty shop: hair salon

men's store: men's clothing store

gift shop: a store that sells t-shirts, mugs, and other small gifts

Pair practice. Make new conversations.
A: Where is the florist?

B: It's on the first floor, next to the optician.



13. department store

17. candy store

21. elevator

14. travel agency

18. hair salon

22. cell phone kiosk

15. food court

19. maternity store

23. escalator

16. ice cream shop

20. electronics store

24. directory

Ways to talk about plans

Let's go to the card store.

I have to go to the card store.

I want to go to the card store.

Role play. Talk to a friend at the mall.

A: Let's go to the card store. I need to buy a card for Maggie's birthday.

B: OK, but can we go to the shoe store next?



The Bank



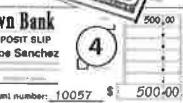
1. teller



2. customer



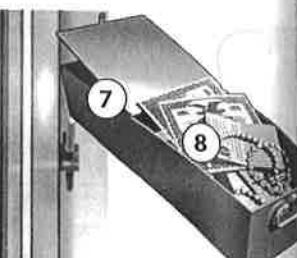
3. deposit



4. deposit slip



5. security guard



7. safety deposit box

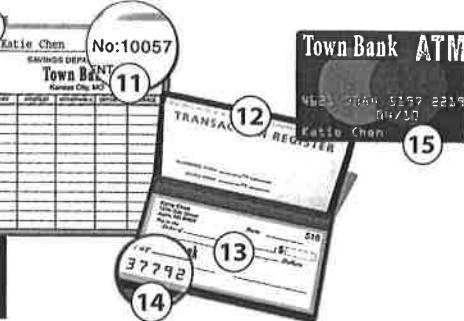
6. vault

8. valuables

Opening an Account



9. account manager



12. check book

13. check

15. ATM card

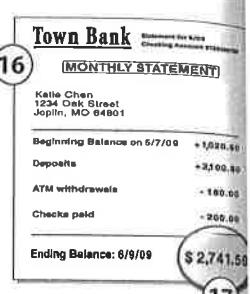
10. passbook

16. bank statement

11. savings account number

14. checking account number

17. balance



17



A. Cash a check.

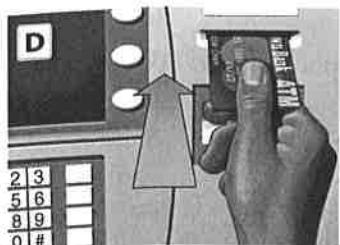


B. Make a deposit.



C. Bank online.

The ATM (Automated Teller Machine)



D. Insert your ATM card.



E. Enter your PIN.*



F. Withdraw cash.



G. Remove your card.

*PIN = personal identification number

The Library




A. get a library card



B. look for a book



C. check out a book



D. return a book



E. pay a late fine



1. library clerk

4. periodicals

7. headline

10. self-checkout

2. circulation desk

5. magazine

8. atlas

11. online catalog

3. library patron

6. newspaper

9. reference librarian

12. picture book



13. biography

14. title



15. author

16. novel



17. audiobook

18. videocassette

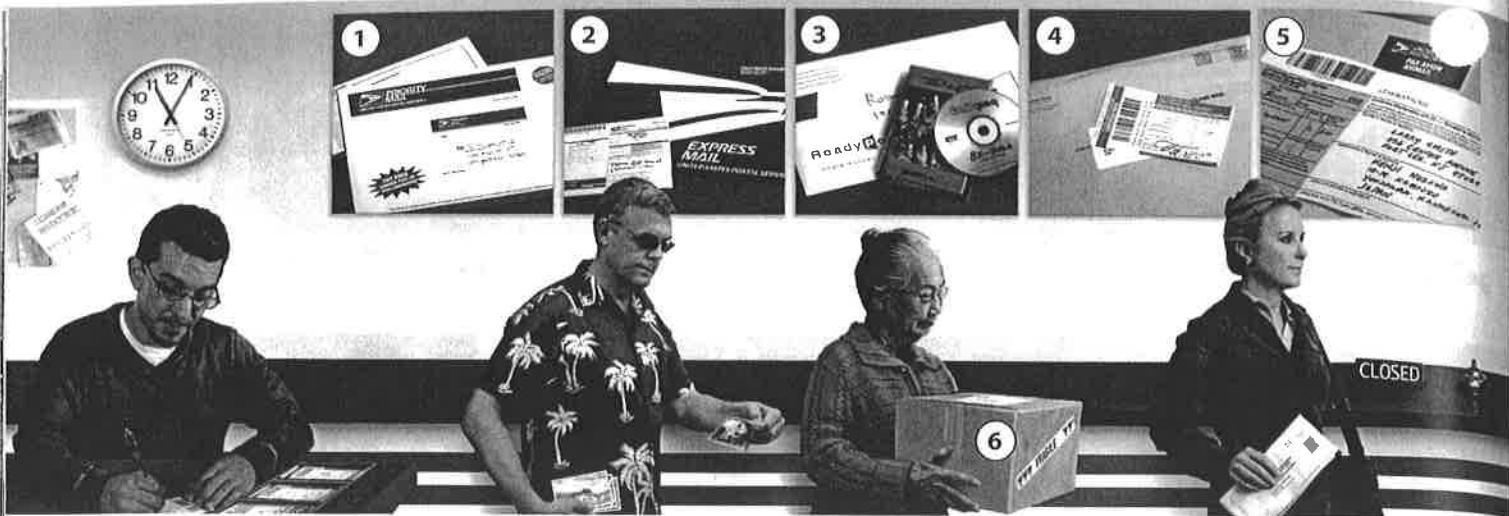


19. DVD





The Post Office



1. Priority Mail®

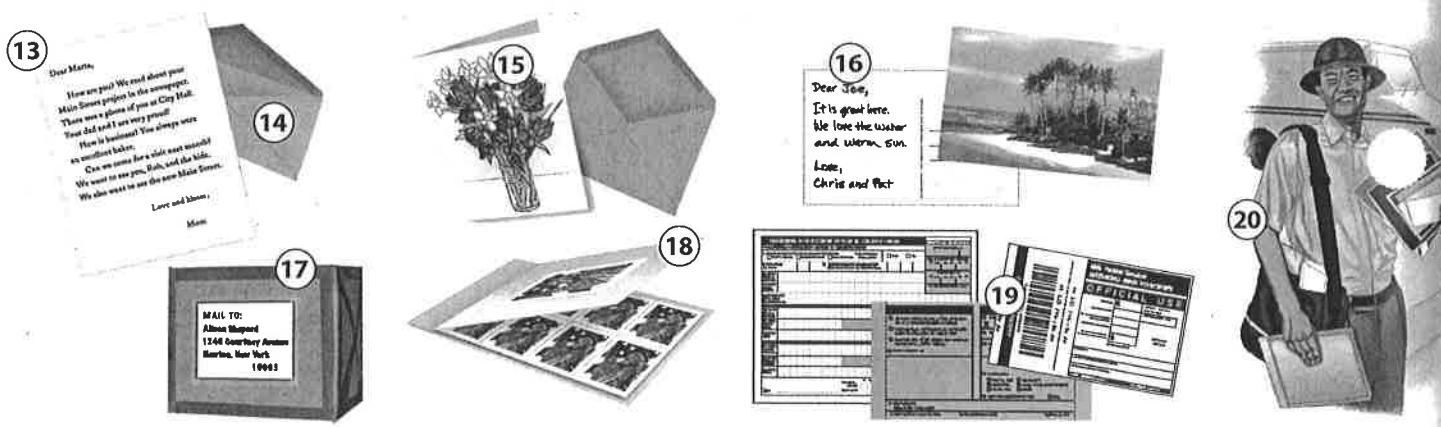
3. media mail

5. airmail

2. Express Mail®

4. Certified Mail™

6. ground post / parcel post



13. letter

15. greeting card

17. package

19. postal forms

14. envelope

16. post card

18. book of stamps

20. letter carrier

21. return address

21
Sonya Enriquez
258 Quentin Avenue
Los Angeles, CA 90068-141

23



23. stamp

22. mailing address

22
Cindy Lin
807 Glenn Drive
Charlotte, NC 28201

24

24. postmark

Ways to talk about sending mail

This letter has to get there tomorrow. (Express Mail®)

This letter has to arrive in two days. (Priority Mail®)

This letter can go in regular mail. (First Class)

Pair practice. Make new conversations.

A: Hi. This letter has to get there tomorrow.

B: You can send it by Express Mail®.

A: OK. I need a book of stamps, too.



7. postal clerk

8. scale



9. post office box (PO box)



10. automated postal center (APC)

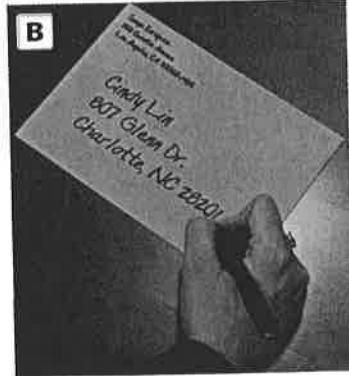
11. stamp machine

12. mailbox

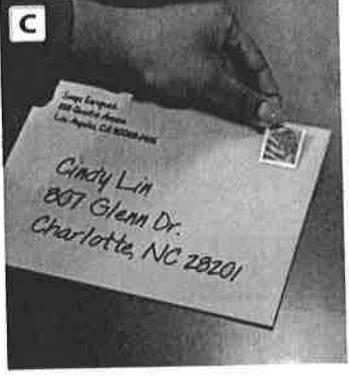
Sending a Card



A. Write a note in a card.



B. Address the envelope.



C. Put on a stamp.



D. Mail the card.



E. Deliver the card.



F. Receive the card.



G. Read the card.



H. Write back.

More vocabulary

overnight / next day mail: Express Mail®

postage: the cost to send mail

junk mail: mail you don't want

Think about it. Discuss.

- What kind of mail do you send overnight?
- Do you want to be a letter carrier? Why or why not?
- Do you get junk mail? What do you do with it?

Department of Motor Vehicles (DMV)



handbook

3. DMV clerk

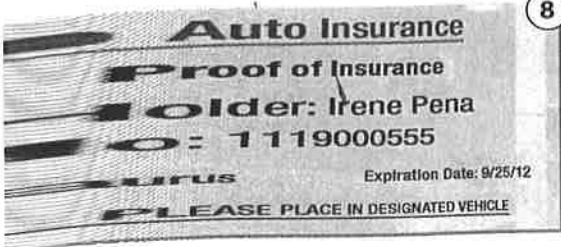
5. fingerprint

7. window

area

4. photo

6. vision exam



of insurance

8.



9.

10. expiration date

11.



12.

12. license plate

license

11. driver's license number

13. registration sticker / tag

vocabulary

re: a license is no good, or expires, after the expiration date

renew: a license: to apply to keep a license before it expires

specialty plate: a more expensive, personal license plate

Ask your classmates. Share the answers.

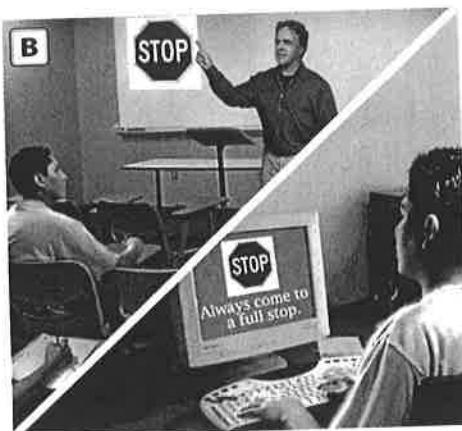
- How far is the DMV from your home?
- Do you have a driver's license? If yes, when does it expire? If not, do you want one?



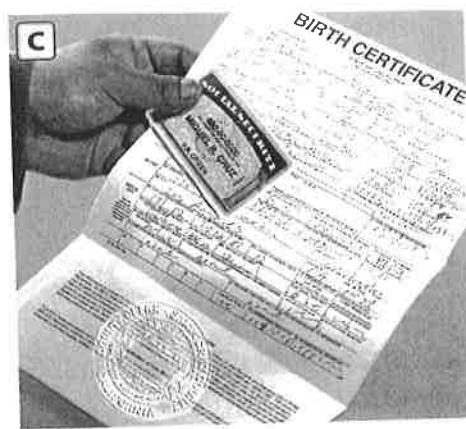
Getting Your First License



A. Study the handbook.



B. Take a driver education course.*



C. Show your identification.



D. Pay the application fee.



E. Take a written test.



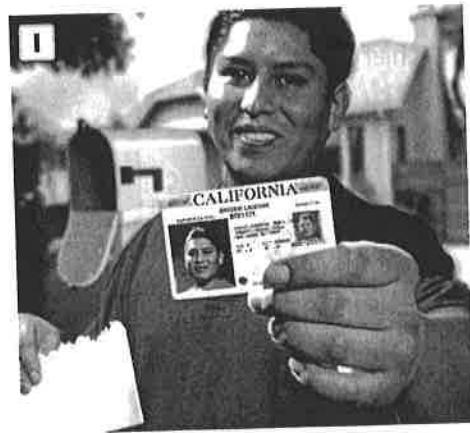
F. Get a learner's permit.



G. Take a driver's training course.*



H. Pass a driving test.



I. Get your license.

*Note: This is not required for drivers 18 and older.

Ways to request more information

- What do I do next?
- What's the next step?
- Where do I go from here?

Role play. Talk to a DMV clerk.

- A: I want to apply for a driver's license.
- B: Did you study the handbook?
- A: Yes, I did. What do I do next?

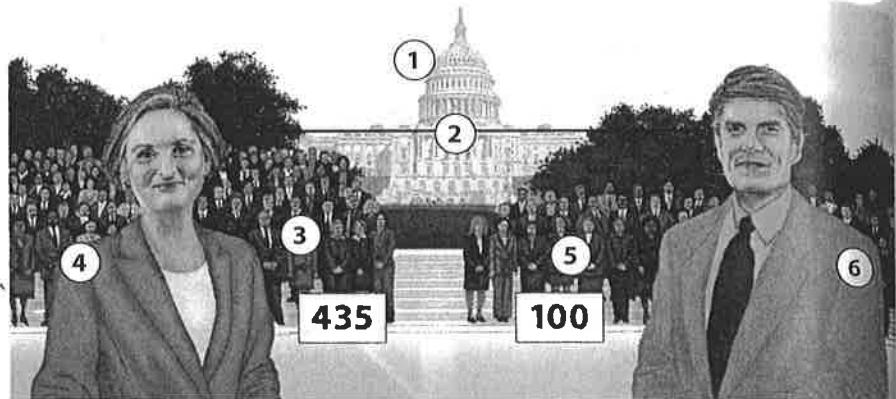


Government and Military Service

Federal Government

Legislative Branch

- 1. U.S. Capitol
- 4. congressperson
- 2. Congress
- 5. Senate
- 3. House of Representatives
- 6. senator



Executive Branch

- 7. White House
- 8. president
- 9. vice president
- 10. Cabinet



Judicial Branch

- 11. Supreme Court
- 12. justices
- 13. chief justice



The Military

- 14. Army
- 15. Navy
- 16. Air Force
- 17. Marines
- 18. Coast Guard
- 19. National Guard





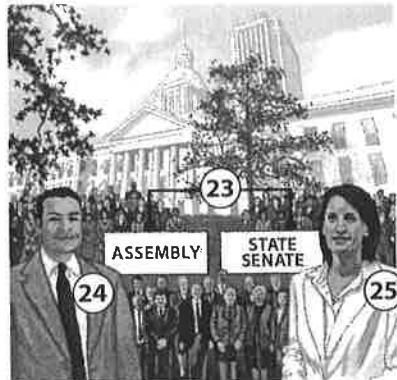
State Government



20. governor

21. lieutenant governor

22. state capital



23. legislature

24. assemblyperson

25. state senator

City Government



26. mayor

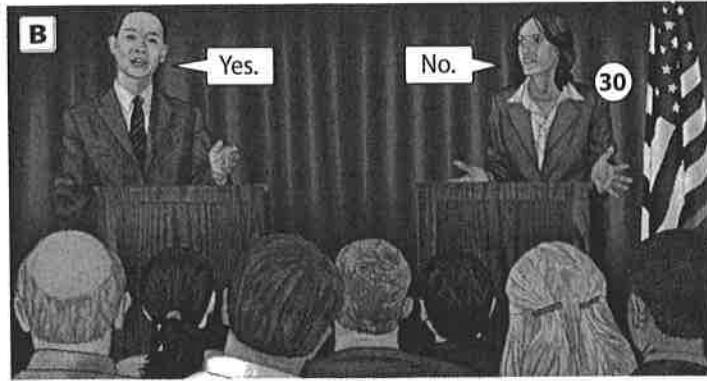
27. city council

28. councilperson

An Election

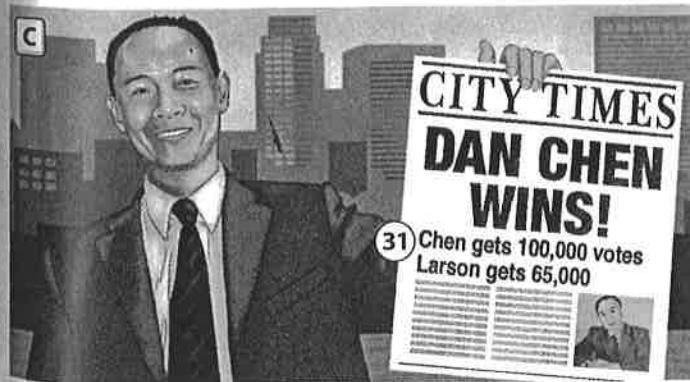


A. run for office



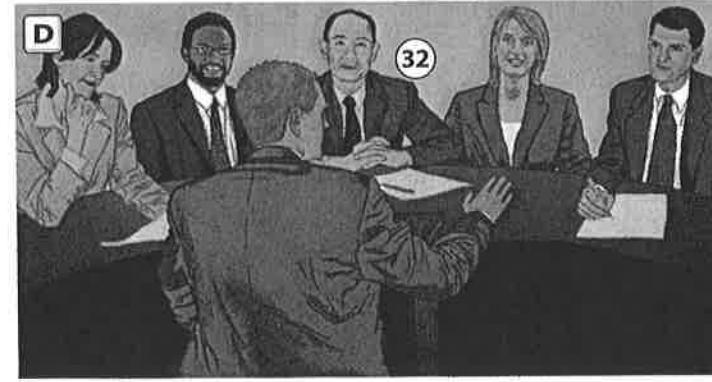
B. debate

30. opponent



C. get elected

31. election results



D. serve

32. elected official

More vocabulary

term: the period of time an elected official serves
political party: a group of people with the same political goals

Think about it. Discuss.

1. Should everyone have to serve in the military? Why or why not?
2. Would you prefer to run for city council or mayor? Why?

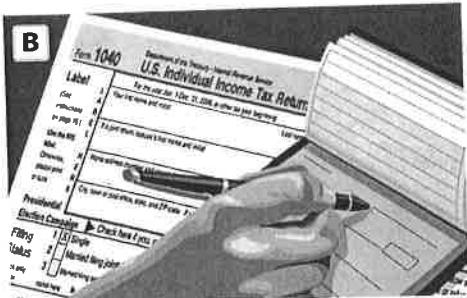


Civic Rights and Responsibilities

Responsibilities



A. vote



B. pay taxes



C. obey the law



D. register with Selective Service*



E. serve on a jury



F. be informed

Citizenship Requirements



G. be 18 or older

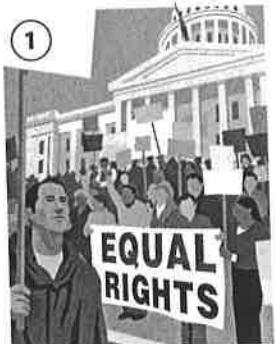


H. live in the U.S. for 5 years



I. take a citizenship test

Rights



1. peaceful assembly



2. free speech



3. freedom of religion



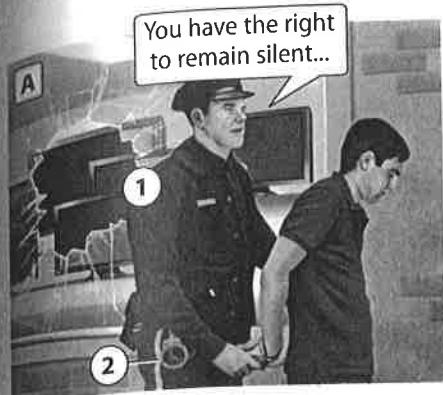
4. freedom of the press



5. fair trial

*Note: All males 18 to 26 who live in the U.S. are required to register with Selective Service.

The Legal System



A. arrest a suspect

1. police officer

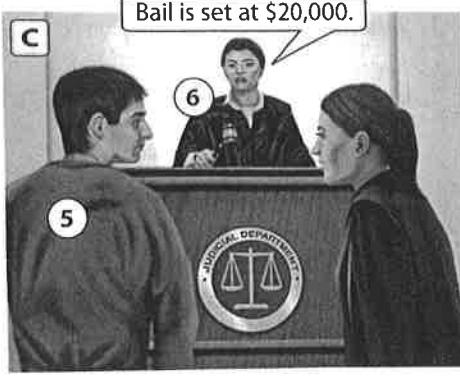
2. handcuffs



B. hire a lawyer / hire an attorney

3. guard

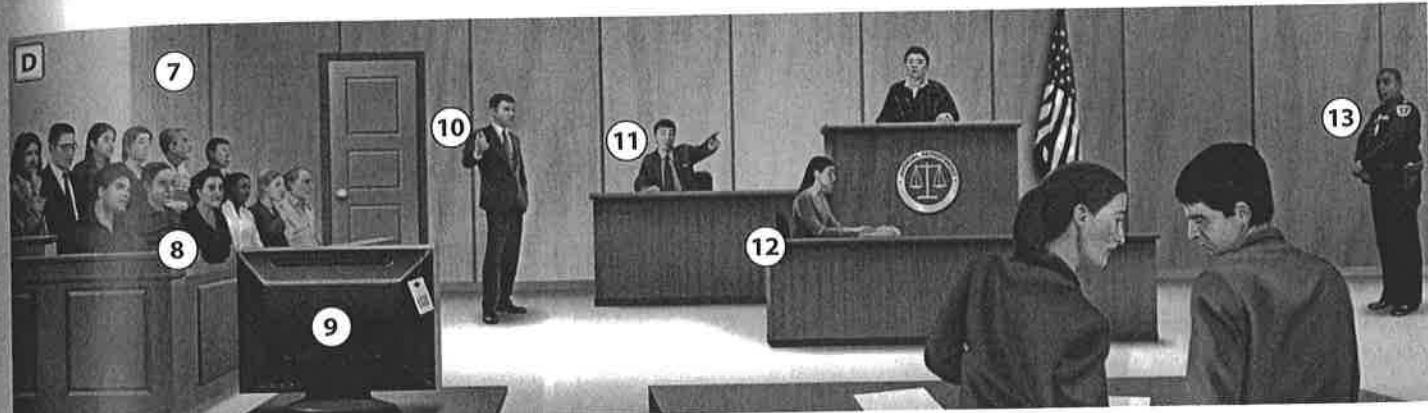
4. defense attorney



C. appear in court

5. defendant

6. judge



D. stand trial

7. courtroom

8. jury

9. evidence

10. prosecuting attorney

11. witness

12. court reporter

13. bailiff



E. convict the defendant



F. sentence the defendant



G. go to jail / go to prison



H. be released

14. verdict*

15. convict / prisoner

*Note: There are two possible verdicts, "guilty" and "not guilty."

Look at the pictures.

Describe what happened.

A: The police officer arrested a suspect.

B: He put handcuffs on him.

Think about it. Discuss.

- Would you want to serve on a jury? Why or why not?
- Look at the crimes on page 142. What sentence would you give for each crime? Why?



Crime

1. vandalism



2. burglary



3. assault



4. gang violence



5. drunk driving



7. arson



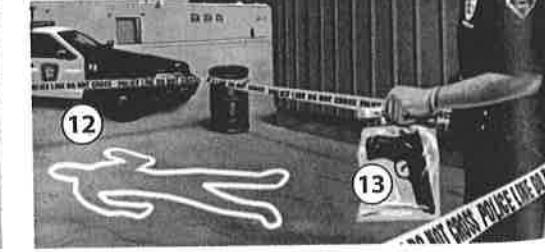
9. identity theft



10. victim



11. mugging



12. murder

13. gun

More vocabulary

steal: to take money or things from someone illegally

commit a crime: to do something illegal

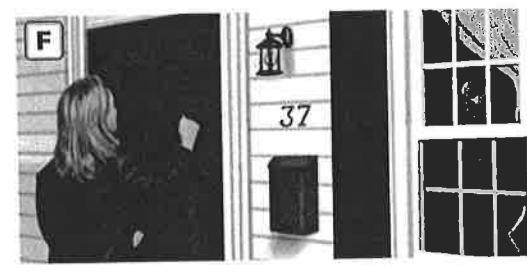
criminal: someone who does something illegal

Think about it. Discuss.

1. Is there too much crime on TV or in the movies?

Explain.

2. How can communities help stop crime?



A. **Walk** with a friend.

B. **Stay** on well-lit streets.

C. **Conceal** your PIN number.

D. **Protect** your purse or wallet.

E. **Lock** your doors.

F. Don't **open** your door to strangers.

G. Don't **drink** and **drive**.

H. **Shop** on secure websites.

I. **Be** aware of your surroundings.

J. **Report** suspicious packages.

K. **Report** crimes to the police.

L. **Join** a Neighborhood Watch.

More vocabulary

sober: not drunk

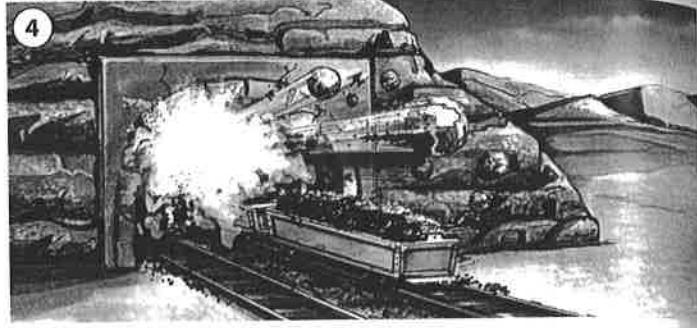
designated drivers: sober drivers who drive drunk people home safely

Ask your classmates. Share the answers.

1. Do you feel safe in your neighborhood?
2. Look at the pictures. Which of these things do you do?
3. What other things do you do to stay safe?



Emergencies and Natural Disasters



1. lost child

5. earthquake

9. firefighter

2. car accident

6. mudslide

10. fire truck

3. airplane crash

7. forest fire

4. explosion

8. fire

Ways to report an emergency

First, give your name. My name is Tim Johnson.

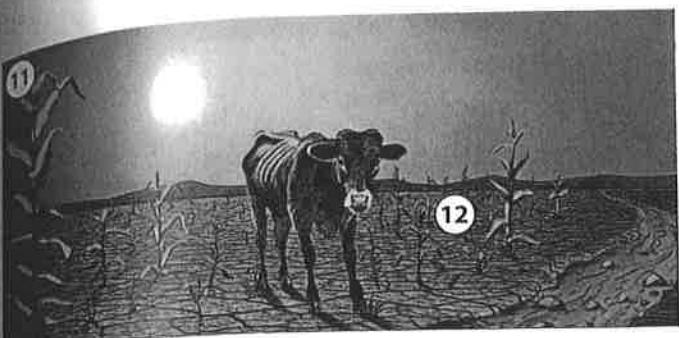
Then, state the emergency and give the address.

There was a car accident at 219 Elm Street.

Role play. Call 911.

A: 911 Emergency Operator.

B: My name is Lisa Diaz. There is a fire at 323 Oak Street. Please hurry!



11. drought

12. famine

13. blizzard

14. hurricane



15. tornado

16. volcanic eruption

17. tidal wave / tsunami

18. avalanche

19. flood

20. search and rescue team

Ask your classmates. Share the answers.

1. Which natural disaster worries you the most?
2. Which natural disaster worries you the least?
3. Which disasters are common in your local area?

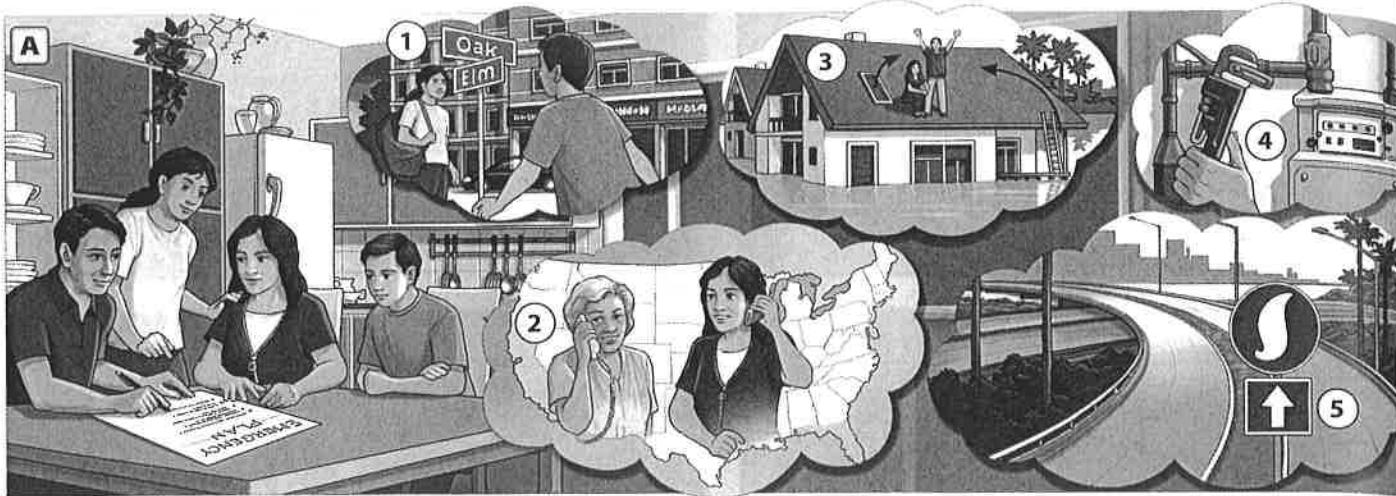
Think about it. Discuss.

1. What organizations can help you in an emergency?
2. What are some ways to prepare for natural disasters?
3. Where would you go in an emergency?



Emergency Procedures

Before an Emergency



A. Plan for an emergency.

2. out-of-state contact

4. gas shut-off valve

1. meeting place

3. escape route

5. evacuation route



B. Make a disaster kit.

10. packaged food

15. batteries

19. copies of ID and credit cards

6. warm clothes

11. bottled water

16. matches

20. copies of important papers

7. blankets

12. moist towelettes

17. cash and coins

8. can opener

13. toilet paper

18. first aid kit

9. canned food

14. flashlight

Pair practice. Make new conversations.

A: What do we need for our disaster kit?

B: We need blankets and matches.

A: I think we also need batteries.

Ask your classmates. Share the answers.

1. Who would you call first after an emergency?

2. Do you have escape and evacuation routes planned?

3. Are you a calm person in case of an emergency?

Emergency Procedures



During an Emergency



C. Watch the weather.



D. Pay attention to warnings.



E. Remain calm.



F. Follow directions.



G. Help people with disabilities.



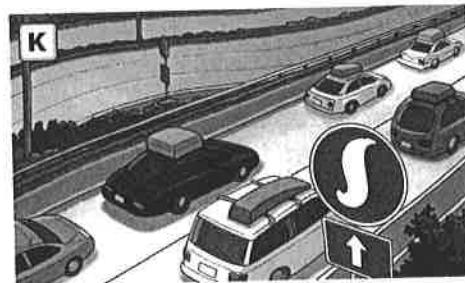
H. Seek shelter.



I. Stay away from windows.



J. Take cover.



K. Evacuate the area.

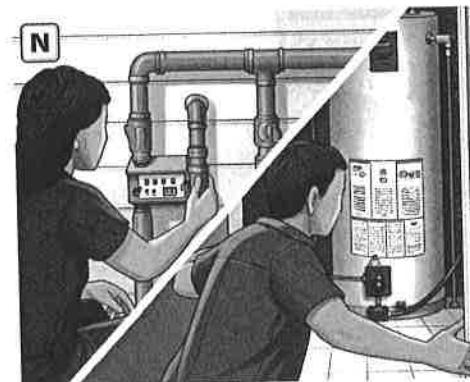
After an Emergency



L. Call out-of-state contacts.



M. Clean up debris.



N. Inspect utilities.

Ways to say you're OK

I'm fine.
We're OK here.
Everything's under control.

Ways to say you need help

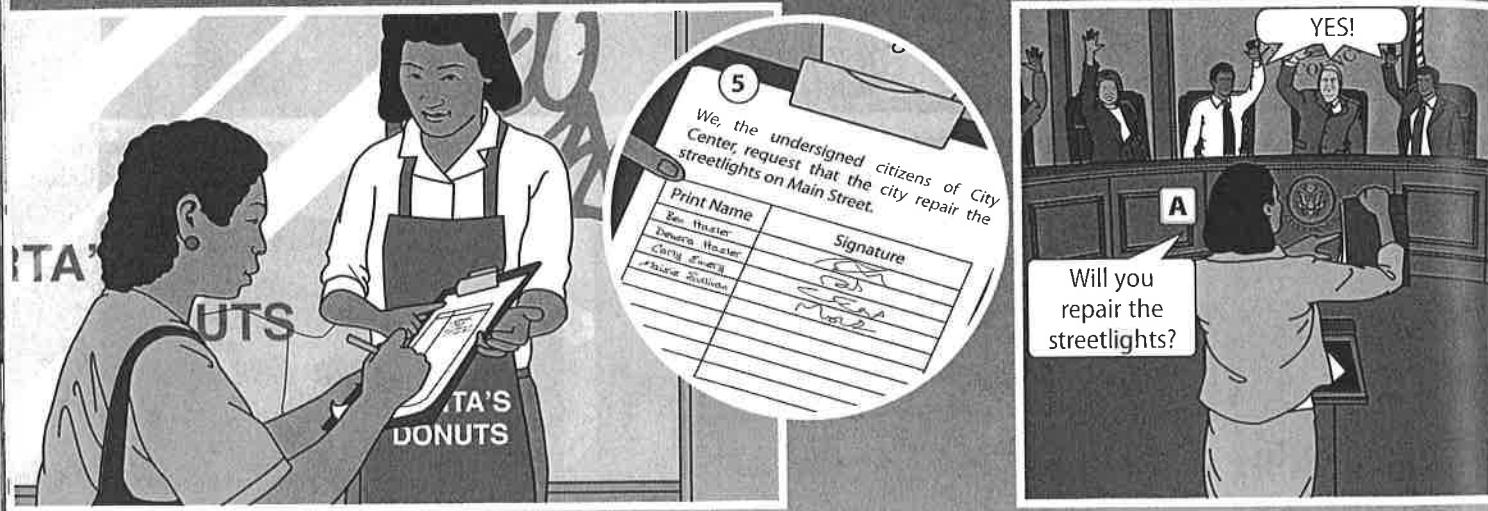
We need help.
Someone is hurt.
I'm injured. Please get help.

Role play. Prepare for an emergency.

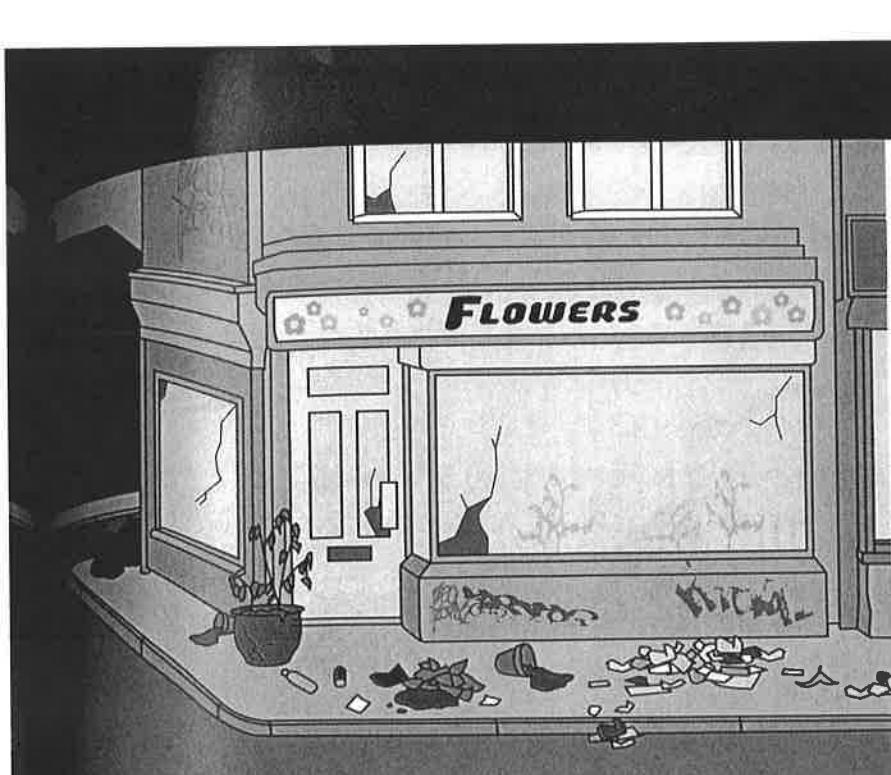
- A: They just issued a hurricane warning.
- B: OK. We need to stay calm and follow directions.
- A: What do we need to do first?



Community Cleanup



1. graffiti 3. streetlight 5. petition B. applaud
2. litter 4. hardware store A. give a speech C. change



**Look at the pictures.
What do you see?**

Answer the questions.

1. What were the problems on Main Street?
2. What was the petition for?
3. Why did the city council applaud?
4. How did the people change the street?

 **Read the story.**

Community Cleanup

Marta Lopez has a donut shop on Main Street. One day she looked at her street and was very upset. She saw graffiti on her donut shop and the other stores. Litter was everywhere. All the streetlights were broken. Marta wanted to fix the lights and clean up the street.

Marta started a petition about the streetlights. Five hundred people signed it. Then she gave a speech to the city council. The council members voted to repair the streetlights. Everyone applauded. Marta was happy, but her work wasn't finished.

Next, Marta asked for volunteers to clean up Main Street. The hardware store manager gave the volunteers free paint. Marta gave them free donuts and coffee. The volunteers painted and cleaned. They changed Main Street. Now Main Street is beautiful and Marta is proud.

Think about it.

1. What are some problems in your community? How can people help?
2. Imagine you are Marta. What do you say in your speech to the city council?



Basic Transportation

1. car
2. passenger
3. taxi
4. motorcycle
5. street
6. truck
7. train
8. (air)plane

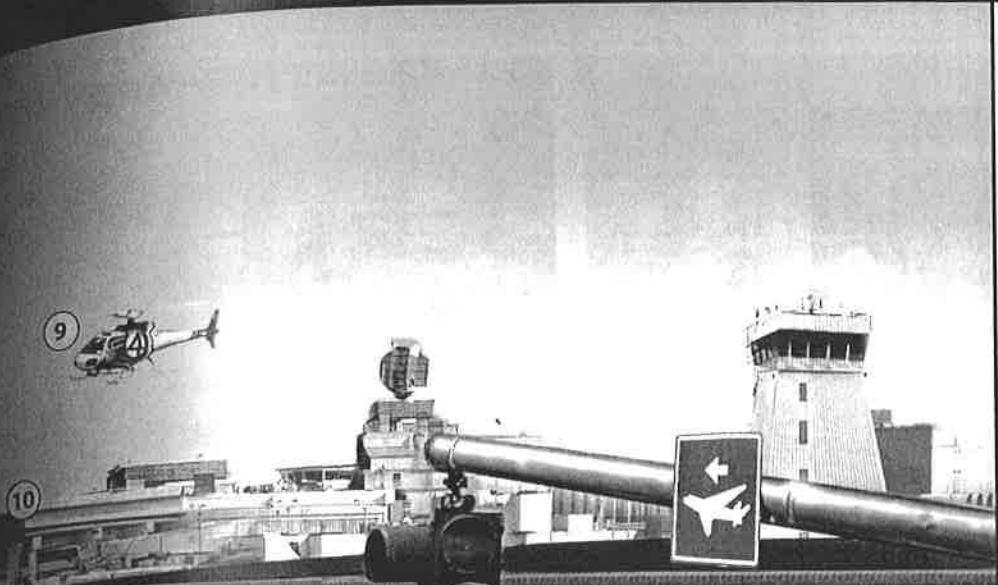


Listen and point. Take turns.

- A: Point to the motorcycle.
B: Point to the truck.
A: Point to the train.

Dictate to your partner. Take turns.

- A: Write motorcycle.
B: Could you repeat that for me?
A: Motorcycle. M-o-t-o-r-c-y-c-l-e.



9. helicopter

10. airport

11. subway station

12. subway

13. bus stop

14. bus

15. bicycle



Ways to talk about using transportation
Use take for buses, trains, subways, taxis, planes,
and helicopters. Use drive for cars and trucks.
Use ride for bicycles and motorcycles.

Pair practice. Make new conversations.

A: How do you get to school?

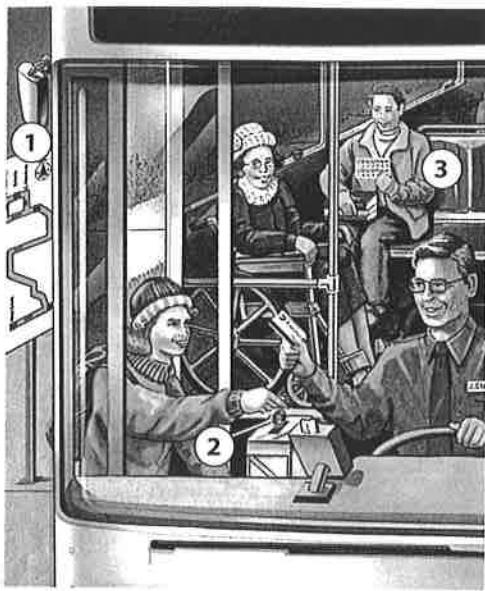
B: I take the bus. How about you?

A: I ride a bicycle to school.



Public Transportation

A Bus Stop

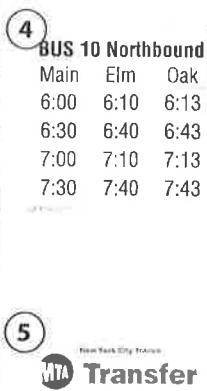


1. bus route

2. fare

3. rider

4. schedule



5. transfer

New York City Transit
Transfer

A Subway Station



6. subway car

7. platform

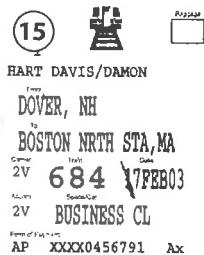
8. turnstile

9. vending machine

10. ticket

11. fare

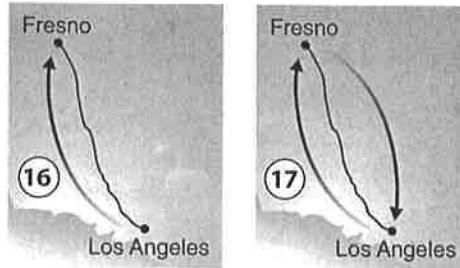
A Train Station



12. ticket window

13. conductor

14. track



15. ticket

16. one-way trip

17. round trip

Airport Transportation



18. taxi stand

19. shuttle

20. town car

21. taxi driver

22. taxi license

23. meter

More vocabulary

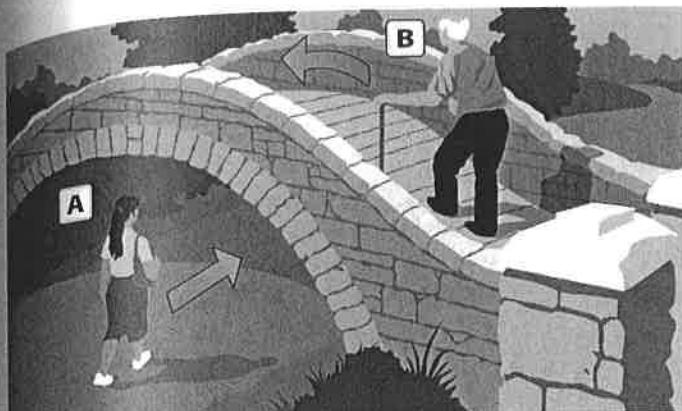
hail a taxi: to raise your hand to get a taxi

miss the bus: to get to the bus stop after the bus leaves

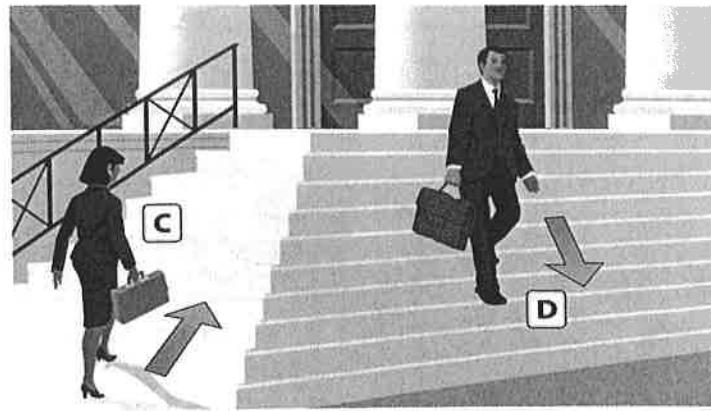
Ask your classmates. Share the answers.

1. Is there a subway system in your city?
2. Do you ever take taxis? When?
3. Do you ever take the bus? Where?

Prepositions of Motion



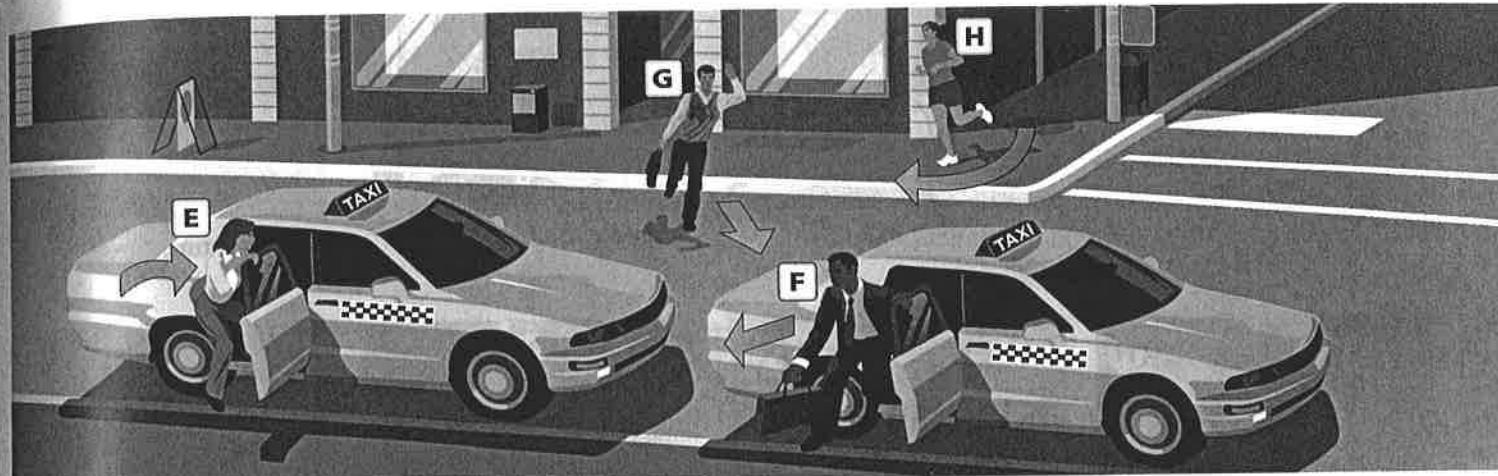
A. go **under** the bridge



B. go **over** the bridge

C. walk **up** the steps

D. walk **down** the steps

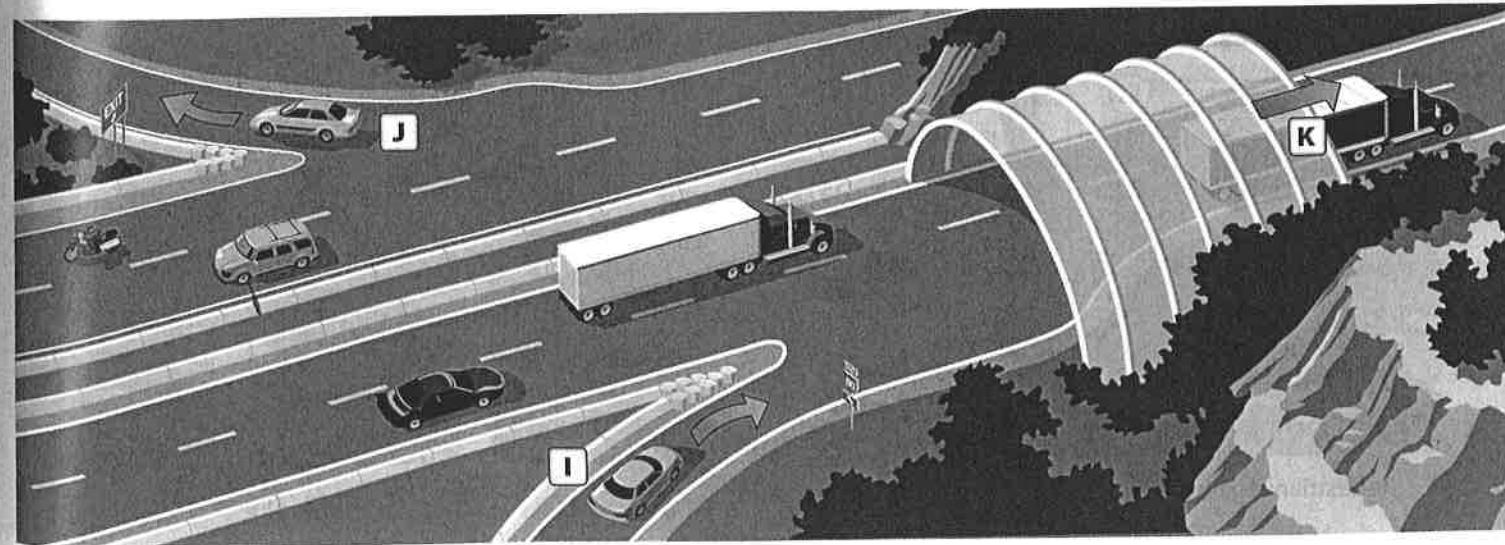


E. get **into** the taxi

F. get **out of** the taxi

G. run **across** the street

H. run **around** the corner



I. get **on** the highway

J. get **off** the highway

K. drive **through** the tunnel

Grammar Point: *into, out of, on, off*

Use **get into** for taxis and cars.

Use **get on** for buses, trains, planes, and highways.

Use **get out of** for taxis and cars.

Use **get off** for buses, trains, planes, and highways.



Traffic Signs



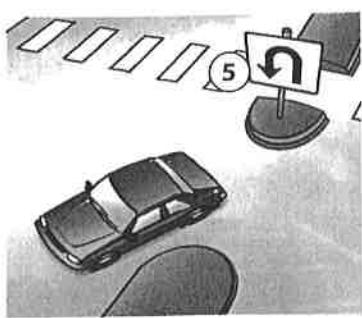
1. stop



2. do not enter / wrong way



4. speed limit



5. U-turn OK



6. no outlet / dead end



7. right turn only



8. no left turn



9. yield



10. merge



11. no parking



12. handicapped parking



13. pedestrian crossing



14. railroad crossing



15. school crossing



16. road work



17. U.S. route / highway marker



18. hospital

Pair practice. Make new conversations.

A: Watch out! The sign says no left turn.

B: Sorry, I was looking at the stop sign.

A: That's OK. Just be careful!

Ask your classmates. Share the answers.

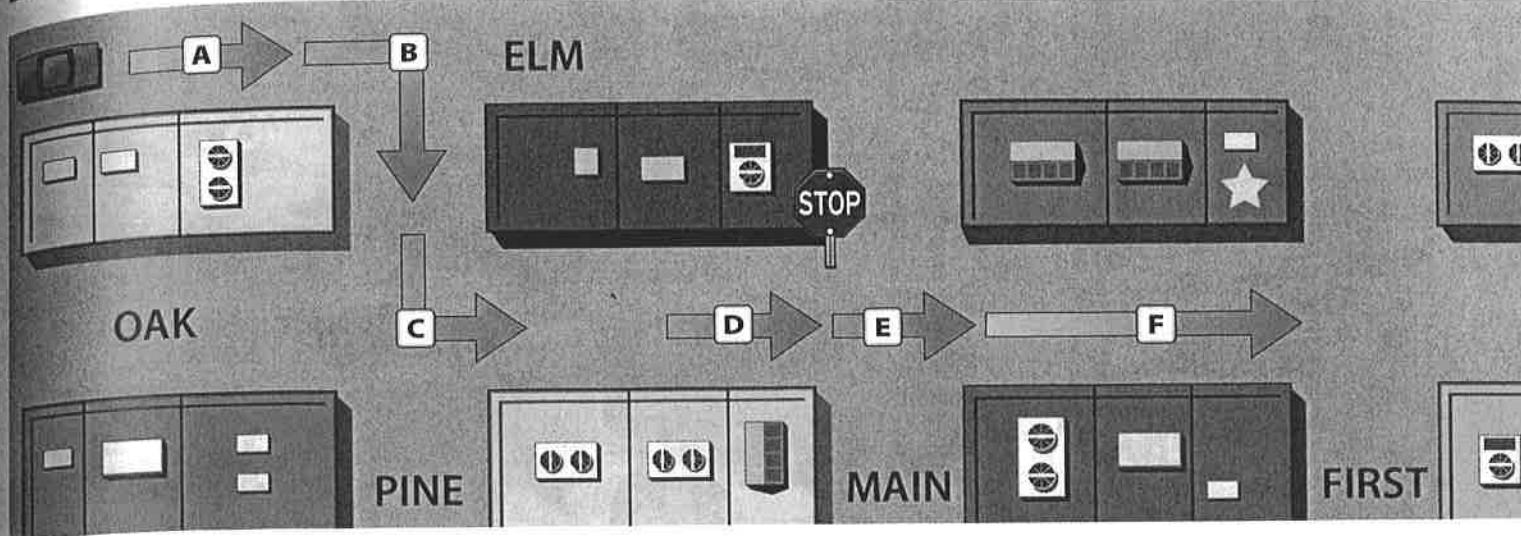
1. How many traffic signs are on your street?

2. What's the speed limit on your street?

3. What traffic signs are the same in your native country?



Directions



A. Go straight on Elm Street.

C. Turn left on Oak Street.

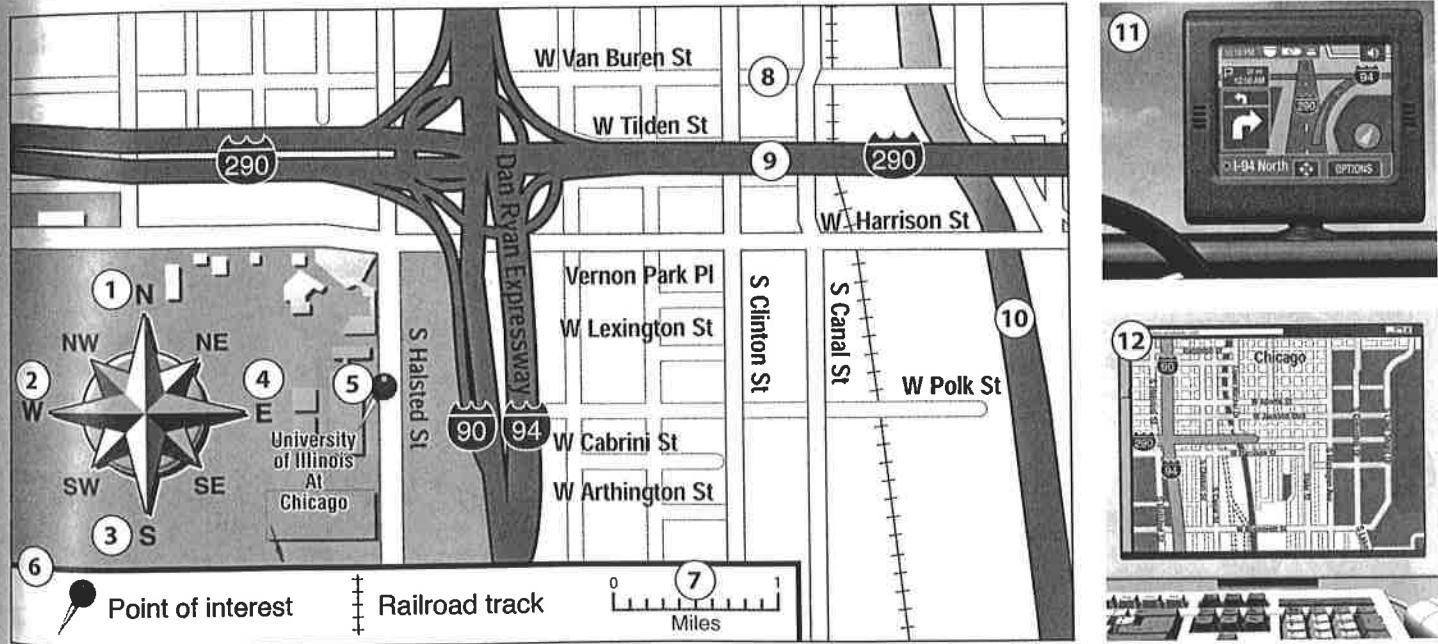
E. Go past Main Street.

B. Turn right on Pine Street.

D. Stop at the corner.

F. Go one block to First Street.

Maps



1. north

3. south

5. symbol

8. street

11. GPS (global positioning system)

2. west

4. east

6. key

9. highway

12. Internet map

7. scale

10. river

Role play. Ask for directions.

A: I'm lost. I need to get to Elm and Pine.

B: Go straight on Oak and make a right on Pine.

A: Thanks so much.

Ask your classmates. Share the answers.

1. How often do you use Internet maps?

GPS? paper maps?

2. What was the last map you used? Why?



Cars and Trucks



1. 4-door car / sedan

5. convertible

9. camper

2. 2-door car / coupe

6. station wagon

10. RV (recreational vehicle)

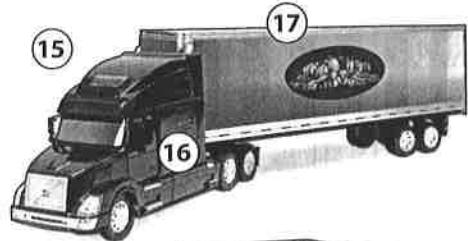
3. hybrid

7. SUV (sport-utility vehicle)

11. limousine / limo

4. sports car

8. minivan



12. pickup truck

14. tow truck

16. cab

18. moving van

20. tank truck

13. cargo van

15. tractor trailer /
semi

17. trailer

19. dump truck

21. school bus

Pair practice. Make new conversations.

A: I have a new car!

B: Did you get a hybrid?

A: Yes, but I really wanted a sports car.

More vocabulary

make: the name of the company that makes the car

model: the style of the car

Buying and Maintaining a Car



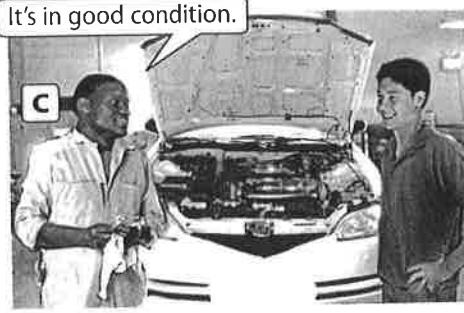
Buying a Used Car



A. Look at car ads.



B. Ask the seller about the car.



C. Take the car to a mechanic.



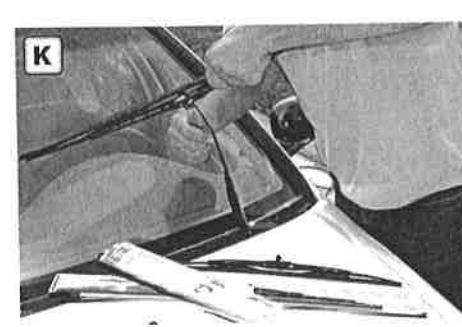
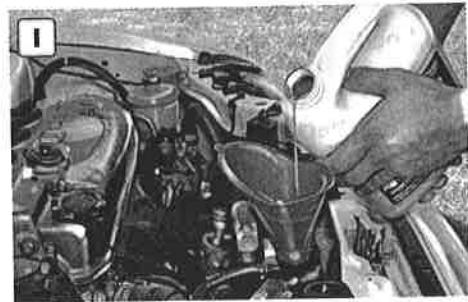
D. Negotiate a price.



E. Get the title from the seller.



Taking Care of Your Car



*smog check = emissions test

Ways to request service

Please check the oil.

Could you fill the tank?

Put in coolant, please.

Think about it. Discuss.

- What's good and bad about a used car?
- Do you like to negotiate car prices? Why?
- Do you know any good mechanics? Why are they good?



Parts of a Car

At the Dealer



1. windshield

2. windshield wipers

3. sideview mirror

4. hood

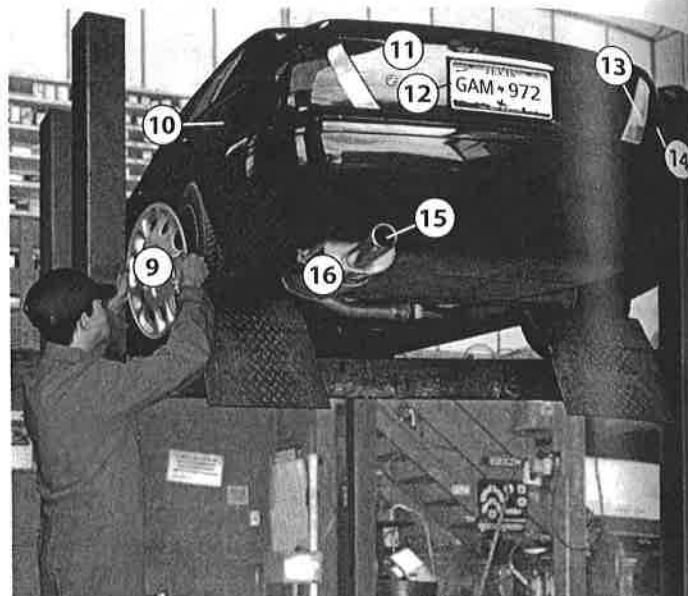
5. tire

6. turn signal

7. headlight

8. bumper

At the Mechanic



9. hubcap / wheel cover

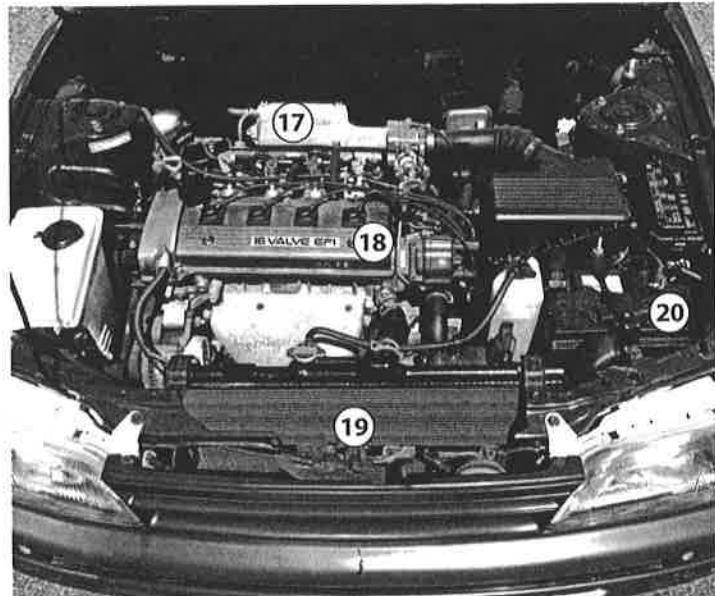
13. tail light

14. brake light

15. tail pipe

16. muffler

Under the Hood



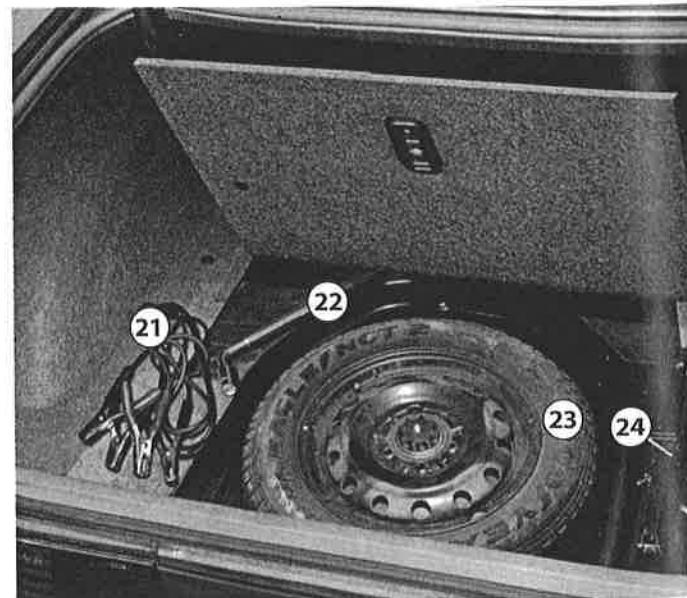
17. fuel injection system

18. engine

19. radiator

20. battery

Inside the Trunk



21. jumper cables

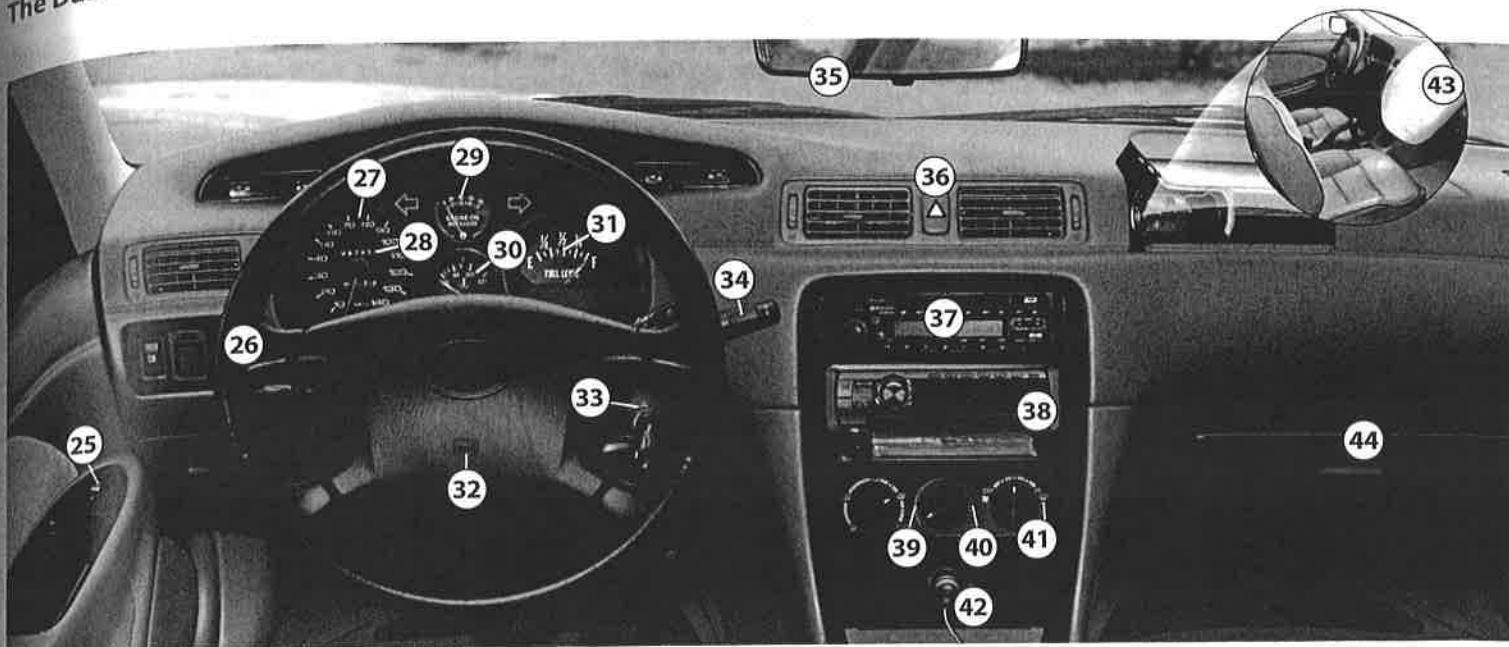
22. lug wrench

23. spare tire

24. jack

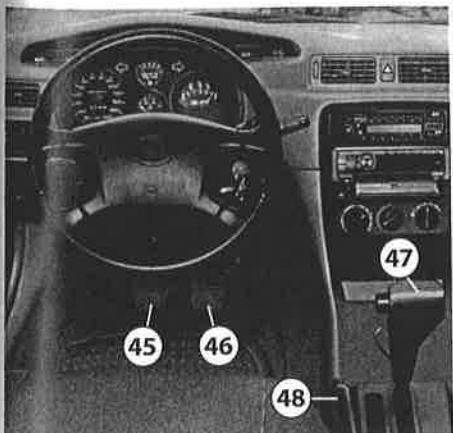


The Dashboard and Instrument Panel



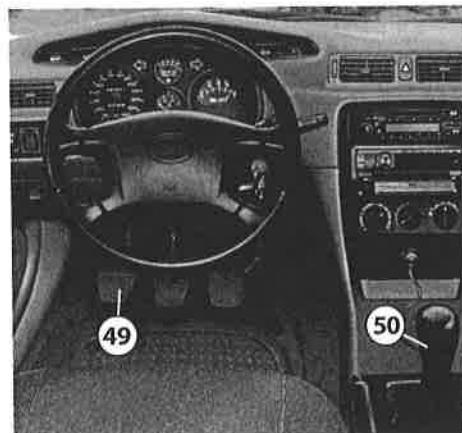
- | | | | |
|--------------------|-----------------------|---------------------|-----------------------|
| 25. door lock | 30. temperature gauge | 35. rearview mirror | 40. heater |
| 26. steering wheel | 31. gas gauge | 36. hazard lights | 41. defroster |
| 27. speedometer | 32. horn | 37. radio | 42. power outlet |
| 28. odometer | 33. ignition | 38. CD player | 43. air bag |
| 29. oil gauge | 34. turn signal | 39. air conditioner | 44. glove compartment |

An Automatic Transmission



45. brake pedal
46. gas pedal /
accelerator

A Manual Transmission



49. clutch
50. stick shift

Inside the Car



51. front seat
52. seat belt
53. child safety seat
54. backseat



An Airport

In the Airline Terminal



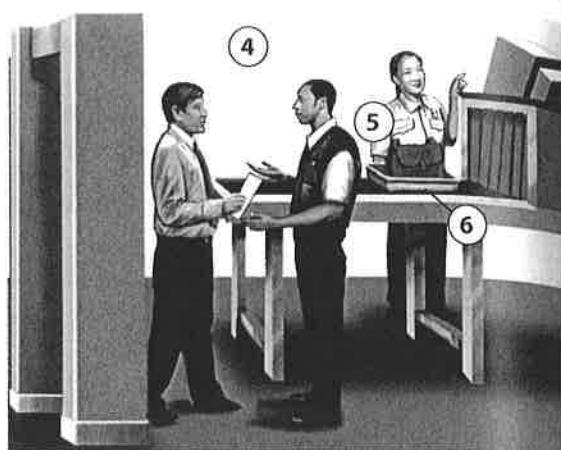
1. skycap

2. check-in kiosk

3. ticket agent

4. screening area

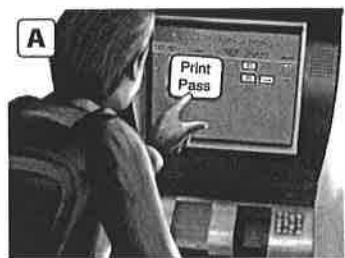
At the Security Checkpoint



5. TSA* agent / security screener

6. bin

Taking a Flight



A. Check in electronically.



B. Check your bags.



C. Show your boarding pass and ID.



D. Go through security.



E. Board the plane.



F. Find your seat.



G. Stow your carry-on bag.



H. Fasten your seat belt.



I. Turn off your cell phone.



J. Take off. / Leave.



K. Land. / Arrive.



L. Claim your baggage.

* Transportation Security Administration



At the Gate

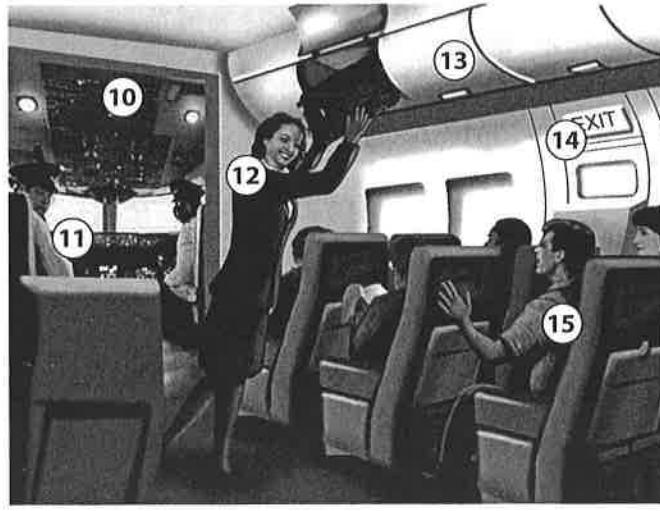


7. arrival and departure monitors

8. gate

9. boarding area

On the Airplane



10. cockpit

11. pilot

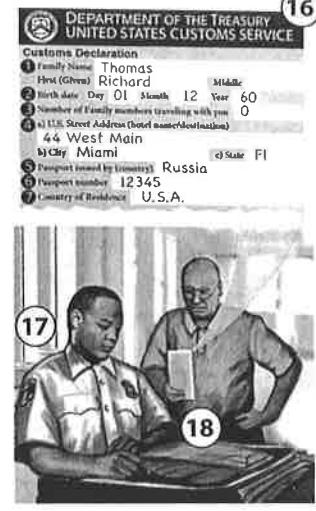
12. flight attendant

13. overhead compartment

14. emergency exit

15. passenger

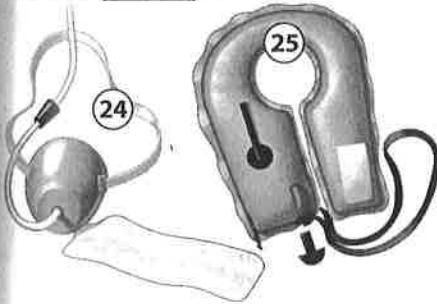
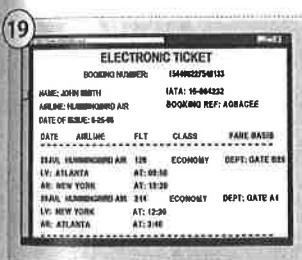
At Customs



16. declaration form

17. customs officer

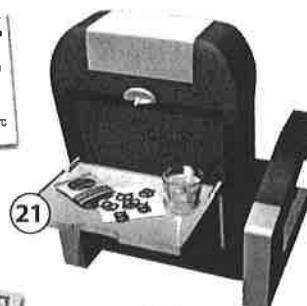
18. luggage / bag



19. e-ticket

20. boarding pass

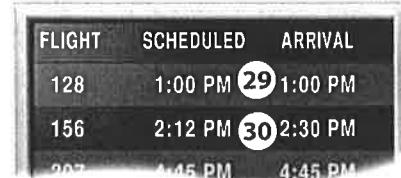
21. tray table



22. turbulence

23. baggage carousel

24. oxygen mask



25. life vest

26. emergency card

27. reclined seat

28. upright seat

29. on-time

30. delayed flight

More vocabulary

departure time: the time the plane takes off

arrival time: the time the plane lands

direct flight: a trip with no stops

Pair practice. Make new conversations.

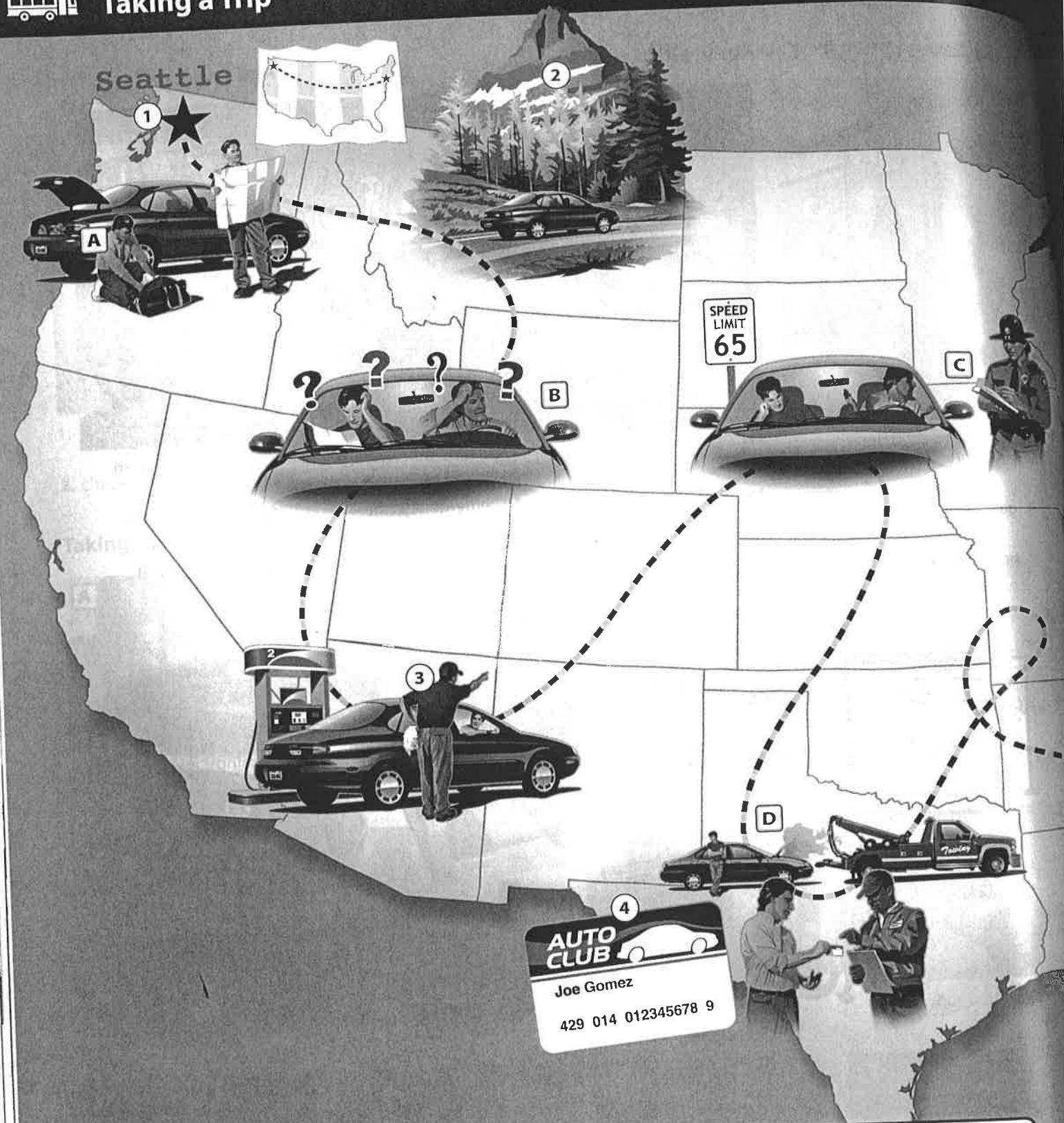
A: Excuse me. Where do I check in?

B: At the check-in kiosk.

A: Thanks.



Taking a Trip



1. starting point

2. scenery

3. gas station attendant

4. auto club card

5. destination

A. pack

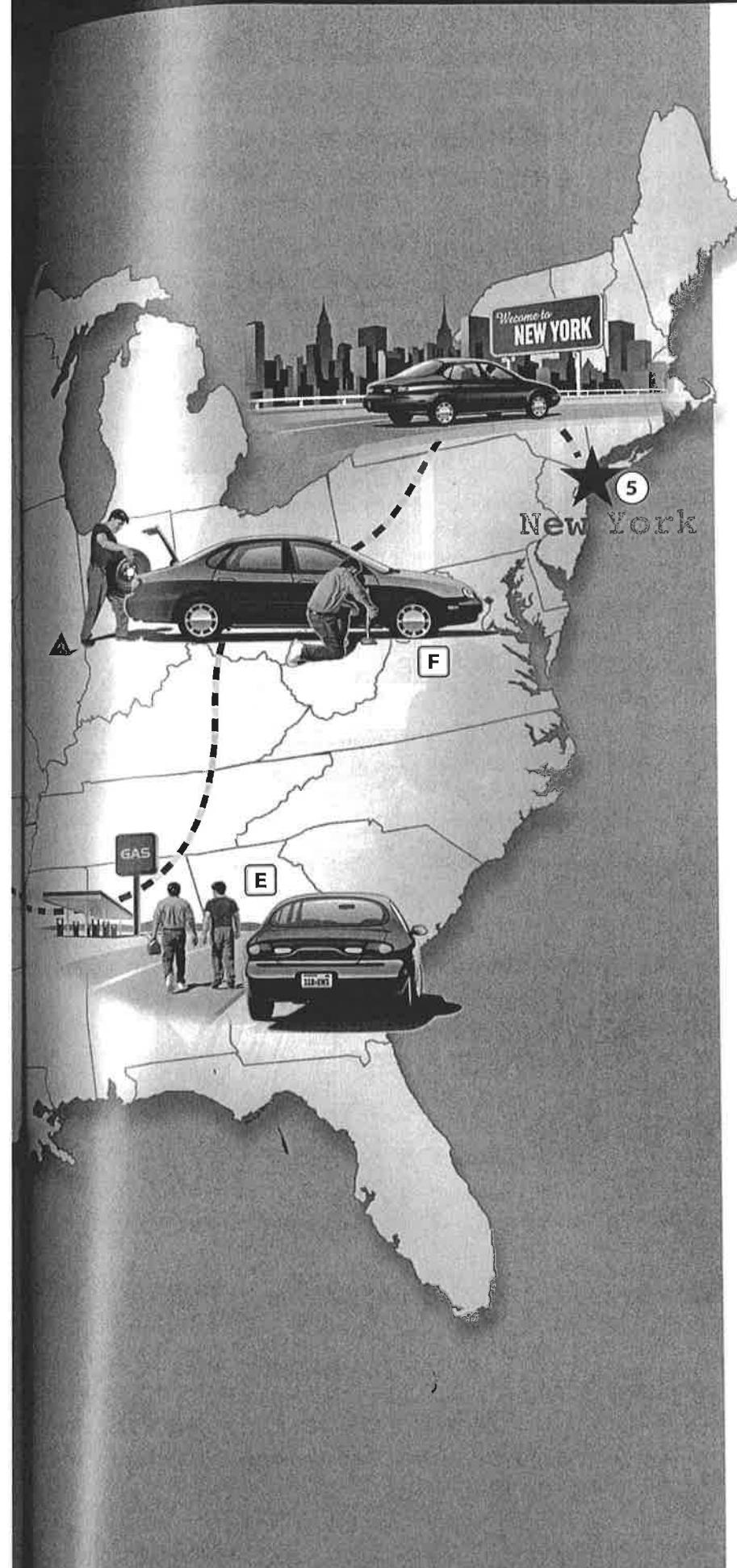
B. get lost

C. get a speeding ticket

D. break down

E. run out of gas

F. have a flat tire



**Look at the pictures.
What do you see?**

Answer the questions.

1. What are the young men's starting point and destination?
2. What do they see on their trip?
3. What kinds of problems do they have?



Read the story.

A Road Trip

On July 7th Joe and Rob packed their bags for a road trip. Their starting point was Seattle. Their destination was New York City.

The young men saw beautiful scenery on their trip. But there were also problems. They got lost. Then, a gas station attendant gave them bad directions. Next, they got a speeding ticket. Joe was very upset. After that, their car broke down. Joe called a tow truck and used his auto club card.

The end of their trip was difficult, too. They ran out of gas and then they had a flat tire.

After 7,000 miles of problems, Joe and Rob arrived in New York City. They were happy, but tired. Next time, they're going to take the train.

Think about it.

1. What is the best way to travel across the U.S.? by car? by plane? by train?
Why?
2. Imagine your car breaks down on the road. Who can you call?
What can you do?



The Workplace

1. entrance
2. customer
3. office
4. employer / boss
5. receptionist
6. safety regulations



Listen and point. Take turns.

- A: Point to the front entrance.
B: Point to the receptionist.
A: Point to the time clock.

Dictate to your partner. Take turns.

- A: Can you spell employer?
B: I'm not sure. Is it e-m-p-l-o-y-e-r?
A: Yes, that's right.



Ways to talk about wages

I earn \$250 a week.
He makes \$7 an hour.
I'm paid \$1,000 a month.

Role play. Talk to an employer.

- A: Is everything correct on your paycheck?
 B: No, it isn't. I make \$250 a week, not \$200.
 A: Let's talk to the payroll clerk. Where is she?

10/17/11 to 10/23/11

IRINA'S COMPUTER SERVICE 7000 Main Street Houston, TX 77031		Kate Babic 000-23-4567
12 Salary \$ 800.00		
Deductions		
Federal	88.00	
State	22.40	
Social Security	51.00	
Medicare	12.00	
SDI	7.50	
13 Net	\$ 619.10	
IRINA'S COMPUTER SERVICE 7000 Main Street Houston, TX 77031		Check number: 123456789 999999999 123
14 Pay to the order of Kate Babic \$ 619.10		
Six hundred nineteen and 10/100 dollars		
Town Bank		
<i>Jill Jackson</i>		



Jobs and Occupations A–C



1. accountant



2. actor



3. administrative assistant



4. appliance repair person



5. architect



6. artist



7. assembler



8. auto mechanic



9. babysitter



10. baker



11. business owner



12. businessperson



13. butcher



14. carpenter



15. cashier



16. childcare worker

Ways to ask about someone's job

What's her job?

What does he do?

What kind of work do they do?

Pair practice. Make new conversations.

A: What kind of work does she do?

B: She's an accountant. What do they do?

A: They're actors.

Jobs and Occupations C–H



17. commercial fisher



18. computer software engineer



19. computer technician



20. customer service representative



21. delivery person



22. dental assistant



23. dockworker



24. electronics repair person



25. engineer



26. firefighter



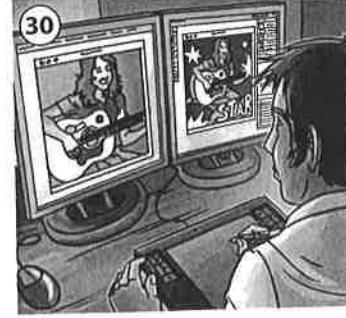
27. florist



28. gardener



29. garment worker



30. graphic designer



31. hairdresser / hair stylist



32. home health care aide

Ways to talk about jobs and occupations

Sue's a garment worker. She works in a factory.

Tom's an engineer. He works for a large company.

Ann's a dental assistant. She works with a dentist.

Role play. Talk about a friend's new job.

A: Does your friend like his new job?

B: Yes, he does. He's a graphic designer.

A: Does he work in an office?



Jobs and Occupations H–P



33. homemaker



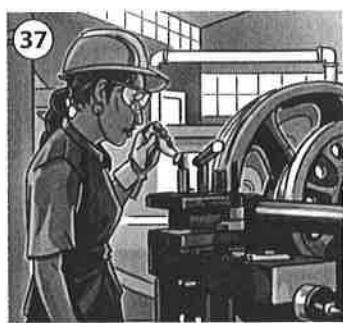
34. housekeeper



35. interpreter / translator



36. lawyer



37. machine operator



38. manicurist



39. medical records technician



40. messenger / courier



41. model



42. mover



43. musician



44. nurse



45. occupational therapist



46. (house) painter



47. physician assistant



48. police officer

Grammar Point: past tense of *be*

I was a machine operator for 5 years.

She was a nurse for a year.

They were movers from 2003–2007.

Pair practice. Make new conversations.

A: *What was your first job?*

B: *I was a musician. How about you?*

A: *I was a messenger for a small company.*



49. postal worker



50. printer



51. receptionist



52. reporter



53. retail clerk



54. sanitation worker



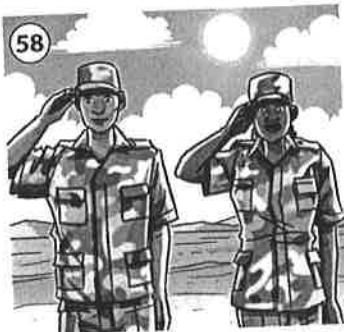
55. security guard



56. server



57. social worker



58. soldier



59. stock clerk



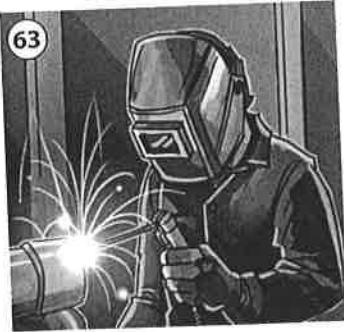
60. telemarketer



61. truck driver



62. veterinarian



63. welder



64. writer / author

Ask your classmates. Share the answers.

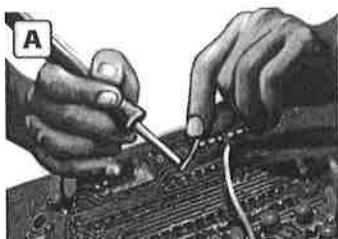
1. Which of these jobs could you do now?
2. What is one job you don't want to have?
3. Which jobs do you want to have?

Think about it. Discuss.

1. Which jobs need special training?
2. What kind of person makes a good interpreter? A good nurse? A good reporter? Why?



Job Skills



A. assemble components



B. assist medical patients



C. cook



D. do manual labor



E. drive a truck



F. fly a plane



G. make furniture



H. operate heavy machin



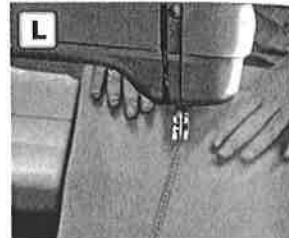
I. program computers



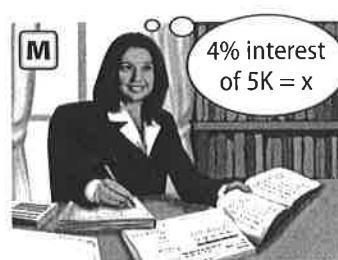
J. repair appliances



K. sell cars



L. sew clothes



M. solve math problems



N. speak another language



O. supervise people



P. take care of children



Q. teach



R. type



S. use a cash register



T. wait on customers

Grammar Point: can, can't

I am a chef. I **can** cook.

I'm not a pilot. I **can't** fly a plane.

I **can't** speak French, but I **can** speak Spanish.

Role play. Talk to a job counselor.

A: Tell me about your skills. Can you **type**?

B: **No**, I **can't**, but I **can** **use a cash register**.

A: OK. What other skills do you have?



Office Skills

- A. type a letter
- B. enter data
- C. transcribe notes

- D. make copies
- E. collate papers
- F. staple

- G. fax a document
- H. scan a document
- I. print a document

- J. schedule a meeting
- K. take dictation
- L. organize materials

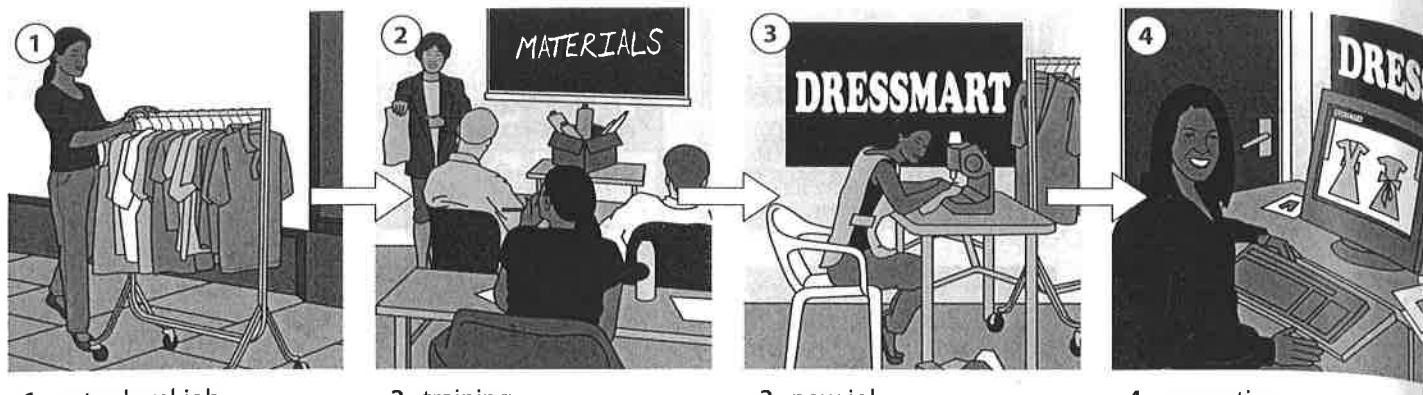
Telephone Skills

- M. greet the caller
- N. put the caller on hold
- O. transfer the call
- P. leave a message
- Q. take a message
- R. check messages



Career Planning

Career Path



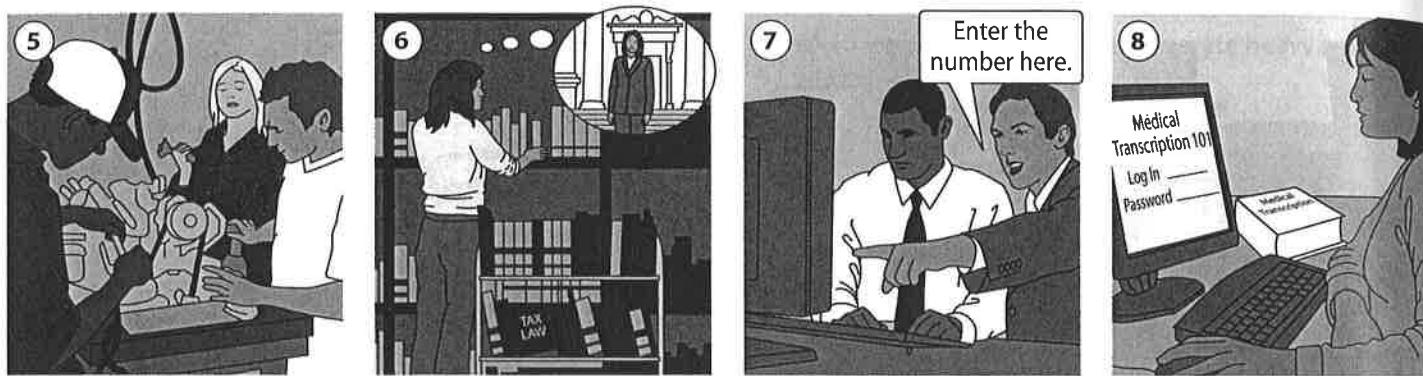
1. entry-level job

2. training

3. new job

4. promotion

Types of Job Training



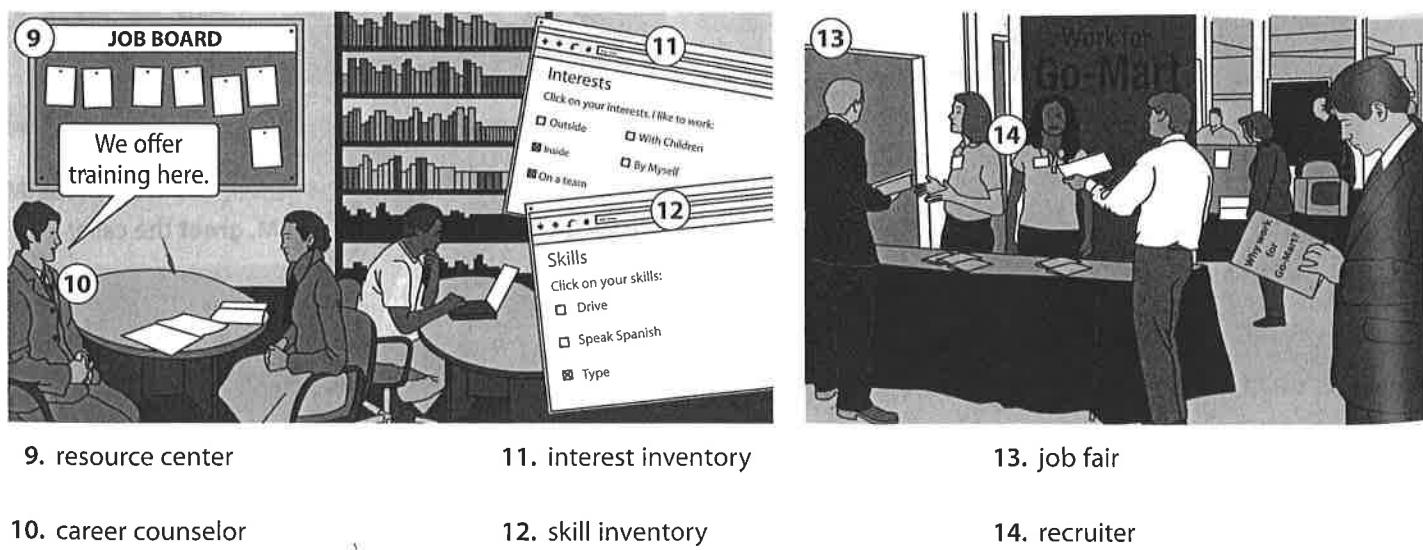
5. vocational training

6. internship

7. on-the-job training

8. online course

Planning a Career



9. resource center

11. interest inventory

13. job fair

10. career counselor

12. skill inventory

14. recruiter

Ways to talk about job training

I'm looking into an online course.

I'm interested in on-the-job training.

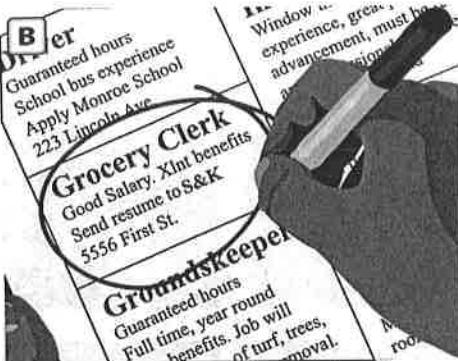
I want to sign up for an internship.

Ask your classmates. Share the answers.

1. What kind of job training are you interested in?
2. Would you rather learn English in an online course or in a classroom?



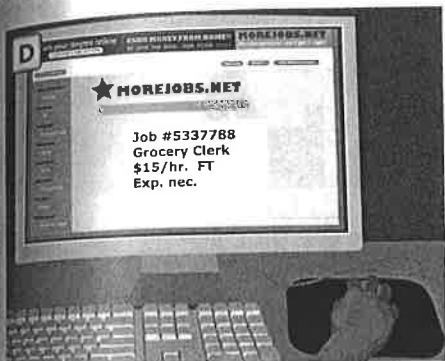
A. talk to friends / network



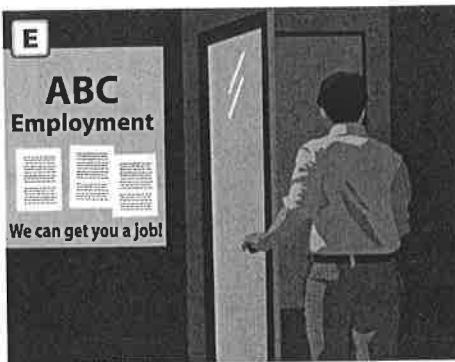
B. look in the classifieds



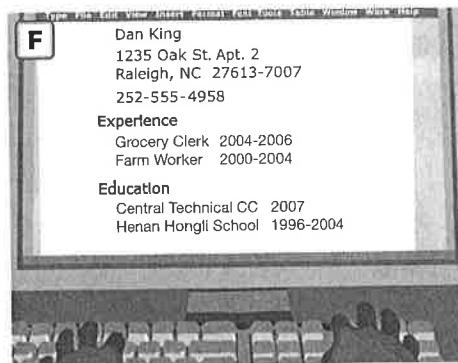
C. look for help wanted signs



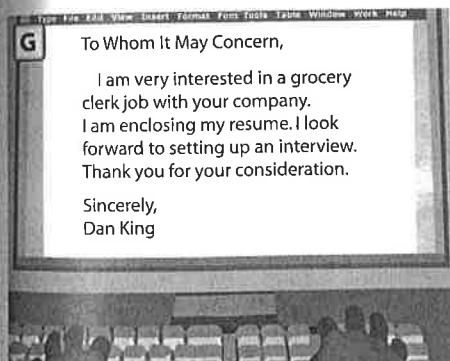
D. check Internet job sites



E. go to an employment agency



F. write a resume



G. write a cover letter



H. send in your resume and cover letter



I. set up an interview



J. fill out an application



K. go on an interview



L. get hired



Interview Skills

A. Prepare for the interview.



B. Dress appropriately.



C. Be neat.



D. Bring your resume and ID.



G. Turn off your cell phone.



I. Shake hands.



J. Make eye contact.

K. Listen carefully.

L. Talk about your experience.

M. Ask questions.



N. Thank the interviewer.



O. Write a thank-you note.



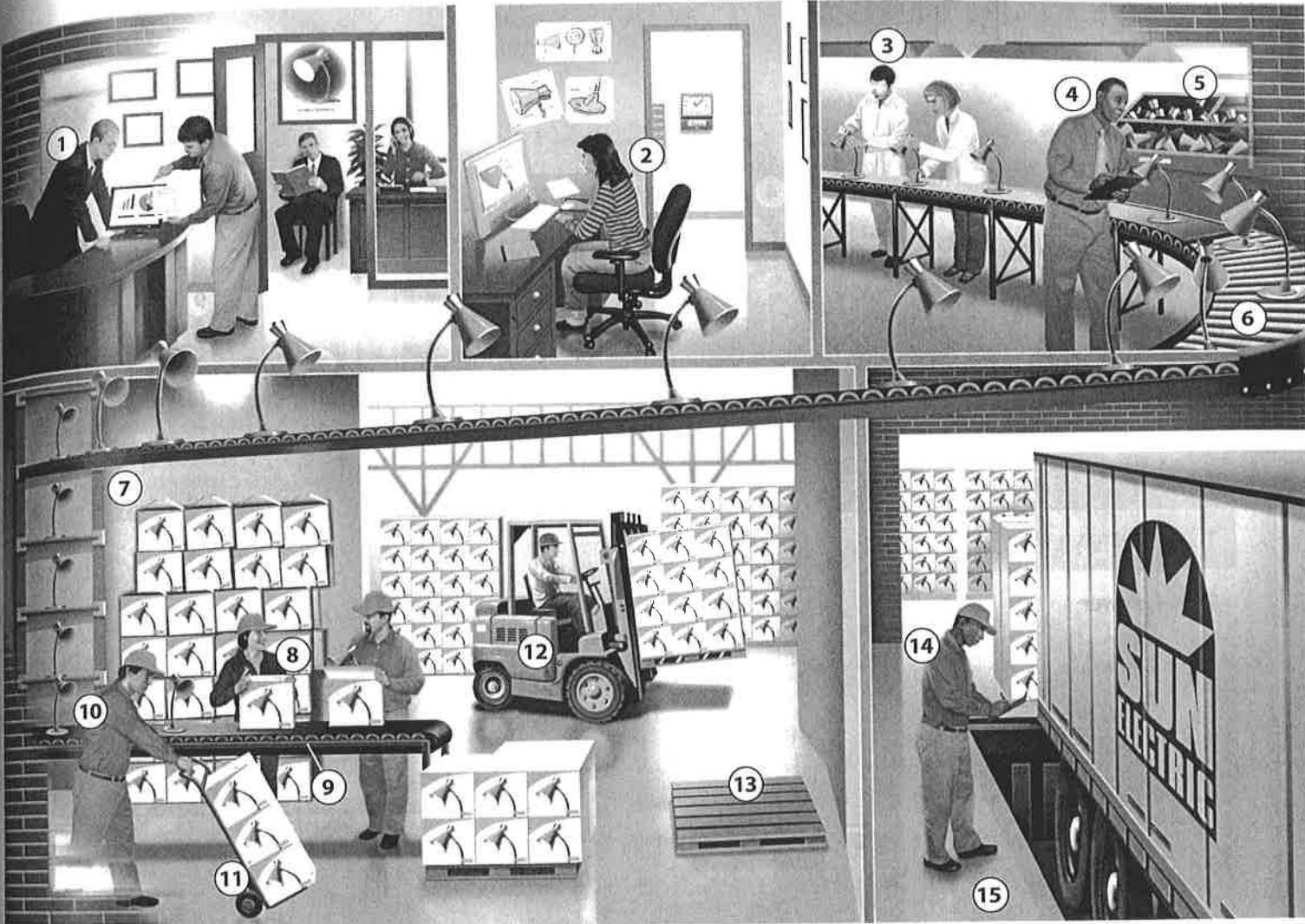
More vocabulary

benefits: health insurance, vacation pay, or other things the employer can offer an employee

inquire about benefits: ask about benefits

Think about it. Discuss.

- How can you prepare for an interview?
- Why is it important to make eye contact?
- What kinds of questions should you ask?



1. factory owner

5. parts

9. conveyer belt

13. pallet

2. designer

6. assembly line

10. order puller

14. shipping clerk

3. factory worker

7. warehouse

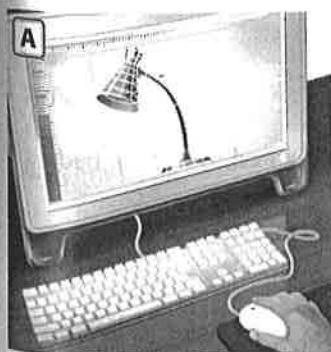
11. hand truck

15. loading dock

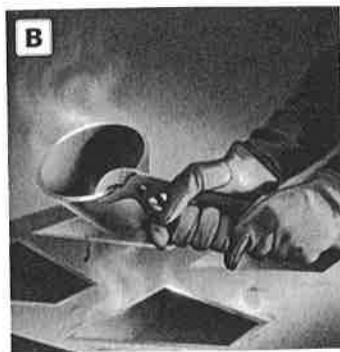
4. line supervisor

8. packer

12. forklift



A. design



B. manufacture



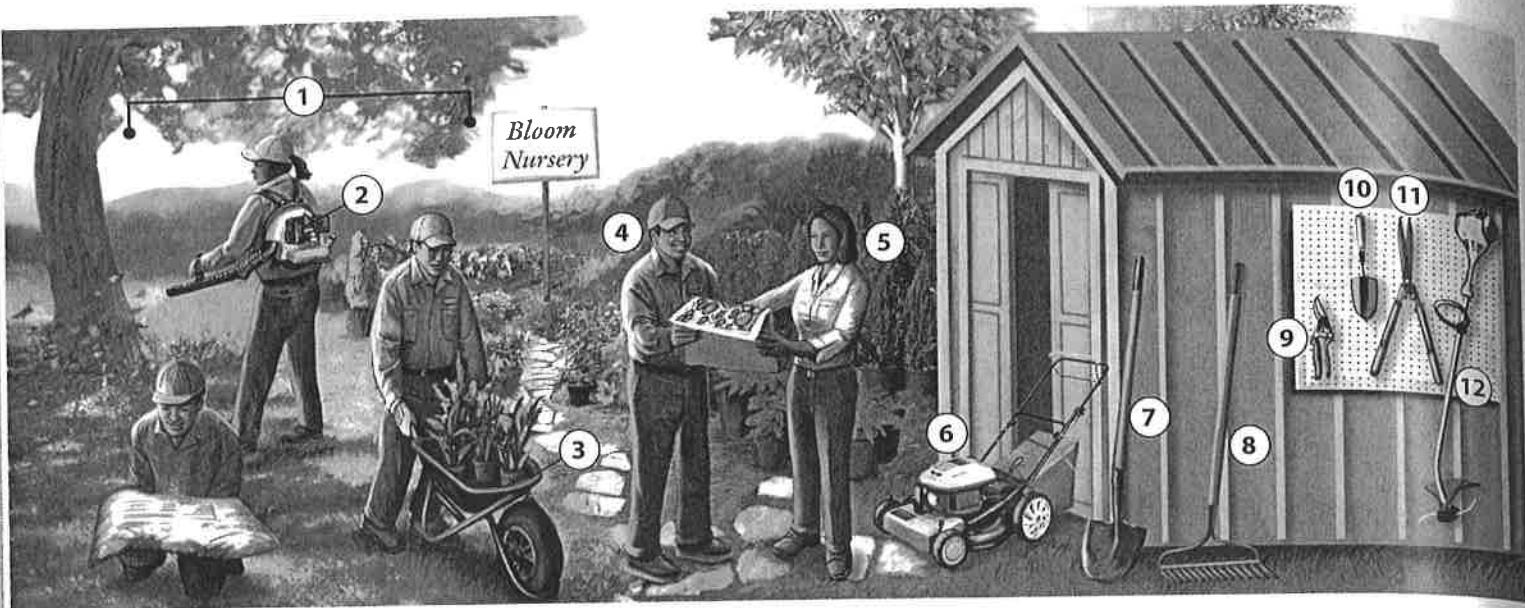
C. assemble



D. ship



Landscaping and Gardening



1. gardening crew

2. leaf blower

3. wheelbarrow

4. gardening crew leader

5. landscape designer

6. lawn mower

7. shovel

8. rake

9. pruning shears

10. trowel

11. hedge clippers

12. weed whacker / weed eater

A. **mow** the lawnB. **trim** the hedgesC. **rake** the leavesD. **fertilize / feed** the plantsE. **plant** a treeF. **water** the plantsG. **weed** the flower bedsH. **install** a sprinkler system

Use the new words.

Look at page 53. Name what you can do in the yard.

A: I can mow the lawn.

B: I can weed the flower bed.

Ask your classmates. Share the answers.

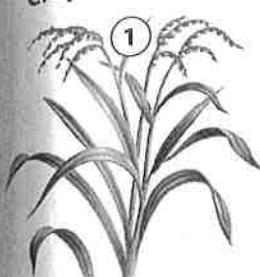
1. Do you know someone who does landscaping? Who?

2. Do you enjoy gardening? Why or why not?

3. Which gardening activity is the hardest to do? Why?



Crops



1. rice



2. wheat



3. soybeans



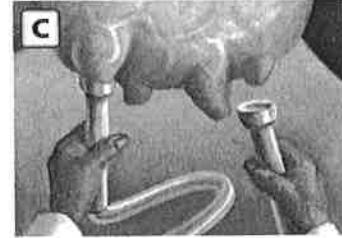
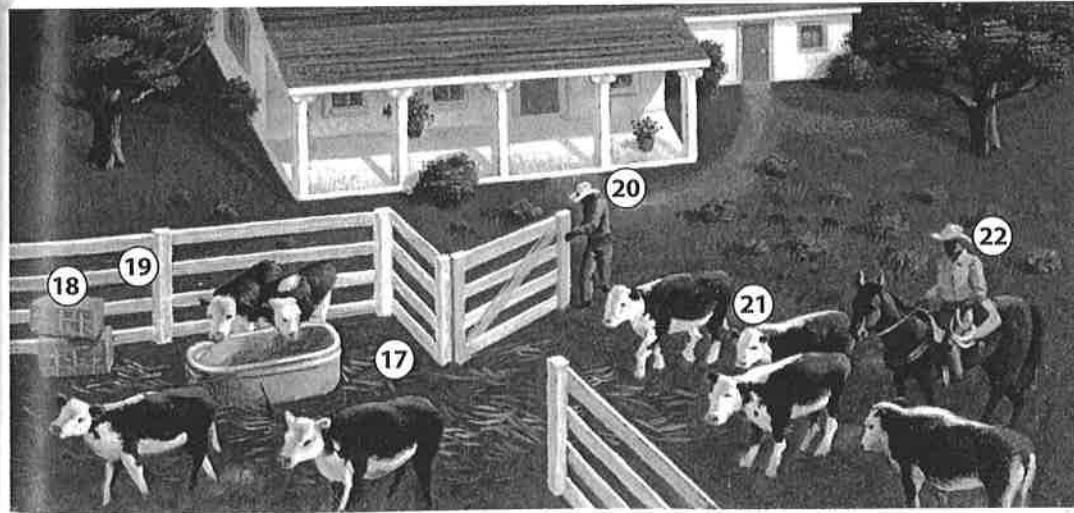
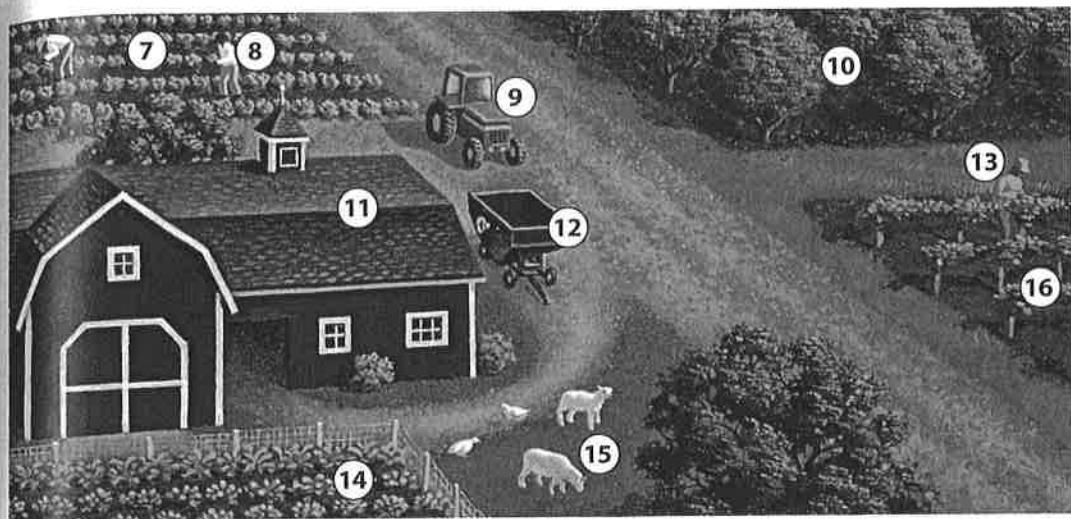
4. corn



5. alfalfa



6. cotton



7. field

12. farm equipment

17. corral

22. rancher

8. farmworker

13. farmer / grower

18. hay

A. plant

9. tractor

14. vegetable garden

19. fence

B. harvest

10. orchard

15. livestock

20. hired hand

C. milk

11. barn

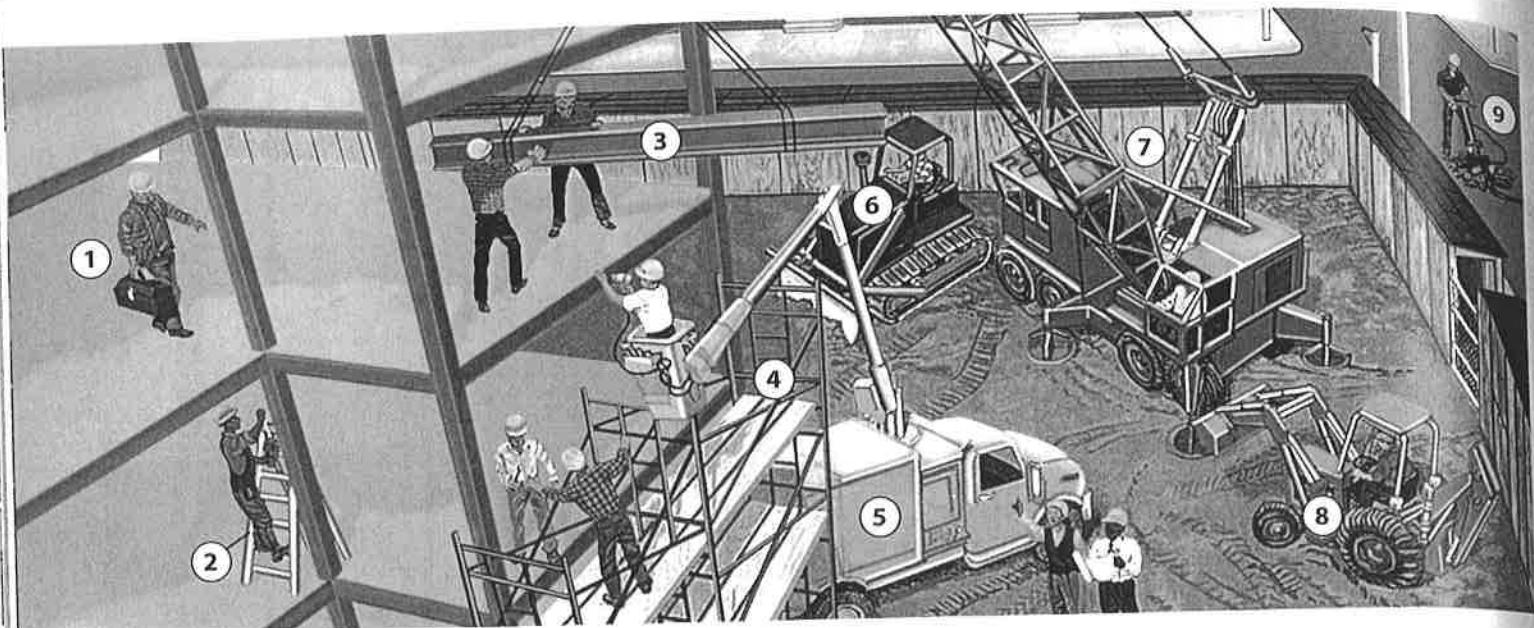
16. vineyard

21. cattle

D. feed



Construction



1. construction worker

4. scaffolding

7. crane

2. ladder

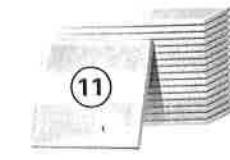
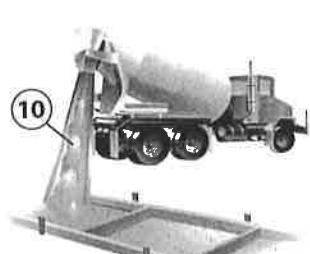
5. cherry picker

8. backhoe

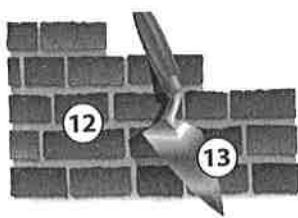
3. I beam/girder

6. bulldozer

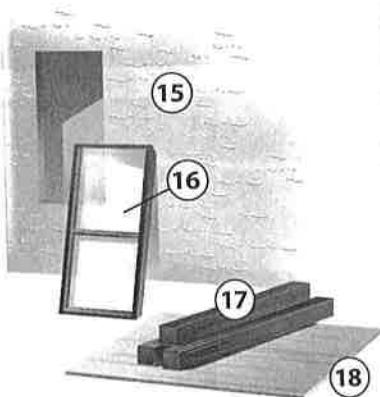
9. jackhammer / pneumatic drill



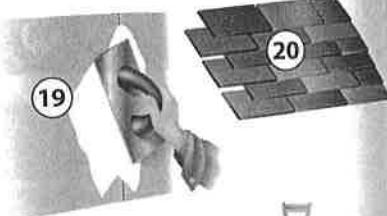
10. concrete



13. trowel



16. window pane



19. drywall

11. tile

14. insulation

17. wood / lumber

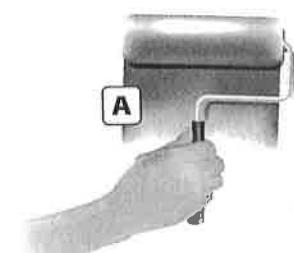
22. shovel

12. bricks

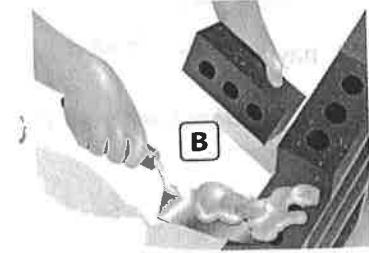
15. stucco

18. plywood

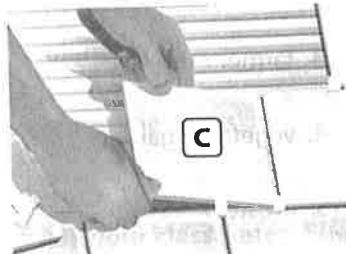
23. sledgehammer



A. paint



B. lay bricks



C. install tile



D. hammer



Safety Hazards and Hazardous Materials



1. careless worker

3. poisonous fumes

5. frayed cord

7. radioactive materials

2. careful worker

4. broken equipment

6. slippery floor

8. flammable liquids

Safety Equipment



9. hard hat

13. respirator

17. work gloves

21. fire extinguisher

10. safety glasses

14. particle mask

18. back support belt

22. two-way radio

11. safety goggles

15. ear plugs

19. knee pads

12. safety visor

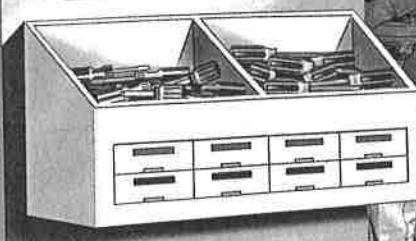
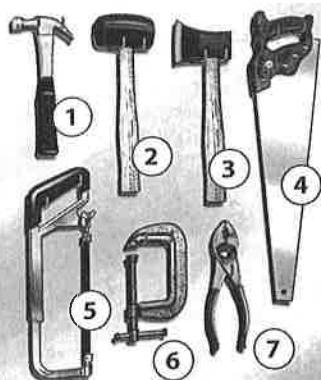
16. earmuffs

20. safety boots



Tools and Building Supplies

HAND TOOLS



1. hammer

4. handsaw

7. pliers

10. jigsaw

2. mallet

5. hacksaw

8. electric drill

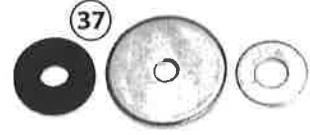
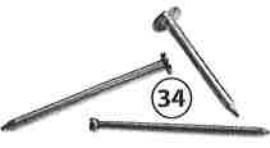
11. power sander

3. ax

6. C-clamp

9. circular saw

12. router



26. vise

30. screwdriver

34. nail

38. toggle bolt

27. blade

31. Phillips screwdriver

35. bolt

39. hook

28. drill bit

32. machine screw

36. nut

40. eye hook

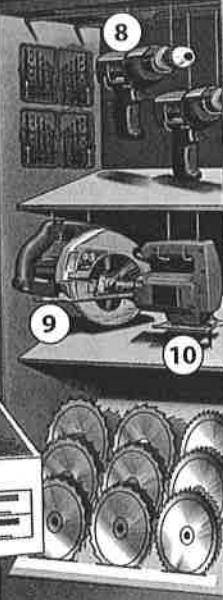
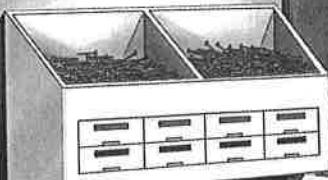
29. level

33. wood screw

37. washer

41. chain

HARDWARE



1. hammer

2. mallet

3. ax

4. handsaw

5. hacksaw

6. C-clamp

7. pliers

8. electric drill

9. circular saw

10. jigsaw

11. power sander

12. router

Use the new words.

Look at pages 62–63. Name the tools you see.

A: There's a hammer.

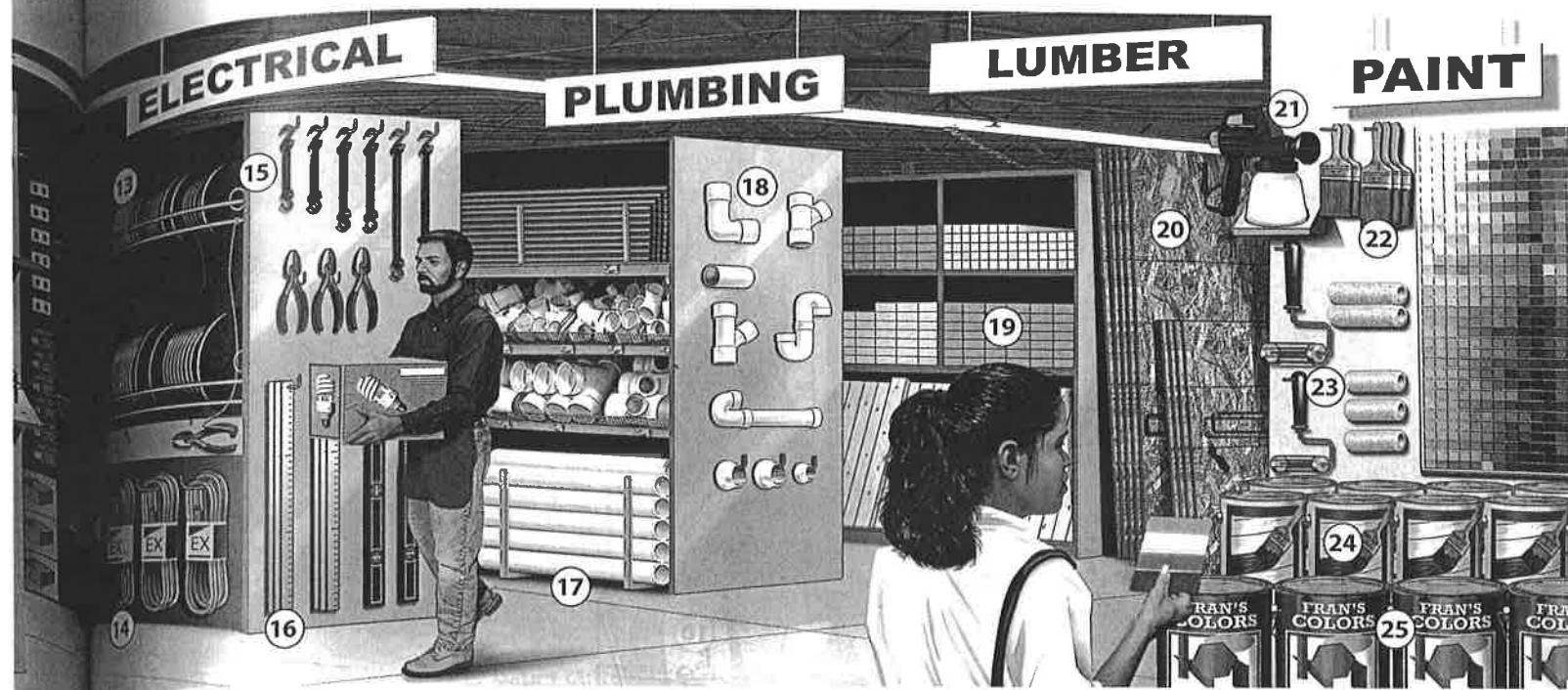
B: There's a pipe wrench.

Ask your classmates. Share the answers.

1. Are you good with tools?

2. Which tools do you have at home?

3. Where can you shop for building supplies?



13. wire

16. yardstick

19. 2 x 4 (two by four)

22. paintbrush

25. paint

14. extension cord

17. pipe

20. particle board

23. paint roller

15. bungee cord

18. fittings

21. spray gun

24. wood stain



Role play. Find an item in a building supply store.

A: Where can I find particle board?

B: It's on the back wall, in the lumber section.

A: Great. And where are the nails?

Think about it. Discuss.

1. Which tools are the most important to have? Why?
2. Which tools can be dangerous? Why?
3. Do you borrow tools from friends? Why or why not?



An Office



1. supply cabinet

5. executive

9. desk

13. PBX

2. clerk

6. presentation

10. file clerk

14. receptionist

3. janitor

7. cubicle

11. file cabinet

15. reception area

4. conference room

8. office manager

12. computer technician

16. waiting area

Ways to greet a receptionist

I'm here for a job interview.

I have a 9:00 a.m. appointment with Mr. Lee.

I'd like to leave a message for Mr. Lee.

Role play. Talk to a receptionist.

A: *Hello. How can I help you?*

B: *I'm here for a job interview with Mr. Lee.*

A: *OK. What is your name?*



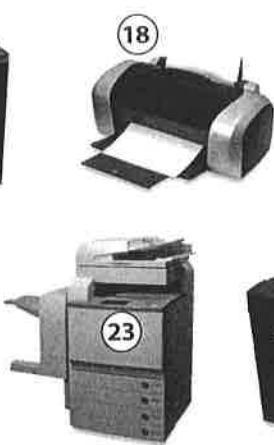
Office Equipment



17. computer

18. inkjet printer

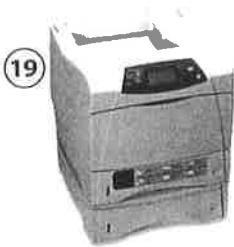
19. laser printer



20. scanner

21. fax machine

22. paper cutter



23. photocopier



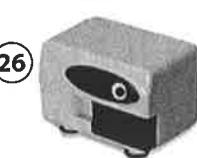
24. paper shredder



25. calculator



20



26. electric pencil sharpener



21



27

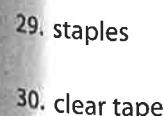
Office Supplies



28. stapler



29. staples



30. clear tape

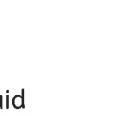
31. paper clip

32. packing tape

33. glue



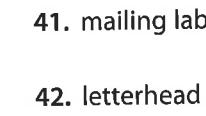
37. correction tape



39. sticky notes

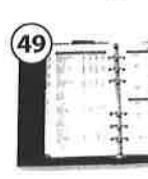
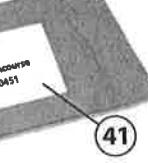


40. mailer

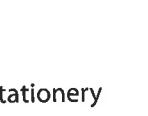


44. rotary card file

45. ink cartridge



41. mailing label

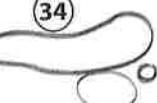


46. ink pad

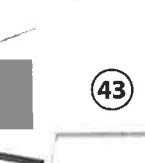
47. stamp

48. appointment book

49. organizer



50. file folder



51. pen



A Hotel



1. doorman

4. concierge

7. bellhop

10. guest

2. revolving door

5. gift shop

8. luggage cart

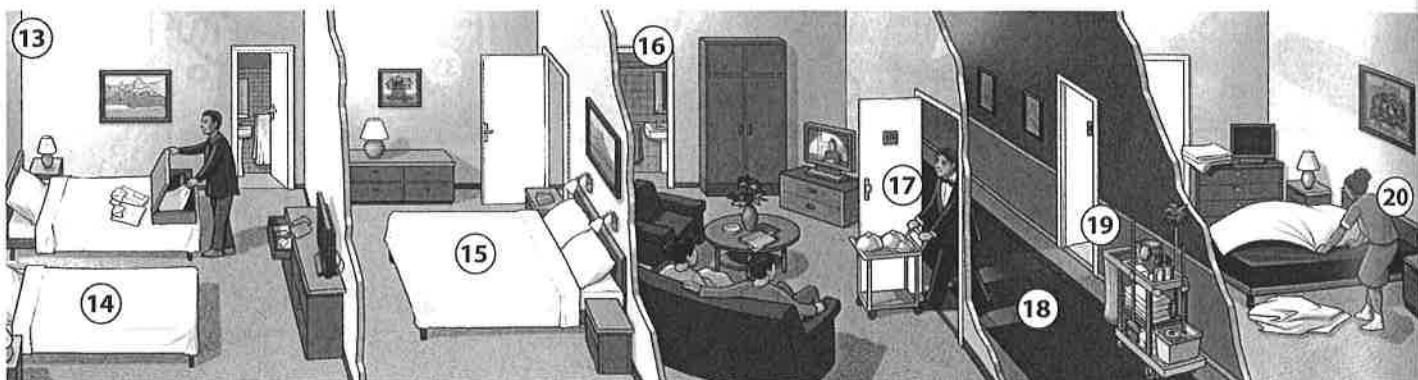
11. desk clerk

3. parking attendant

6. bell captain

9. elevator

12. front desk



13. guest room

15. king-size bed

17. room service

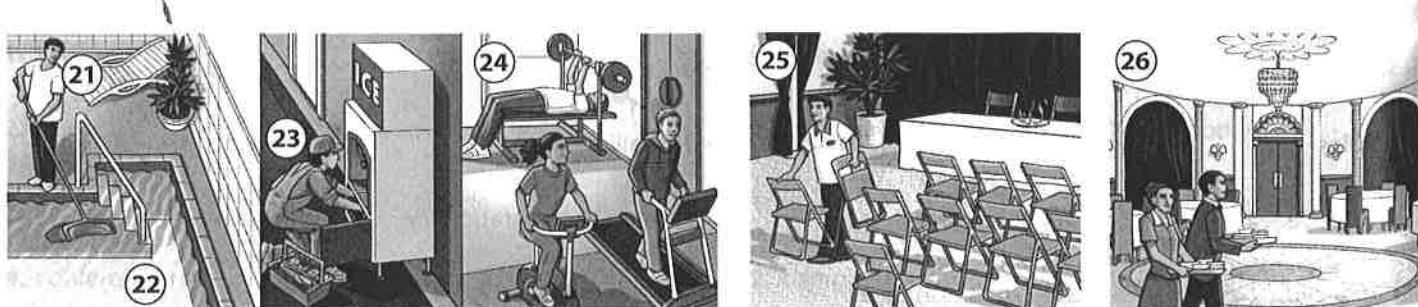
19. housekeeping cart

14. double bed

16. suite

18. hallway

20. housekeeper



21. pool service

23. maintenance

25. meeting room

22. pool

24. gym

26. ballroom



A Restaurant Kitchen



1. short-order cook

2. dishwasher

3. walk-in freezer

4. food preparation worker

5. storeroom

6. sous chef

7. head chef / executive chef



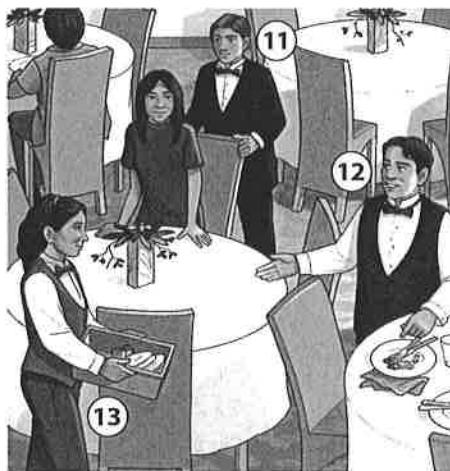
Restaurant Dining



8. server

9. diner

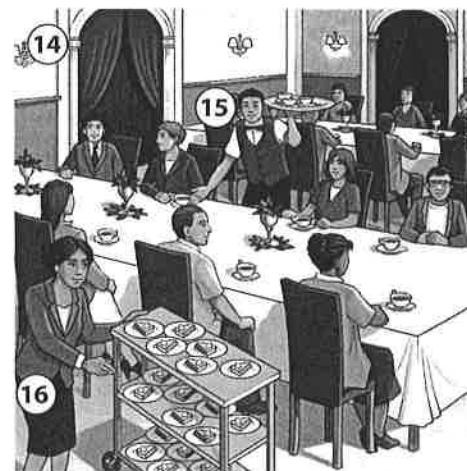
10. buffet



11. maitre d'

12. headwaiter

13. bus person



14. banquet room

15. runner

16. caterer

More vocabulary

line cook: short-order cook

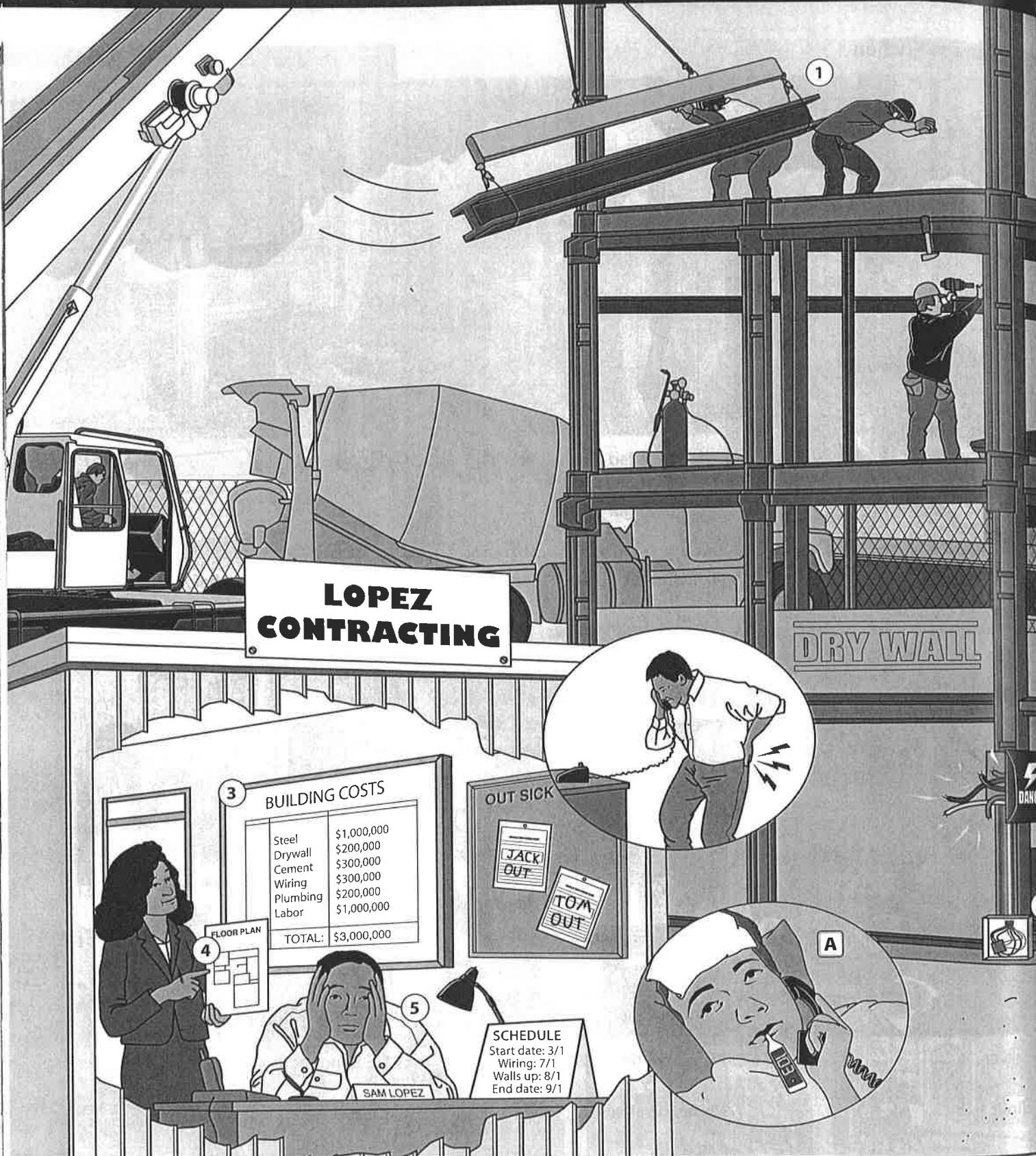
wait staff: servers, headwaiters, and runners

Ask your classmates. Share the answers.

1. Have you ever worked in a hotel? What did you do?
2. What is the hardest job in a hotel?
3. Would you prefer to stay at a hotel in the city or in the country?



A Bad Day at Work



1. dangerous

3. budget

5. contractor

7. wiring

A. call in sick

2. clinic

4. floor plan

6. electrical hazard

8. bricklayer



Look at the picture.

What do you see?

Answer the questions.

1. How many workers are there? How many are working?
2. Why did two workers call in sick?
3. What is dangerous at the construction site?

 **Read the story.**

A Bad Day at Work

Sam Lopez is the contractor for a new building. He makes the schedule and supervises the budget. He also solves problems. Today there are a lot of problems.

Two bricklayers called in sick this morning. Now Sam has only one bricklayer at work. One hour later, a construction worker fell. Now he has to go to the clinic. Sam always tells his workers to be careful. Construction work is dangerous. Sam's also worried because the new wiring is an electrical hazard.

Right now, the building owner is in Sam's office. Her new floor plan has 25 more offices. Sam has a headache. Maybe he needs to call in sick tomorrow.

Think about it.

1. What do you say when you can't come in to work? to school?
2. Imagine you are Sam. What do you tell the building owner? Why?