

1 Working 9 to 5

A Match the job titles with the job descriptions.

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

B Read the conversation between a college student and a career advisor. Write the missing words from the box.

appreciated	entail	income	satisfaction
cooperate	entire	respectful	status

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)** _____.

Mr. Canon: Yes, well, it is important to like your job. What kind of **(2)** _____ 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)** _____. 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)** _____ groupwork?

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

Mr. Canon: Wow—the whole thing?

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

Khaled: Well, I have a part-time job at the library.

Mr. Canon: OK, that's great. I'm going to have you take a test now that will tell us about what types of careers might be good for you.

Khaled: That sounds great! Thanks!

1 Working 9 to 5

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 _____."
2. Teacher: "I want you _____."
3. Police officer: "I recommend that you _____."
4. Photographer: "I'd like you _____."
5. Politician: "It is essential that the people of our country _____."
6. Firefighter: "It is imperative that kids _____."
7. Postal worker: "I suggest that you _____."
8. Pilot: "It is important that everybody _____."

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.

2. Dress nicely.

3. Make eye contact.

4. Shake the interviewer's hand.

5. Sit up straight.

6. Use a confident voice.

7. Answer all of the questions.

8. Ask them questions, too.



9. Write a thank-you note afterwards.

E Correct the error in each sentence.

How to Write a Good Résumé



^{that}
It is important you write your name at the top.

1. I recommend you that put your educational background on it.
2. It is necessary to gives your phone number.
3. I suggest you to give your email address, too.
4. It is essential that list your work experience.
5. It is imperative that you are clear and concise.
6. I recommend that you talks about your skills.
7. It is important you include a list of references at the end.
8. I want that you 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: _____
2. Doctor: _____
3. Chef: _____
4. Hairdresser: _____
5. Accountant: _____
6. Farmer: _____
7. Babysitter: _____
8. Firefighter: _____



1 Working 9 to 5

G Write four common sentences that people in each profession say. Be sure to use the subjunctive or *I'd like you* + infinitive or *I want you* + infinitive.



Police Officer



Dentist



Flight Attendant

1. *It is essential that you stop at stop signs.*
I'd like you to not drive too fast.
 a. _____
 b. _____
2. a. _____
 b. _____
 c. _____
 d. _____
3. a. _____
 b. _____
 c. _____
 d. _____

H Complete the conversations with the words from the box.

cover
help me out

in a bind
jumped ship

keep it to yourself
No kidding

take off
Will do

- A:** Hey, Bob. Can you help me out?
- B:** Of course. What do you need?
1. **A:** Could you _____?
- B:** Absolutely. I never talk about people's private business.
2. **A:** Did you hear that Imad _____?
- B:** He did? Where is he going to work now?
3. **A:** I'm going to _____ now.
- B:** OK. See you later!
4. **A:** What's wrong?
- B:** I'm _____.
5. **A:** Now make sure you call me when you get there.
- B:** _____.
6. **A:** Do you want to go out on Saturday?
- B:** Well, I'm supposed to work, but I can try to get someone to _____ for me.
7. **A:** Did you hear? I got a job!
- B:** _____? Congratulations!



I READING

Read the article. Then answer **true** or **false**.

What Makes People Successful?

Who do you think is the most successful person you know? Who do you think is the least successful?

In order to answer these questions, we first need to define success. Everyone has a different definition of what makes someone successful or not. Many of us place great value on performance, on achievements, or on reaching various goals. Others associate success with material goods, measuring it by how much one can acquire. Others measure success by how much they can contribute to the well-being of their families, or to the community and society in general. There are many other definitions, but arguably, most people associate it with becoming rich, famous, and respected at work. Yet, it doesn't have to be that way. Being successful could mean simply being satisfied with oneself and one's career. For many people, a successful person is someone who feels that his or her work and life in general offer an exceptionally high degree of satisfaction.

But how does one get from here to there? How does one reach this feeling of satisfaction with life and career? It seems that successful people consistently do two things:

- They use their natural abilities in their work.
- They set career and life goals.

In other words, successful people choose careers where they can use their natural abilities, or do what comes naturally to them. For example, successful teachers are people who instinctively know how to help people learn, and the best doctors are those who know how to listen to people. Successful people know where they are starting from, and what direction they want to give their lives and careers, even if it is something as simple and wonderful as raising a happy family.

What are your natural abilities? What are your career and life goals? If you can answer these questions, you are on your way to achieving success.

1. _____ There is a general consensus on the definition of success.
2. _____ A lot of people think that you are successful if you are rich and famous.
3. _____ Successful people choose careers that match their skills.
4. _____ Successful people don't plan their lives.
5. _____ Doing what comes naturally to you helps make you successful.
6. _____ Raising a happy family is not enough to be considered successful.



1 Working 9 to 5

- J** Match jobs and sentences. Some of the sentences can be used for more than one profession. Then write one more sentence about necessary characteristics or qualifications for each job.

construction engineers	accountants	medical doctors	architects	teachers
flight attendants	TV presenters	consultants	photographers	reporters

1. construction engineers
It is essential that they like working outdoors.
It is important that they are good at supervising building projects.
2. _____
It is important that they double-check every figure.

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

4. _____
It is imperative that they be good at designing buildings.


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

6. _____
Passengers expect them to be polite and helpful.

7. _____
Viewers want them to be informative and entertaining.

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

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

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


- K** Look at the picture. Write the headings and information you will need to give when you apply for a job. Write the questions that you would ask a person applying for a job if you were the boss.



Information Required on An Application Form

1. _____
2. _____
3. _____



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

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

- What are your natural abilities?
- What are your short-term goals? (next 1–2 years)
- What are your long-term goals? (next 7–10 years)



M Write the question tags.

1. It was a part-time job, _____ ?
2. He works in a bank, _____ ?
3. You are not going to resign from your job _____ ?
4. They took over the company, _____ ?
5. There's a new manager in charge, _____ ?
6. We won't have another meeting today, _____ ?

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.

2. You're tired. You want to have a short break.

3. You don't know where the manager's office is?

4. You want to know your customer's address, and phone number.

5. You need to send a text, but you don't have a cell phone.

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 Working 9 to 5

P Complete the sentences with the correct form of **have to**, or **must**. Sometimes more than one answer is possible.



1. Adel _____ pack grocery bags because the customers pack their own.
2. He _____ hang out with his friends now.
3. He _____ be patient with his customers.
4. The customer _____ pay for his groceries.
5. He _____ go shopping without any cash.
6. The people in line will _____ wait a long time.
7. The mother _____ be responsible for her child.
8. The man with the watch _____ be late for his appointment.

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

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

everything.

