

A Read Dalva's job history.

Languages: _____

JOB HISTORY				
POSITION	COMPANY	FROM	TO	DUTIES
<i>Administrative Assistant</i>	<i>Fairview Hotel</i>	<i>December 2007</i>	<i>November 2008</i>	
Reason for leaving: <i>want to use languages more</i>				
<i>Cashier</i>	<i>La Tostada Restaurant</i>	<i>June 2004</i>	<i>June 2007</i>	
Reason for leaving: <i>moved</i>				



What is Dalva doing?
Who is she talking to?



CD 2
TR 35

B Listen to the conversation and circle *true* or *false*.

- | | | |
|--|------|-------|
| 1. Dalva was a cashier at La Tostada Restaurant. | True | False |
| 2. Dalva was a desk clerk at the Fairview Hotel. | True | False |
| 3. Dalva answered the phone at the Fairview Hotel. | True | False |
| 4. Dalva talked to guests at the Fairview Hotel. | True | False |



CD 2
TR 36

C Now read and listen to the conversation. Check your answers to Exercise B.

Ms. Cardoza: Good afternoon, Ms. Mendes. Please sit down. I have your application here. You were a desk clerk at the Fairview Hotel and before that you were a cashier. Is that right?

Dalva: I was an administrative assistant at the Fairview Hotel. I wasn't a desk clerk.

Ms. Cardoza: Oh, yes, that's right. What kind of work did you do?

Dalva: I checked reservations and typed letters.

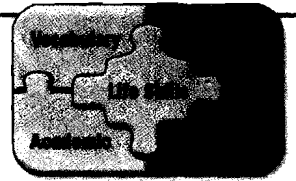
Ms. Cardoza: So, you didn't answer the phone or talk to guests?

Dalva: No, I didn't talk to guests, but I learn quickly and speak many languages.

Ms. Cardoza: Did you work in the evenings?

Dalva: No, I didn't work in the evenings. I finished at 6:30 P.M.

Ms. Cardoza: Thank you, Ms. Mendes. We will call you.



D Read about job interviews. Underline the new words.

A Successful Job Interview

The job interview is an important step in getting a job. Yes, the application is important—a well-presented application can help you get an interview, but a bad interview means no job! There are many things that interviewers are looking for in an interview. Among other things, the employer wants an employee who has a positive attitude and is confident. The employer knows that a worker with a good attitude will probably work hard and stay on the job.

The prospective employee will show confidence in many ways in the interview. For example, he or she will look the employer in the eye and give a firm handshake. He will speak confidently and listen carefully to the questions. The interviewee will also dress nicely and be prepared for the interview. All of these things—along with no smoking, eating, or chewing gum—will ensure a good interview.

E Match the new words with the definitions or examples. Draw lines.

- | | |
|-----------------------|---|
| 1. along with | a. company, boss, or supervisor |
| 2. among other things | b. including |
| 3. employee | c. possible in the future |
| 4. employer | d. strong |
| 5. firm | e. the person giving the interview |
| 6. interviewee | f. the person in the interview who is looking for a job |
| 7. interviewer | g. There are many things. One of them is this. |
| 8. prospective | h. worker |



F Study the charts with your classmates and teacher.

Simple Past (Regular)	
Subject	Past Verb (base + -ed)
I, he, she, it we, you, they	checked worked cooked

Simple Past: Be	
Subject	Be
I, he, she, it,	was
we, you, they	were

Negative Simple Past (Regular)		
Subject	Did + not	Base verb
I, he, she, it, we, you, they	did not (didn't)	check work cook

Negative Simple Past: Be	
Subject	Be + not
I, he, she, it,	was not (wasn't)
we, you, they	were not (weren't)

G Answer the questions in the negative.

EXAMPLE: Was Dalva a student in 2001?

Dalva wasn't a student in 2001. She was a student in 2004.

1. Did Dalva move in 2003?

Dalva _____ in 2003. She moved in 2005.

2. Did Dalva work at the Fairmont Hotel?

Dalva _____ at the Fairmont Hotel. She worked at the Fairview Hotel.

3. Did Dalva and Ms. Cardoza talk about the weather?

Dalva and Ms. Cardoza _____ about the weather. They talked about Dalva's work experience.

4. Were Dalva and Ms. Cardoza at a restaurant?

Dalva and Ms. Cardoza _____ at a restaurant. They were at the office.

5. Was Dalva late for the job interview?

Dalva _____ late for the interview. She was on time.

H With a partner, write a conversation that is a job interview. Share it with the class.

Work, Work, Work

CHALLENGE 4 ► Simple Past

A Read Hakim's job history.

Employment History (Please list most recent position first.)				
Employer	Position	From	To	Reason for leaving
Right Value Hotel	3. Hotel manager	02-2008	10-2008	I moved
Right Value Hotel	2. Supervisor	05-01	07-2007	promotion
Right Value Hotel	1. Housekeeper	10-99	05-01	promotion

B Complete the time line.

1999	2000	2001	2002	2003	2004	2005	2006	2007	2008
3.									
2.									
1.	housekeeper								

C Answer the questions about the job history.

- How long did he work for Right Value Hotel? 9 (years/months)
- How long did he work as a housekeeper? _____ (years/months)
- How long did he work as a supervisor? _____ (years/months)
- How long did he work as a manager? _____ (months)

D Read the chart.

Simple Past	
Negative forms of regular and irregular verbs (except be)	
I didn't work in the evenings.	We didn't have a paid vacation.
Dalva didn't know how to type.	You didn't turn off the computer.
• For all forms of regular and irregular verbs (except be), use <i>did not (didn't)</i> + base.	
Negative forms of <i>be</i>	
I wasn't at work today.	We weren't happy.
He/She/It wasn't friendly.	You weren't in the hospital.
	They weren't at the front desk.
• For the verb <i>be</i> , use <i>was not (wasn't)</i> and <i>were not (weren't)</i> .	

E

Bubble in the correct negative form to complete each sentence.

- EXAMPLE: They ____ the phone. didn't answered didn't answer
1. I ____ an administrative assistant. weren't wasn't
2. Last year, Marie ____ health insurance. didn't have doesn't have
3. The resumes ____ on my desk. weren't wasn't
4. Geraldo ____ as a gardener. not work didn't work
5. Marie ____ French at her old job. didn't speak didn't spoke
6. You ____ about my new job. didn't ask didn't asked
7. We ____ the job ads yesterday. don't read didn't read
8. I ____ out the job application. didn't fill didn't fills

F

Complete each sentence with the negative form of the underlined verb.

- EXAMPLE: Dalva worked at a hotel. She didn't work at a hospital.
1. She checked the reservations. She _____ the job applications.
2. I typed letters all day. I _____ e-mails.
3. I was available for work on Saturday. I _____ available for work on Sunday.
4. You were interested in a full-time job. You _____ interested in a part-time job.
5. You knew how to use the fax machine. You _____ how to use the shredder.
6. We were at the copier. We _____ at the printer.
7. They offered free training. They _____ health insurance.
8. Youssouf kept all the files. He _____ all the software programs.
9. He was at the office all day. He _____ at home.
10. My sister applied for a job as a legal assistant. She _____ for a job as a clerk.

G

Rewrite the sentences about Exercise A in the negative.

1. Hakim was a hairstylist from 1999 to 2001.
Hakim wasn't a hairstylist from 1999 to 2001.
2. He managed the hotel for three years.

3. He answered the phones in the office in 2002.

4. Hakim and the other housekeepers worked for free.
