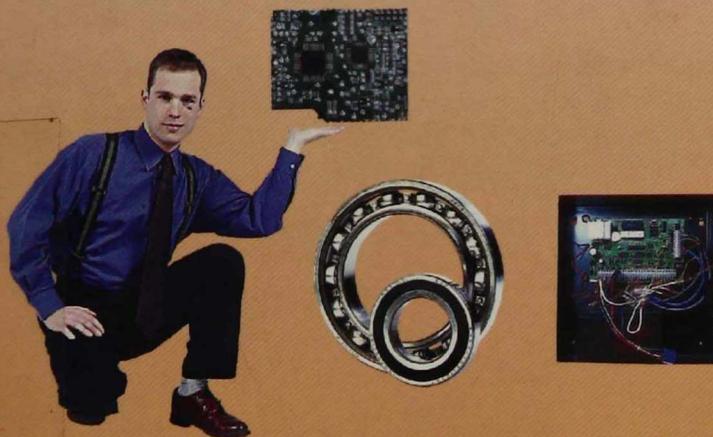


ĐOÀN MINH PHƯƠNG

TIẾNG ANH

CHO HỌC SINH
CÁC TRƯỜNG DẠY NGHỀ



NGUYỄN
ĐOC LIÊU

NHÀ XUẤT BẢN THANH NIÊN

TIẾNG ANH

CHO HỌC SINH CÁC TRƯỜNG DẠY NGHỀ

ĐOÀN MINH PHƯƠNG

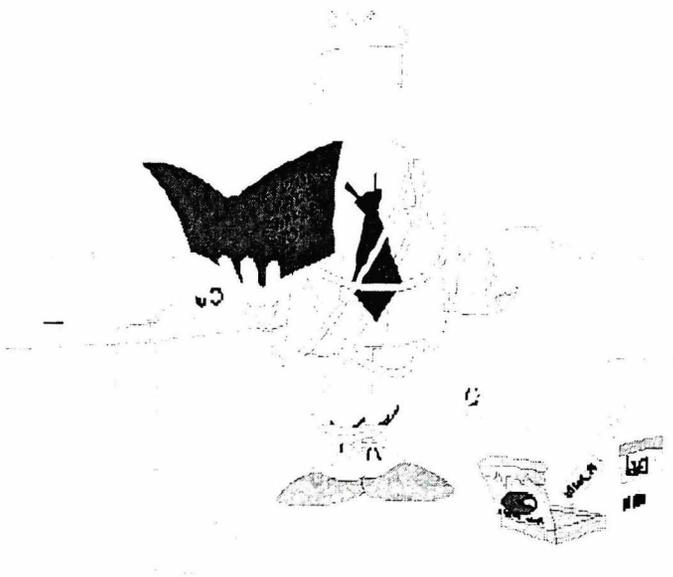
TIẾNG ANH

CHO HỌC SINH
CÁC TRƯỜNG DẠY NGHỀ

NHÀ XUẤT BẢN THANH NIÊN

Unit 1

Work Experience



Lesson One/ Bài 1

Getting Ready - Chuẩn bị

1. How long were you a sales clerk?

Bạn là nhân viên bán hàng được bao lâu rồi?

I was a sales clerk for ten years.

Mình là nhân viên bán hàng được 10 năm rồi.

2. He was a sales clerk and she was too. BUT

Anh ấy là một nhân viên bán hàng và cô ấy cũng vậy.

He *wasn't* a sales clerk and she *wasn't* either.

Anh ta không phải là một nhân viên bán hàng và cô ấy cũng vậy.

Conversation - Hội thoại

Applicant 1: Are you working now?

Người xin việc 1: Bây giờ anh đang làm việc phải không?

Applicant 2: No, I'm not. Are you?

Người xin việc 2: Không, mình không làm gì cả, thế còn bạn?

Applicant 1: No, I'm not either.

Người xin việc 1: Không tôi cũng không làm việc.

Applicant 2: What was your last job?

Người xin việc 2: Công việc cuối cùng của bạn là gì?

Applicant 1: I was a sales clerk.

What about you?

Người xin việc 1: Tôi là một nhân viên bán hàng, thế còn anh?

Applicant 2: I was a sales clerk too.

Người xin việc 2: Mình cũng là một nhân viên bán hàng

Applicant 1: Really? (For) how long?

Người xin việc 1: Thật không? được bao lâu rồi?

Applicant 2: (For) ten years. And you?

Người xin việc 2: Được 10 năm, thế còn anh?

Applicant 1: (For) five years.

Người xin việc 1: Được 5 năm

Applicant 2: Well, I hope you find a job soon.

Người xin việc 2: Vậy à, mình hy vọng bạn sớm tìm được việc làm.

Applicant 1: Thank you. I hope you do too

Người xin việc 1: Cảm ơn anh, tôi cũng hy vọng anh sớm tìm được việc làm.



1. sales clerk

Nhân viên bán hàng



2. electrician

Thợ điện



3. receptionist

Tiếp tân



4. hair stylist

Người thiết kế mẫu tóc



5. stock clerk

Nhân viên ghi phiếu



6. welder

Thợ hàn

Exercises

A. Finish the sentences with “too” or “either.”

A. Hoàn tất những câu với từ “too” và “either”

1. I'm not working, and he isn't working _____.
2. He was a sales clerk, and she was a sales clerk _____.
3. I worked for ten years, and he worked for ten years _____.
4. She doesn't have a job now, and he doesn't have a job now _____.
5. James didn't work last month, and Ira didn't work last month _____.
6. I'm looking for a job, and my brother is looking for a job _____.

B. Write a question and then write the answer. Follow the model.

B. Viết những câu hỏi sau đó viết câu trả lời theo mẫu:



[Cindy Jansen]
[six months]

1. *How long was Cindy Jansen a welder?*

- She was a welder for six months*



[Peter Grant]
[five years]



[Irene Williams]
[two months]

2. _____

3. _____

Write a Story - *Viết câu chuyện*

A. Read the paragraph and then write one word in each blank.

A. *Đọc đoạn văn và sau đó viết một từ vào trong mỗi chỗ trống.*

George ____ (1) ____ from the Soviet Union. ____ (2) ____ sister
is from the Soviet Union ____ (3) _____. George ____ (4) ____ an
electrician ____ (5) ____ eight years.

____ (6) ____ sister was ____ (7) ____ receptionist for four ears.

George ____ (8) ____ married and his sister is married ____ (9) ____.

B. Write a story about yourself and someone in your family on a separate piece of paper. Use the paragraph above as a model.

B. *Viết một câu chuyện về bản thân bạn và ai đó trong gia đình của bạn trên mỗi mẫu giấy riêng. Sử dụng đoạn văn trên để làm mẫu.*

Getting Ready - Chuẩn bị

- When you write dates an an application form, you can use abbreviations for most of the months.
- Khi bạn viết các ngày lên đơn xin việc, bạn có thể sử dụng các từ viết tắt cho các tháng.*

January = Jan.	May	September = Sept.
February = Feb.	June	October = Oct.
March = Mar.	July	November = Nov.
April = Apr.	August = Aug.	December = Dec.

- There are two ways to order work experience an an application form:
- Có hai cách để sắp xếp trật tự kinh nghiệm làm việc trên một mẫu thư xin việc.*

FIRST JOB FIRST
(chronological order)

January 15, 1969
December 1, 1969
March 27, 1973

LAST JOB FIRST
(reverse chronological order)

March 27, 1973
December 1, 1969
January 15, 1969

Now order these dates:

CHRONOLOGICAL ORDER	REVERSE CHRONOLOGICAL ORDER
---------------------	--------------------------------

December 6, 1972	_____	_____
January 29, 1969	_____	_____
May 17, 1974	_____	_____
April 18, 1965	_____	_____

- Application forms often have boxes for dates. Sometimes the boxes are big, but sometimes they are small.
- Các mẫu đơn xin việc thường có các hộp (đóng khung) cho ngày tháng. Đôi khi các hộp là lớn nhưng đôi khi là nhỏ.*

In a big box write the skort form of the month

DATES EMPLOYED
From <i>Sep., 1975</i> To <i>Aug., 1979</i>

In a small box write a number for the month

DATES EMPLOYED	From	To
	<i>9/75</i>	<i>8/79</i>

- When you still have a job, write "present"* under "To" for "Dates Employed."
- Khi bạn vẫn có một công việc viết "present" dưới "to" cho ngày tháng làm việc.*

Sam got a job as an electrician in 1979. He is still an electrician.

DATES EMPLOYED	From	To
	<i>1979</i>	<i>Present</i>





Tasks - Các nhiệm vụ

Read the stories and then complete the forms.

Đọc các câu chuyện và sau đó hoàn thành các mẫu

- Joe was a carpenter from June, 1972, to February, 1974. He was a waiter from April, 1974, to September, 1976. He got a job as a cashier in September, 1976. He is still a cashier.

- Joe là một thợ mộc từ tháng 6 / 1972 đến tháng 2 năm 1974. Anh ấy là một nam phục vụ bàn từ tháng 4 / 1974 tới tháng 9 / 1976. Anh ấy là thủ quỹ vào tháng 9 / 1976. Đến nay, anh ấy vẫn là thủ quỹ.*

EMPLOYMENT RECORD (Begin with your present or last job.)		
JOB TITLE	DATES EMPLOYED From	To
JOB TITLE	DATES EMPLOYED From	To
JOB TITLE	DATES EMPLOYED From	To

2. Mary was a typist from April, 1968 to December, 1971. She was an accounting clerk from January, 1972 to May, 1974. Then she got a job as a bookkeeper in July, 1974. She is still a bookkeeper.

2.

EMPLOYMENT RECORD (Begin with your first job.)		
NAME OF POSITION	DATES WORKED	From _____ To _____
NAME OF POSITION	DATES WORKED	From _____ To _____
NAME OF POSITION	DATES WORKED	From _____ To _____

On your Own - Phần của bạn

Complete the forms for yourself

Hoàn thành các mẫu về bản thân của bạn

EMPLOYMENT RECORD Begin with your first job.		
NAME OF POSITION	DATES WORKED	From _____ To _____
NAME OF POSITION	DATES WORKED	From _____ To _____
NAME OF POSITION	DATES WORKED	From _____ To _____

EMPLOYMENT RECORD Begin with your present or last job.	
NAME OF POSITION	DATES EMPLOYMENT From To
NAME OF POSITION	DATES EMPLOYMENT From To
NAME OF POSITION	DATES EMPLOYMENT From To



Lesson Two/ Bài 2

Getting Ready - Phần của bạn

1. Where did you work?

1. Bạn làm việc ở đâu?

I worked *in* a department store. (in a laundry, in a school,...) BUT

Tôi làm việc trong cửa hàng bách hóa (tiệm giặt ủi, trường học,...) NHƯNG

I worked *on* a farm.

Tôi làm việc trên nông trường.

2. What did you do?

2. Bạn làm gì?

I recorded sales.

Tôi ghi chép lượng hàng bán được.

3.

<u>counted supplies</u>	1975-76
-------------------------	---------

Đếm nguồn cung cấp. 1975-76

recorded sales 1977-78

Ghi chép lượng hàng bán được. 1977-78

What did you do *after* you counted supplies?

Bạn làm gì sau khi đếm nguồn cung cấp?

I recorded sales.

Tôi ghi chép lượng hàng bán được.

What did you do *before you* recorded sales?

Bạn làm gì trước khi ghi chép lượng hàng bán được.

I counted supplies.

Tôi đếm nguồn cung cấp

Conversation - *Hội thoại*

Interviewer: What kind of work experience do you have?

Người phỏng vấn: *Bạn có kinh nghiệm làm việc gì?*

Applicant: In (student's country) I worked in a department store for seven years.

Người xin việc: *Khi còn là sinh viên tôi làm việc trong cửa hàng bách hóa được 7 năm.*

Interviewer: What did you do?

Người phỏng vấn: *Bạn làm công việc gì?*

Applicant: I recorded sales.

Người xin việc: *Tôi ghi chép lượng hàng bán ra.*

Interviewer: What did you do before that?

Người phỏng vấn: *Trước đó bạn làm gì?*

Applicant: I counted supplies (before that).

Người xin việc: *Tôi đếm các nguồn hàng cung cấp (trước đó)*

Interviewer: Do you have local experience?

Người phỏng vấn: *Bạn có kinh nghiệm trong ngành không?*

Applicant: No, I'm afraid I don't. But I learn fast.

Người xin việc: *Tôi e là không nhưng tôi học rất nhanh.*



record sales

Ghi chép lượng hàng bán



count supplies

Đếm các nguồn hàng cung cấp

1. [department store]

[Cửa hàng bách hóa]



mend clothes

Sửa quần áo



sort laundry

Xếp quần áo

2. [laundry]

[Giặt ủi]



grade papers

Cho điểm các bài thi (kiểm tra)



duplicate lessons

Sao y nguyên các bài học

3. [school]

[trường học]



sand wood
Đánh nhẵn gỗ



paint furniture
Sơn đồ đạc

4. [carpenter shop]
[Cửa hàng mộc]



load trucks
Chất (hàng hóa) lên xe tải



crate vegetables
Cho rau cải vào thùng

5. [farm]
[Nông trại]



tend bar
Phục vụ quầy rượu



wait on tables
Phục dịch ở các bàn ăn.

6. [restaurant]
[Nhà hàng]

Exercises - Bài tập

Look at the pictures and the words. Make questions and then answer them. Follow the model.

Nhìn các bức tranh và các từ. Đặt các câu hỏi và sau đó trả lời theo mẫu

QUESTION

ANSWER

What did Bob do after he counted supplies?

He recorded sales after he counted supplies.

What did Bob do before he recorded sales?

He counted supplies before he recorded sales.

[Bob]



1. ['74-'77] ['77-'78]

[Andy]



2. [1:00-3:00 p.m.] [3:00-5:00 p.m.]

[Blanca]



3. ['78-'79] ['79-'80]

[Beth]



4.

[Sunday]

[Monday]

[Victor]



5.

['76-'78]

['78-'80]

Write a Story - *Viết một câu chuyện*

A. Read the paragraph. Then write one word in each blank.

A. *Đọc đoạn văn. Sau đó viết một từ trong mỗi chỗ trống*

Ming-po _____ (1) is Taiwan. _____ (2) Taiwan _____ (3) worked _____ (4) a school _____ (5) one year. _____ (6) graded papers _____ (7) six months. _____ (8) that she duplicated lessons _____ (9) six months. She has _____ (10) local experience.

B. Write a story about yourself on a separate piece of paper. Use the paragraph above as a model.

B. *Viết một câu chuyện về bản thân bạn trên các mẫu giấy riêng. Sử dụng đoạn văn trên làm mẫu.*

Getting Ready - Chuẩn bị

Application forms ask for information about job duties.

Các mẫu đơn xin việc yêu cầu thông tin về các yêu cầu của công việc.

a. For past jobs use past time.

a. Các công việc trong quá khứ sử dụng thời gian quá khứ

TITLE	EMPLOYED		DUTIES
	From	To	
<i>Clerk</i>	<i>4/68</i>	<i>12/71</i>	<i>sort mail, file, type letters</i>

b. For present jobs use present time

b. Các công việc ở hiện tại sử dụng thời gian hiện tại

TITLE	EMPLOYED		DUTIES
	From	To	
<i>Clerk</i>	<i>4/68</i>	<i>present</i>	<i>sort mail, file, type letters</i>

Task - Nhiệm vụ

A. Read the story and complete the form.

A. Đọc câu chuyện và hoàn thành mẫu bên dưới.

Misha Varig is a stock clerk now. He counts supplies, moves boxes, and stocks shelves. He got the job in June, 1980. Before that he was a mail clerk. He wrapped and weighed packages and loaded trucks. He worked as a mail clerk from June, 1979, to May, 1980. Before he was a mail clerk, he was a service station attendant. He pumped gas, washed windows, changed oil, and changed tires. He was a service station attendant from May, 1978, to June, 1979.

APPLICANT'S NAME:		
EMPLOYMENT RECORD (Begin with your first job.)		
POSITION	FROM/TO	DUTIES

B. Find a classmate. One looks at the form, asks questions, listens to the answers, and writes. One listens to the questions, reads the story, and answers the questions.

B. *Tìm một người bạn cùng học. Một người nhìn mẫu, hỏi các câu hỏi, lắng nghe câu trả lời và viết. Một người nghe câu hỏi đọc câu chuyện và trả lời các câu hỏi.*

ASK

ANSWER

What is Bennett's job now?

He's a bartender.

When did he begin?

in . . .

What are his duties?

What did he do before that? . . .

Bennett Lee is a bartender now. He got the job in February, 1979. He takes orders, mixes drinks, washes glasses, and collects money. Before he was a bartender he was a waiter. He waited on tables, took orders, and cleaned tables. He was a waiter from January, 1978, to January, 1979. Before that he was a kitchen helper. He

washed dishes and washed and peeled vegetables. He was a kitchen helper for six months, from July to December, 1978.

APPLICANT'S NAME: _____			
last	first	middle	
EMPLOYMENT RECORD Begin with your present or last job first.			
JOB TITLE	DATES EMPLOYED		DUTIES
	From	To	

On Your Own - Phần của bạn

- A. Complete the form for yourself.
 A. Hoàn thành mẫu về bản thân của bạn.

EMPLOYMENT RECORD (Please list jobs in chronological order.)			
JOB TITLE	DATES EMPLOYED		JOB DUTIES
	From	To	

B. Find a classmate. Ask questions, listen to the answers, and complete the form.

B. *Tìm một người cùng lớp. Hỏi các câu hỏi, lắng nghe trả lời và hoàn thành mẫu.*

NAME APPLICANT'S _____		
(middle)	(last)	(first)
(maiden)		
EMPLOYMENT RECORD Please list jobs in reverse chronological order (present or most recent job first).		
JOB TITLE	FROM / TO	DUTIES

Lesson Three / Bài 3

Getting Ready - Chuẩn bị

1. What kind of experience do you have?

1. *Bạn có kinh nghiệm làm việc gì?*

I have experience as a mail clerk.

Tôi có kinh nghiệm của một nhân viên thư tín

2. What kind of equipment did you use?

2. *Bạn đã sử dụng loại công cụ gì?*

I used equipment like hand trucks.

Tôi đã sử dụng công cụ xe kéo bằng tay.

3. What kind of tools did you use?

3. *Bạn đã sử dụng các loại dụng cụ gì?*

I used tools like electric drills.

Tôi đã sử dụng các loại máy khoan.

Conversation - Hội thoại

Interviewer: I understand you have several years of local experience.

Người phỏng vấn: Tôi hiểu là bạn có vài năm kinh nghiệm trong ngành.

Applicant: That's right. (I have) three years (experience) as a mail clerk.

Người xin việc: Đúng vậy, tôi có 3 năm kinh nghiệm làm nhân viên thư tín

Interviewer: What kind of equipment did you use?

Người phỏng vấn: Bạn sử dụng loại công cụ gì?

Applicant: (I used) equipment like hand trucks, postage meters, ...

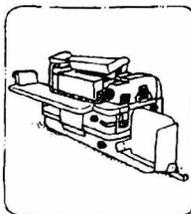
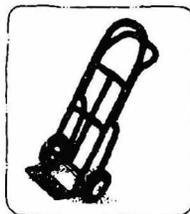
Người xin việc: (tôi sử dụng) công cụ như xe kéo tay, đồng hồ đo bưu phí...

Interviewer: Good. We can use someone with your skills.

Người phỏng vấn: được, chúng tôi có thể sử dụng ai đó với các kỹ năng của bạn.

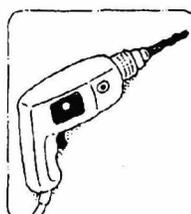
EQUIPMENT

Công cụ



TOOLS

Dụng cụ



hand truck

*Xe kéo
bằng tay*

1. [mail clerk]

postage meter

*Đồng hồ đo
bưu phí*

1. [Nhân viên
thư tín]

electric drill

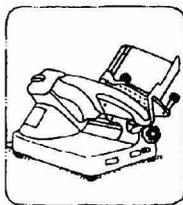
Khoan điện

2. [carpenter]

power saw

Cưa điện

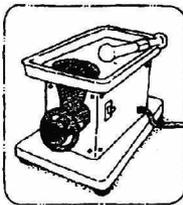
2. [Thợ mộc]



slicer

Máy cắt

3. [butcher]



grinder

Máy xay

3. [Đồ tế]



sander

Máy đánh bóng

4. [painter]



spray gun

Máy xịt

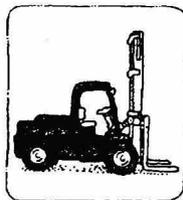
4. [Thợ sơn]



tractor

Máy cày

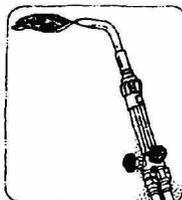
5. [farm worker]



fork lift

Xe nâng xe

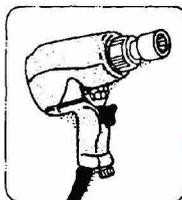
5. [Công việc
nông trường]



blow torch

Mô hàn hơi

6. [auto
mechanic]



impact wrench

Máy vặn bu lông

6. [Máy tự
động]

Exercises - Bài tập

- A. Look at the pictures and the words. Make a question and then answer it using "like". Follow the models.
- A. Nhìn các bức tranh và các từ đặt câu hỏi và trả lời. Sử dụng "like" theo mẫu sau:

QUESTION

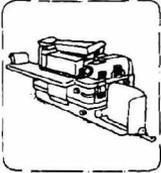
*What kind of equipment
does a mail clerk use?*

ANSWER

*A mail clerk uses equipment like postage
meters and hand trucks.*

What kind of things does a laundry worker do?

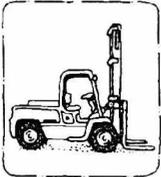
A laundry worker does things like sort and mend clothes.



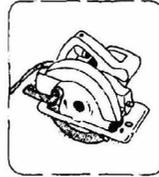
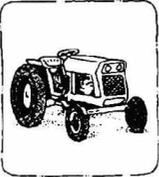
1. [equipment/mail clerk]



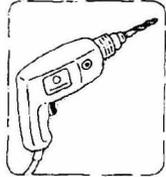
2. [things/laundry worker]



3. [equipment/farm worker]



4. [tools/carpenter]



5. [things/farm worker]



6. [tools/painter]



B. Read the question and then write the answer.

B. *Đọc câu hỏi và sau đó viết câu trả lời.*

1. What kind of tools do you use? _____

2. What kind of equipment do you use? _____

3. What kind of things can you do? _____

Write a Story - *Viết một câu chuyện*

A. Read the paragraph and then write one word in each blank.

A. *Đọc đoạn văn và sau đó viết những từ trong mỗi ô trống.*

Carmen Galante just came _____⁽¹⁾ this country. She has no _____⁽²⁾ experience, but she has eight years _____⁽³⁾ experience as a farm worker _____⁽⁴⁾ Cuba. She used equipment like tractors and _____⁽⁵⁾ lifts. Before _____⁽⁶⁾ she was a mail _____⁽⁷⁾ for two years. She used _____⁽⁸⁾ like hand trucks and postage _____⁽⁹⁾.

B. Write a story about yourself. Use the paragraph above as a model.

B. *Viết một câu chuyện về bản thân bạn. Sử dụng đoạn văn trên làm mẫu.*

Getting Ready - Chuẩn bị

Application forms ask for information about tools or equipment. Don't write things like "scissors" because you don't have to learn how to use them.

Các mẫu đơn xin việc yêu cầu thông tin về các dụng cụ và công cụ. Không viết những thứ như "scissors" bởi vì bạn không phải học cách sử dụng chúng.

JOB TITLE: <u>mail clerk</u>	Equipment or tools used:
JOB DUTIES: <u>sorted mail</u> <u>weighed package</u>	<u>postage meter</u> <u>adding machine</u> <u>scissors</u>

Tasks - Các nhiệm vụ

Read the stories and complete the forms.

Đọc các câu chuyện và hoàn thành các mẫu

- Linda Gomez is looking for a job. Her last job was in a school. She was a mail clerk. She mailed letters and packages. She used a hand truck, a postage meter, and a photocopier.

Job title _____ _____	Equipment or tools used:
Job duties _____ _____ _____ _____	

2. Anwar Tahari is looking for a job. His last job was in a furniture store. He was a carpenter. He made shelves and furniture. He used power tools like electric drills and power saws.

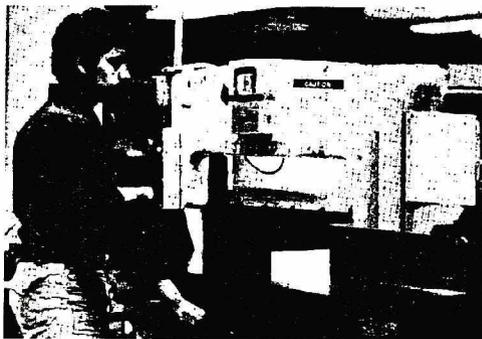
Position you occupied-what were your duties?
Did you operate any equipment?

On Your Own - Về bản thân bạn

Complete the form for yourself.

Hoàn thành mẫu về bản thân bạn

List jobs you have held (begin with your last job):		
Exact title	Describe what you did	Equipment or tools used
Exact title	Describe what you did	Equipment or tools used
Exact title	Describe what you did	Equipment or tools used



Lesson Four/ Bài 4

Getting Ready - Chuẩn bị

1. Why did you leave your last job?

1. Tại sao bạn thôi việc?

I left because my mother was ill.

Tôi thôi việc bởi vì mẹ tôi bệnh.

2. I left my job because my mother was ill.

2. Tôi thôi việc bởi vì mẹ tôi bệnh.

You should write "family illness."

Bạn nên viết "family illness"

Conversation - Hội thoại

Maria: Do you have a minute? I need some advice.

Maria: Bạn có rảnh không? mình cần vài lời khuyên.

Hugo: Sure. What kind of advice?

Hugo: Tất nhiên rồi, lời khuyên gì vậy?

Maria: I left my last job because my mother was ill. What should I put down on my application form?

Maria: Mình thôi việc bởi vì mẹ mình bị bệnh. Mình phải điền gì vào đơn xin việc này?

Hugo: I think you should write "family illness."

Hugo: *Tớ nghĩ bạn nên viết "family illness" (gia đình có người bị đau ốm).*

Maria: Family illness? O.K. Thanks for the advice.

Maria: *Gia đình có người bị đau ốm à? Được. Cảm ơn về lời khuyên của bạn.*



1. my mother
was ill

family illness

2. my husband
was ill

family illness

1. Mẹ tôi bị bệnh
Gia đình có người bị đau

2. Chồng tôi bị ốm
Gia đình có người bị đau

Gia đình có người bị đau



3. I hurt my back

injury

4. I hurt my neck

injury

3. Tôi bị thương ở lưng
Bị thương

4. Tôi bị thương ở cổ
Bị thương



5. I got married

family responsibility

6. I was pregnant

family responsibility

5. Tôi đã kết hôn

Trách nhiệm gia đình

6. Tôi đã có bầu

Trách nhiệm gia đình

Exercise - Bài tập

Read the question, look at the picture, and then write the answer. Follow the model.

Đọc câu hỏi, nhìn tranh và sau đó viết câu trả lời theo mẫu



1. Why did Peg leave her last job? she left her last job because she hurt her back



2. Why did Jill leave her job? _____



3. Why did Ann leave her last job? _____



4. Why did Pam leave her job? _____



5. Why did Rita leave her job? _____



6. Why did Jan leave her job? _____

Read a Story - *Đọc một câu chuyện*

Read the story and then answer the questions.

Đọc một câu chuyện sau đó trả lời các câu hỏi

Companies want information about the former employers of job applicants. They want information about both the company and the supervisor because they want to check the information applicants give them. When you give this information, write complete names and addresses. For *Name of Company*, don't just put *restaurant*. Put the name of the restaurant too (for example, *Far East Restaurant*). For *Address of Company*, don't just put the name of the city. Put the address, state, and zip code too. For *Name of Supervisor*, don't just put *Mr. White*. Put his first name or his initials too (for example, *Mr. Joseph White* or *Mr. J. L. White*).

Questions

1. Why do employers want the complete name and address of companies and supervisors?
2. *Is restaurant* the name of a company?
3. For a complete address, what four things do you need?
4. *Is Mr. White* a complete name?
5. Do you have to put your supervisor's first name?

What Do You Think?

1. Elena Gonzalez worked in a restaurant in Mexico. She is applying for a job in Dallas now. Should she put the name of the restaurant on her application form?
2. Soon Park quit his last job because he didn't like the supervisor. Should he put the name of the supervisor on his application form?

Getting Ready - Chuẩn bị

1. Application forms usually ask the reason for leaving a job. When you leave for a personal reason, write the general category. Don't write specific reasons. Most personal reasons are in one of three general categories: (a) family illness (b) injury (c) family responsibilities
1. Các mẫu đơn xin việc thường hỏi lý do về việc thôi việc, khi bạn nêu ra lý do cá nhân, hãy viết một cách chung chung. Đừng viết ra các lý do chi tiết. Hầu hết các lý do cá nhân là một trong ba danh mục sau: (a) gia đình có người bị đau (b) bị thương (c) có trách nhiệm gia đình.

2. Another personal reason for leaving a job is because you move. When you move from one country to another, write *immigrated*.
2. Lý do cá nhân khác thôi việc là vì bạn chuyển chỗ ở, khi bạn di chuyển từ đất nước này sang đất nước khác, hãy viết “immigrated” (nhập cư).



Tasks - Các nhiệm vụ

- A. Read the specific reason for leaving, and then write the general category in the box.
- A. Đọc lý do chi tiết khi thôi việc và sau đó viết danh mục chung chung trong hộp.

REASON FOR LEAVING

- | | |
|---------------------------------|----------------------|
| 1. I hurt my back. | <input type="text"/> |
| 2. My children were sick. | <input type="text"/> |
| 3. I got married. | <input type="text"/> |
| 4. My mother died. | <input type="text"/> |
| 5. I hurt my hand. | <input type="text"/> |
| 6. I came to the United States. | <input type="text"/> |
| 7. My husband was ill. | <input type="text"/> |

B. Read the stories and complete the forms.

B. *Đọc các câu chuyện và hoàn thành các mẫu.*

1. Eve Taylor is looking for a job. Her last employer was the Fast Taxi Company. The company's address is 4565 Mission Avenue, San Diego, California 92116. She was an accounting clerk and her supervisor was Sam Kean, the accounting manager.

NAME AND ADDRESS OF COMPANY	NAME OF SUPERVISOR
	TITLE OF SUPERVISOR

2. Bill Flynn is looking for a job. His last employer was the Centul'y Furniture Company. The company's address was 410 Park Avenue, New York, N.Y. 10022. His job was making furniture. His supervisor was John Bayer, the foreman.

NAME OF COMPANY	SUPERVISOR: NAME
ADDRESS	TITLE

On Your Own - Về bản thân bạn

Complete the form for yourself.

Hoàn thành mẫu về chính bản thân bạn

EMPLOYMENT RECORD Begin with your present or last job.	
Name of Company	Address
Supervisor: Name and Title	
Name of Company	Address
Supervisor: Name and Title	
Name of Company	Address
Supervisor: Name and Title	

Lesson Five/ Bài 5

Getting Ready - Chuẩn bị

1. Why do you want to quit?

1. Tại sao bạn muốn bỏ việc?

The work is too dangerous for me.

Công việc quá nguy hiểm đối với tôi.

2. What kind of job are you looking for?

2. Bạn sẽ tìm công việc gì?

I'm looking for a job with good working conditions.

Tôi sẽ tìm một công việc có điều kiện làm việc tốt

Conversation - Hội thoại

Charlie: Are you still working at the same place?

Charlie: *Bạn vẫn đang làm việc tại cùng một nơi phải không?*

Sandra: Yes, but I want to quit.

Saudra: *Vâng, nhưng tôi muốn bỏ việc*

Charlie: Why?

Charlie: *Tại sao vậy?*

Sandra: The work is too dangerous for me.

Saudra: Công việc quá nguy hiểm với tôi.

Charlie: Is that the only reason?

Charlie: Đó chỉ là một lý do phải không?

Sandra: No (it isn't). There are also other problems.

Saudra: Không (không phải thế). Cũng có các vấn đề khác

Charlie: Then what are you going to do?

Charlie: Sau đó bạn sẽ làm gì?

Sandra: (I'm going to) look for a Job with better working conditions.

Saudra: (Minh sẽ) tìm một công việc có các điều kiện làm việc tốt hơn.

WORKING CONDITIONS:

Điều kiện làm việc:



1. work/dangerous

2. job/boring

3. hours/long

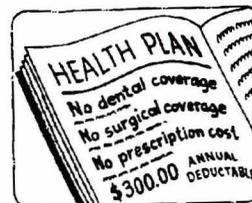
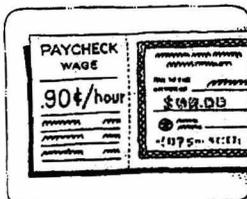
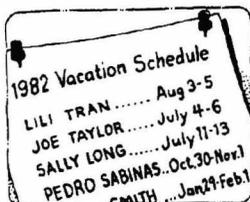
1. Công việc/ nguy hiểm

2. Công việc/ buồn tẻ

3. Giờ giấc/ lâu

BENEFITS:

Lợi nhuận



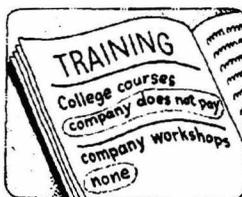
4. vacation/short
4. Kỳ nghỉ / ngắn

5. pay/low
5. Lương / thấp

6. health plan/limited
6. Kế hoạch sức khỏe / bị giới hạn

OPPORTUNITIES:

Cơ hội



7. promotions/difficult
7. Thăng tiến / khó khăn

8. training/limited
8. Đào tạo / hạn chế

9. company/small
9. Công ty / nhỏ

Exercises - Bài tập

Read the sentence and then make a new sentence. Follow the models.

Đọc câu và sau đó viết một câu mới theo các mẫu.

NEW SENTENCE

The work isn't too dangerous for him.

The job is too dangerous for him.

1. The work is dangerous, but he likes it.
2. The job is dangerous. He doesn't like it.
3. There's a health plan, but it doesn't pay for dental work. She doesn't like it.
4. She gets two weeks of vacation, but she wants a month of vacation.
5. He is happy with his vacation. He gets two weeks.
6. She works twelve hours a day, and she doesn't like it.
7. He works fourteen hours a day and he likes it.
8. She isn't happy with her job. She started as a clerk and she is still a clerk.

Write a Story - *Viết một câu chuyện*

A. Read the paragraph and then write one word in each blank.

A. *Đọc đoạn văn sau đó viết một từ vào trong chỗ trống*

Bill _____ happy _____ his job. The opportunities
 _____ good. _____ job is _____ boring and promo-
 tions _____ not difficult. _____ does not want _____
 quit.

B. Now write a story about yourself or a friend who has a job. Use the paragraph on page 27 as a model.

B. Bây giờ viết một câu chuyện về bản thân của bạn hay một người bạn đã có việc làm. Sử dụng trang 27 làm mẫu.

Getting Ready - Chuẩn bị

1. Remember that when you give the reason for leaving a job, you should be general, not specific. *Working conditions* is general. *Dangerous work* is specific.
1. Hãy nhớ là khi bạn đưa ra lý do khi thôi việc, bạn nên nói tổng quát, không nên nói chi tiết. Các điều kiện làm việc là mang tính chung chung, công việc nguy hiểm là mang tính chi tiết.
2. When you give the reason for leaving a past job, write *found* When you give the reason for leaving a present job, write *looking for*
2. Khi bạn đưa ra lý do cho việc thôi một công việc trong quá khứ, hãy viết "found" (tìm)... khi bạn đưa ra lý do cho việc thôi một công việc đang có thì hãy viết "looking for" (tìm kiếm).
3. When you write the reason for leaving an application form, leave out the little words:
3. Khi bạn đưa ra lý do điền vào mẫu đơn xin việc, hay lược bỏ các từ tựa đề như sau:

I am looking for a job with better working conditions.

I found a job with better working conditions.

Tasks - Các nhiệm vụ

Read the Story and then complete the form.

Đọc câu chuyện và sau đó hoàn thành mẫu

1. Penny Harris is working as a welder now, but she is looking for another job. On her job now there is no vacation and there is no health plan.

REASON FOR LEAVING

2. Tom Garcia has a new job. He makes good money now. He quit his last job because the pay was low.

REASON FOR LEAVING

3. Bob Porter wants to quit his job. He wants a promotion, but his company is small. There is no opportunity for training.

REASON FOR LEAVING

4. Jean Wong is a bartender now. The pay is high, but the hours are long and the job is bor-

REASON FOR LEAVING

ing. She is looking for another job.

5. Anita Prados is a file clerk. She was a laundry worker, but the laundry was small and promotions were difficult. She found another job.

REASON FOR LEAVING

On Your Own - Về bản thân bạn

Complete the form for yourself.

Hoàn thành mẫu về bản thân bạn.

EMPLOYMENT RECORD Begin with present or last job first		
JOB TITLE	DATES EMPLOYED	REASON FOR LEAVING
	From _____ To _____	
	From _____ To _____	
	From _____ To _____	

Lesson Six/ Bài 6

Getting Ready - Chuẩn bị

1. What are the hours like?

1. Các giờ giấc làm việc như thế nào?

They are long.

Chúng quá lâu.

2. My hours are too long.

2. Giờ giấc làm việc của tôi quá dài

You should look for shorter hours (than your hours now).

Bạn nên tìm các giờ làm việc ngắn hơn (các giờ làm việc bây giờ)

Conversation - Hội thoại

Amy: You look a little down. Is the job getting to you?

Amy: *Bạn nhìn xuống dưới xem, đó có phải là công việc bạn đang làm không?*

Jack: I'm afraid so. The hours are too long.

Jack: *Tôi e là thế. Thời gian làm việc quá dài*

Amy: Maybe you should look for shorter hours (than your hours now).

Amy: Có thể bạn nên tìm một công việc với giờ giấc ngắn hơn (giờ giấc làm việc bây giờ)

Jack: Not a bad idea. Can you give me a few suggestions?

Jack: Một ý kiến không tồi chút nào. Bạn có thể cho tôi vài gợi ý không?

Amy: I'd be glad to, but not now. I'm in a hurry. How about lunch tomorrow?

Amy: Mình muốn lắm nhưng bây giờ thì không thể? mình đang rất vội. Bữa trưa ngày mai thế nào nhỉ?

Jack: Sounds good.

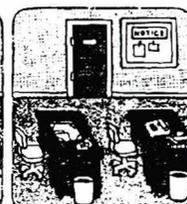
Jack: Nghe thú vị đấy

1. HOURS

1. Giờ giấc

2. PLACE

2. Nơi (làm việc)



long

short

dirty

clean

Dài

Ngắn

Bẩn

Sạch

3. WORK

3. Công việc

4. COMPANY

4. Công ty



heavy
Nặng

light
Nhe

long
Xa

short
Gần

5. PAY

5. Lương

6. COMPANY

6. Công ty



low
Thấp

high
Cao

small
Nhỏ

big
Lớn

Exercises - Bài tập

Read about the people. Make questions and then answer the questions. Follow the model. Use these words:

Học thông tin về mọi người. Đặt các câu hỏi và sau đó trả lời chúng theo mẫu. Sử dụng những từ này:

- | | | | | |
|---------|---------|---------|--------|---------|
| shorter | lighter | closer | lower | smaller |
| longer | heavier | farther | higher | bigger |

QUESTION

ANSWER

Whose hours are shorter? Mamie's hours are shorter than Ellen's.

Whose hours are longer? Ellen's hours are longer than Mamie's.

1. Mamie works seven hours a day. Ellen works eight hours a day.
2. Evo makes \$4.50 an hour. Leslie makes \$5.00 an hour.
3. David's company is twenty miles from here. Kathy's is thirty miles from here.
4. Wayne's company has one hundred employees. Lisa's company has eighty employees.
5. Martha types from forty to fifty letters at work every day. Alice only types four or five letters every day.

Write a Story - *Viết một câu chuyện*

A. Read the paragraph and then write one word in each blank.

A. *Đọc một đoạn văn sau đó viết một từ vào mỗi chỗ trống.*

Pam ⁽¹⁾_____ unhappy. ⁽²⁾_____ doesn't like _____ ⁽³⁾_____ job.
⁽⁴⁾_____ pay _____ ⁽⁵⁾_____ too low and _____ ⁽⁶⁾_____ place _____ ⁽⁷⁾_____
 too dirty. She wants _____ ⁽⁸⁾_____ pay than her pay now and a
 _____ ⁽⁹⁾_____ place than her place now.

B. Write a story about yourself or a friend who has a job. Use the paragraph above as a model.

B. *Viết một câu chuyện về bản thân bạn hay bạn của bạn người đã có công việc. Sử dụng đoạn văn trên làm mẫu.*

Getting Ready - Chuẩn bị

Sometimes you don't leave a job for personal reasons. You leave because there are things you don't like about the company. When you give the reason for leaving, don't be negative. Don't say things like *My hours are too long*. Be positive. Say things like *I'm looking for shorter hours*.

Đôi lúc bạn không thôi việc vì các lý do cá nhân, bạn thôi việc vì có những điều mà bạn không thích về công ty. Khi bạn đưa ra lý do thôi việc đừng nói về những tiêu cực đó. Đừng nói những điều tựa như “các thời gian làm việc của tôi quá dài” Hãy nói tích cực hơn, nói những điều như “tôi đang tìm kiếm (một công việc) có thời gian ngắn hơn.

Task - Nhiệm vụ

- A. Look at the phrases below. In the blanks after each one write *P* for *positive* (good) or *N* for *negative* (bad). Follow the model.
- A. Nhìn các cụm từ bên dưới. Trong các chỗ trống sau mẫu từ viết *P* (tích cực) và *N* (tiêu cực) theo mẫu sau:

boring work	<u> N </u>	light work	_____	low pay	_____
a clean place	_____	heavy work	_____	long hours	_____
dangerous work	_____	high pay	_____	short hours	_____
a dirty place	_____	interesting work	_____		

B. Look at the reason for leaving the job. Then put an X in the correct box. Follow the model.

B. *Hãy nhìn lý do khi thôi việc. Sau đó đánh dấu X vào hộp đúng theo mẫu.*

- | | | |
|--------------------------------------|-------------------------------|-------------------------------------|
| 1. "work was dangerous" | a. not good; too specific | <input checked="" type="checkbox"/> |
| | b. not good; too negative | <input checked="" type="checkbox"/> |
| | c. good; positive and general | <input type="checkbox"/> |
| 2. "don't like supervisor" | a. not good; too specific | <input type="checkbox"/> |
| | b. not good; too negative | <input type="checkbox"/> |
| | c. good; positive and general | <input type="checkbox"/> |
| 3. "want shorter hours" | a. not good; too specific | <input type="checkbox"/> |
| | b. not good; too negative | <input type="checkbox"/> |
| | c. good; positive and general | <input type="checkbox"/> |
| 4. "place is dirty" | a. not good; too specific | <input type="checkbox"/> |
| | b. not good; too negative | <input type="checkbox"/> |
| | c. good; positive and general | <input type="checkbox"/> |
| 5. "found better working conditions" | a. not good; too specific | <input type="checkbox"/> |
| | b. not good; too negative | <input type="checkbox"/> |
| | c. good; positive and general | <input type="checkbox"/> |
| 6. "pregnant" | a. not good; too specific | <input type="checkbox"/> |
| | b. not good; too negative | <input type="checkbox"/> |
| | c. good; positive and general | <input type="checkbox"/> |

NAME	LAST JOB	REASON FOR LEAVING	JOB BEFORE THAT	REASON FOR LEAVING
1. <i>Kay</i> <i>savage</i>	<i>write</i>	<i>found</i> <i>shorter hours</i>	<i>teacher</i>	<i>found</i> <i>opportunities</i>
2.				
3.				
4.				
5.				
6.				

Lesson Seven/ Bài 7

Check Your Listening - Kiểm tra việc lắng nghe của bạn

A. Read the questions about the conversation. Listen to the conversation. What did the speakers say? Circle the correct answer.

A. *Đọc các câu hỏi về cuộc hội thoại. Nghe lại cuộc đàm thoại. Những người đàm thoại nói gì? Khoanh tròn câu trả lời đúng.*

- | | | |
|--|-----|----|
| 1. Is Mr. Lee working now? | yes | no |
| 2. Is Mr. Lee an accounting clerk now? | yes | no |
| 3. Was Mr. Lee a mail clerk before he was an accounting clerk? | yes | no |
| 4. Was Mr. Lee an accounting clerk for ten years? | yes | no |
| 5. Can Mr. Lee operate any office machines? | yes | no |
| 6. Is Mr. Lee looking for another job? | yes | no |
| 7. Does Mr. Lee want better benefits? | yes | no |
| 8. Does Mr. Lee want to work for a smaller company? | yes | no |

B. Read the questions about the conversation. Listen to the conversation again. What did the speakers say? Circle the letter of the correct answer.

B. *Đọc các câu hỏi về cuộc hội thoại. Nghe lại cuộc đàm thoại. Những người đàm thoại nói gì? Khoanh tròn từ trả lời đúng.*

1. What are Mr. Lee's duties now?
 - a. checks figures and sorts mail
 - b. weighs packages and sorts mail
 - c. weighs packages and prepares bills

2. What were his duties before?
 - a. checked figures and prepared bills
 - b. checked figures and sorted mail
 - c. sorted mail and prepared bills

3. Which machines can Mr. Lee operate?
 - a. duplicator, adding machine, postage meter
 - b. photocopier, adding machine, gas meter
 - c. photocopier, adding machine, postage meter

4. How long was he an accounting clerk?
 - a. fifteen years
 - b. five years
 - c. nine years

5. Why is Mr. Lee looking for a bigger company?
 - a. He wants better opportunities.
 - b. He wants more benefits.
 - c. He wants more pay.

Conversation Review - Ôn tập lại cuộc hội thoại

Find a partner and practise the conversation. When there are blanks, use information about yourselves.

Tim một người bạn cùng học và thực hành cuộc đàm thoại đó. Khi có các chỗ trống, hãy sử dụng thông tin về bản thân bạn.

Interviewer: Are you working now?

Applicant: Yes. I'm a _____.

Interviewer: What are your duties?

Applicant: I _____.

Interviewer: What did you do before you were a _____ ?

Applicant: Well, in (name of city) I was a (occupation).

Interviewer: For how long?

Applicant: For _____ years.

Interviewer: What did you do?

Applicant: I _____ and _____.

Interviewer: Can you operate any machines?

Applicant: _____.

Interviewer: Why do you want to leave your present job?

Applicant: I'm looking for _____.

Check Your Vocabulary - Kiểm tra từ vựng

Read the sentence, look at the picture, and then fill in the blank.

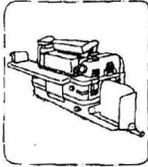
Đọc câu, nhìn tranh, sau đó điền vào chỗ trống



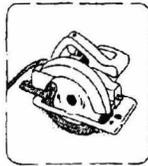
1. She worked on a farm. She _____ vegetables.



2. Her work isn't interesting.
It's _____.



3. When he was a mail clerk he used a(n)
_____.



4. He was a carpenter. He used a(n)
_____.



5. He _____ lessons.



6. He _____ bar for three years.
Now just read the sentence and fill in the blank.

7. She works from 8:00 a.m. until 10:00 a.m. every day. Her hours
are _____.

8. It isn't a big company. There are only six employees. It's a
_____ company.

9. On her last job she installed and repaired lights. She was a(n) _____.
10. She makes ninety cents an hour. Her pay is _____.

Check Your Grammar - Kiểm tra ngữ pháp

First read the sentences and then write one word in each blank.

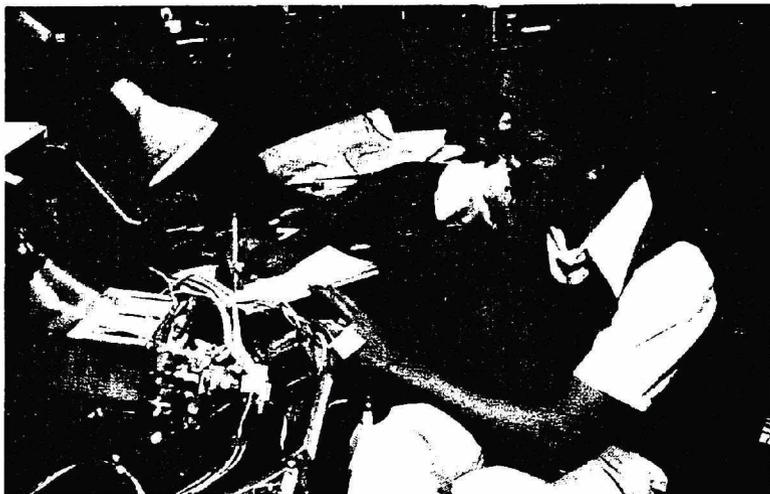
Đọc câu thứ nhất và sau đó viết một từ vào trong mỗi chỗ trống

- A.
1. I worked for a restaurant _____ 1967 _____ 1971.
 2. I was a bartender _____ one year.
 3. I was a waiter _____ three years.
 4. I have several years experience _____ a mail clerk.
 5. I worked _____ a department store _____ a sales clerk.
 6. I used equipment _____ tractors anal fork lifts.
 7. He was a painter _____ December 1972 _____ April 1975.
 8. I used to work _____ a school.
- B.
1. [sales clerk/1976-1978] [receptionist/1978-1980]
_____ she was a receptionist, she was a sales clerk.
 2. [counted supplies/1968-1974] [recorded sales/1974-1979]
_____ he counted supplies, he recorded sales.
 3. [tended bar/ 1979-present] [waited tables/ 1974-1979]
_____ he waited tables, he tended bar.
 4. He quit the job _____ the pay was low.
 5. He is looking for another job _____ he wants a job with better opportunities.

C. 1. He doesn't like his job. He gets three days of vacation a year. The vacations are _____ short.

2. On her last job she made \$3.50 an hour. On her present job she makes \$5.00 an hour. Her pay is _____ now.

3. His company is fifty miles from his house. It is far for him. He should look for a _____ company.



Check Your Grammar - *Đọc và suy nghĩ*

Read the story and then answer the questions.

Đọc câu chuyện và sau đó trả lời các câu hỏi

Employers want information about job duties because they want to know about your skills and experience. On an application form, don't write just one duty. Write all your duties. You should also write the tools and equipment you can use, but don't write all tools or equipment. Only write those that require a special skill.

Read the instructions for the work-experience section of job application forms carefully. Sometimes the form says, *Begin with first job*. But it usually says, *Begin with present or last job*. That's because your present or last job usually requires more skills.

Questions

1. What do employers want information about?
2. Should you write all your duties an application form? Why?
3. Should you write all tools or equipment?
4. Why is it important to read the instructions an job application forms?
5. Why do forms usually ask for present or last job first?

What Do You Think?

1. Tom is a laundry worker. He sorts clothes. Sometimes he mends clothes too. Should he write *mend clothes* an application form?
2. Robert is a carpenter. He uses a power saw. He also uses tools like hammers and screwdrivers. Should he write them all an application form?
3. On Lisa's last job she used a slicer. She didn't like it. Should she write it an her application form?

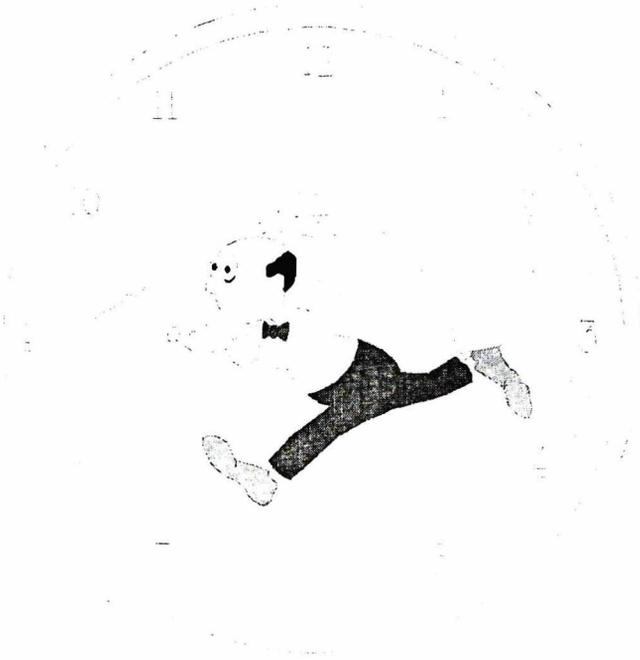
Put It Together

Fill out the form for yourself.

EMPLOYMENT RECORD (Begin with your present or last job.)			
NAME OF EMPLOYER		JOB TITLE AND DUTIES	
ADDRESS			
NAME AND TITLE OF SUPERVISOR		TOOLS OR EQUIPMENT USED	
DATES EMPLOYED	From Mon Yr	To Mon Yr	REASON FOR LEAVING
	/ /	/ /	
NAME OF EMPLOYER		JOB TITLE AND DUTIES	
ADDRESS			
NAME AND TITLE OF SUPERVISOR		TOOLS OR EQUIPMENT USED	
DATES EMPLOYED	From Mon Yr	To Mon Yr	REASON FOR LEAVING
	/ /	/ /	
NAME OF EMPLOYER		JOB TITLE AND DUTIES	
ADDRESS			
NAME AND TITLE OF SUPERVISOR		TOOLS OR EQUIPMENT USED	
DATES EMPLOYED	From Mon Yr	To Mon Yr	REASON FOR LEAVING
	/ /	/ /	

Unit 2

Schedules



Lesson Eight/ Bài 8

Getting Ready - Chuẩn bị

1. How much does it cost?

1. Nó giá bao nhiêu?

It costs \$75.00.

Nó giá 75\$.

2. How are you going to Riverside?

2. Bạn sẽ đi Riverside bằng phương tiện gì?

I am going by train.

Tôi sẽ đi bằng xe lửa

3. Are you going by train or by plane?

3. Bạn sẽ đi bằng xe lửa hay bằng máy bay?

I am going by train. OR I am going by plane.

Tôi sẽ đi bằng xe điện. Hoặc tôi sẽ đi bằng máy bay.

Conversation - Hội thoại

Anna: How much does it cost to get to Riverside from here?

Anna: Từ đây tới Riverside hết bao nhiêu?

Jane: That depends. Are you going by train or by plane?

Jane: Còn tùy. Bạn sẽ đi bằng xe lửa hay máy bay?

Anna: I don't know. How much does it cost by train?

Anna: Tôi không biết. Đi bằng xe lửa hết bao nhiêu?

Jane: (It costs) \$75.00.

Jane: (nó giá) 75.00\$

Anna: And (how much does it cost) by plane?

Anna: và (đi bằng máy bay) hết bao nhiêu?

Jane: (It costs) \$100.00. The train is cheaper.

Jane: (Nó giá) 100\$. Xe lửa thì rẻ hơn.

Anna: I want to save money. I'll go by train.

Anna: Tôi muốn tiết kiệm tiền. Tôi sẽ đi bằng xe lửa.



1. train [\$75.00]

1. Xe lửa [75\$]

plane [\$100.00]

Máy bay [100\$]



2. streetcar [50e] subway [75e]

2. *Xe chở khách công cộng* [50\$] *Xe điện ngầm* [75\$]



3. bus [\$5.00] ferry[\$10.00]

3. *Xe buýt* [5\$] *Tàu thủy* [10.00\$]

Getting Ready - Chuẩn bị

1. How long does it take by bus?

1. *Đi xe điện hết bao lâu?*

It takes three hours.

Mất ba tiếng đồng hồ.

Conversation - Hội thoại

Carlos: How long does it take to get to Riverside from here?

Carlos: Từ đây tới Riverside mất bao lâu?

Joe: That depends. Are you going by bus or by train?

Joe: Còn tùy. Bạn sẽ đi bằng xe buýt hay xe lửa?

Carlos: I don't know. How long does it take by bus?

Carlos: Tôi không biết. Đi bằng xe buýt mất bao lâu?

Joe: (It takes) about three hours.

Joe: Mất khoảng 3 tiếng đồng hồ

Carlos: And by train?

Carlos: và (đi bằng xe lửa) hết bao lâu?

Joe: (It takes) about two hours. The train is faster.

Joe: Mất khoảng 2 tiếng đồng hồ. Xe lửa thì nhanh hơn.

Carlos: I want to save time. I'll go by train.

Carlos: Tôi muốn tiết kiệm thời gian. Tôi sẽ đi bằng xe lửa.



[3 hours]

[2 hours]

1. bus



train



2. streetcar



subway

Excercises - Bài tập

Read the question, look at the picture, and then answer the question. Follow the model.

Đọc câu hỏi. Nhìn các bức tranh rồi sau đó trả lời câu hỏi theo mẫu.



[8:00 a.m. – 10:00 a.m.]

[\$15.00]

1. How are you going to Riverside?

I am going by train

How long does it take and how much does it cost?

It takes two hours and it costs \$15.00



[8:00 a.m. – 11:00 a.m.]
[\$10.00]

2. How are you going to Jefferson City?

How long does it take and how much does it cost?



[9:30 a.m. – 10:00 a.m.]
[75¢]

3. How are you going downtown? .

How long does it take and how much does it cost?



[9:00 a.m. – 10:00 a.m.]
[\$5.00]

4. How are you going to Blue Lake?

How long does it take and how much does it cost?

Write a story - *Viết một câu chuyện*

A. Read the paragraph and then write one word in each blank.

Đọc một đoạn văn sau đó viết một từ vào mỗi chỗ trống.

Mrs. Kane ⁽¹⁾ _____ going to go ⁽²⁾ _____ Los Angeles. It ⁽³⁾ _____ about eight hours ⁽⁴⁾ _____ go ⁽⁵⁾ _____ bus. It ⁽⁶⁾ _____ about ten hours ⁽⁷⁾ _____ train. ⁽⁸⁾ _____ bus is faster.

(9) _____ will (10) _____ by bus because she wants (11) _____ save time.

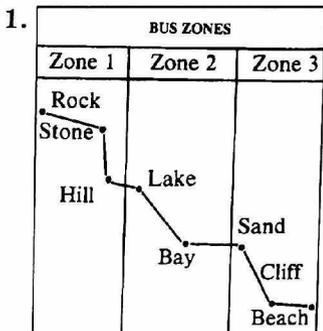
b. Write a story about yourself or a friend on a separate piece of paper. Use the paragraph above as a model.

Viết một câu chuyện về bản thân bạn hay bạn của bạn người đã có công việc. Sử dụng đoạn văn trên làm mẫu.

Getting Ready - Chuẩn bị

Sometimes the fare on a bus is the same for every stop. But sometimes the fare is different. People who go farther pay more money. When there are different fares for different stops, you need to look at Zone charts and fare charts to find the fares.

Đôi khi giá vé trên một chiếc xe buýt là giống nhau ở mỗi trạm dừng. Nhưng đôi khi giá vé khác nhau. Những người đi xa hơn thì phải trả nhiều tiền hơn. Khi có các giá vé khác nhau ở mỗi điểm dừng khác nhau thì bạn cần xem các biểu đồ khu vực và các biểu đồ giá vé để tìm các giá vé đó.



You want to know the fare from the Rock St. stop to the Hill St. stop.

Which zone is the Rock St. stop in? Zone 1

Which zone is the Hill St. stop in? Zone 1

2.

FARE CHART			
ZONE	1	2	3
1	50¢		
2	75¢	45¢	
3	90¢	65¢	30¢

Find the column with the heading *Zone 1*.Find the row with the heading *Zone 1*.

Find where the row and column meet.

What is the number in that square?

50¢

Then the fare is 50¢.

Tasks - *Nhiệm vụ*

Use the zone chart and the fare chart in page 46 to fill in the information below.

Sử dụng biểu đồ khu vực và biểu đồ giá vé ở trang 46 để hoàn thành các thông tin bên dưới.

- The Rock St. stop is in Zone _____. The Beach St. stop is in Zone _____. The fare is _____.
- The Sand St. stop is in Zone _____. The Beach St. stop is in Zone _____. The fare is _____.
- The Stone St. stop is in Zone _____. The Bay St. stop is in Zone _____. The fare is _____.
- The Hill St. stop is in Zone _____. The Cliff St. stop is in Zone _____. The fare is _____.

On Your Own - *VỀ bản thân bạn*

Find out about transportation in your community and complete the chart below.

Tìm ra sự vận chuyển trong cộng đồng của bạn và hoàn thành biểu đồ bên dưới.

KIND OF TRANSPORTATION (bus, train, . . .)	NAME OF COMPANY	WHERE DOES IT GO? (inside or outside the city)
1.		
2.		
3.		
4.		

Lesson Nine/ Bài 9

Getting Ready - Chuẩn bị

1. let's = let us

Chúng ta hãy

2. When do you want to leave from Elm Street?

Bạn muốn rời khỏi Elmstreet khi nào?

I want to leave from Elm Street at 3:15. BUT

Tôi muốn rời khỏi Elmstreet lúc 3:15 NHƯNG

When do you want to leave New York City?

Bạn muốn rời khỏi Newyork City khi nào?

I want to leave New York City at 4:55.

Tôi muốn rời khỏi Newyork City lúc 4:55.

3. When will I arrive at Maple Street?

Tôi sẽ đến Maple Street khi nào?

You will arrive at Maple Street at 4:30. BUT

Bạn sẽ đến Maple Street lúc 4:30 NHƯNG

When will I arrive in Trenton?

Tôi sẽ đến Trenton khi nào?

You will arrive in Trenton at 5:50.

Bạn sẽ đến Trenton lúc 5:50.

4. I want to leave at 3:15 this afternoon. When will I arrive?

Tôi muốn rời lúc 3:15 chiều nay. Khi nào tôi đến nơi?

If you leave at 3:15, you will arrive at 4:30.

Nếu bạn đi lúc 3:15 bạn sẽ đến lúc 4:30

Conversation - Hội thoại

- Carmen:** Having trouble?
Có vấn đề gì không?
- Alex:** I'm afraid so. I can't read this schedule.
Mình e là thế. Mình không thể đọc được lịch xe này.
- Carmen:** What are you looking for?
Bạn đang tìm kiếm cái gì?
- Alex:** My arrival time at Maple Street.
Thời gian đến Maple Street của mình.
- Carmen:** When do you want to leave from Elm Street?
Khi nào bạn muốn rời Elm Street?
- Alex:** (I want to leave) at 3:15 this afternoon.
(mình muốn rời) lúc 3:15 chiều nay
- Carmen:** Let's see. If you leave at 3:15, you'll arrive at 4:30.
Nào chúng ta cùng xem. Nếu bạn đi lúc 3:15 bạn sẽ đến lúc 4:30
- Alex:** Thanks.
Cảm ơn
- Carmen:** That's quite all right.
Không có chi

1.

BUS SCHEDULE			
Elm St.	—	—	Maple St.
—	—	—	—
3:15	—	—	4:30

2.

SUBWAY SCHEDULE			
2nd St.	—	—	35th St.
10:30	—	—	10:40
—	—	—	—

3.		TRAIN SCHEDULE		4.		FERRY SCHEDULE	
New York	— —	Trenton	—	Blue Lake	Green Bay	—	—
—	—	—	—	Lv	Ar	—	—
4:55	— —	5:50	—	—	—	—	—
—	— —	—	—	8:25	8:55	—	—

Getting Ready - Chuẩn bị

1. When do you want to arrive at Maple St.?

Khi nào bạn muốn đến Maple Street?

I want to arrive at Maple St. by 6:30 this afternoon.

Tôi muốn đến Maple Street trước 6:30 chiều nay.

2. When should I leave from Pine St.?

Tôi nên rời khỏi Pine Street khi nào?

You should leave from Pine St. at 5:50.

Bạn nên rời khỏi Pine Street lúc 5:50.

3. I want to arrive by 6:30 this afternoon. When should I leave?

Tôi muốn đến trước 6:30 chiều nay. Tôi nên đi lúc nào?

If you want to arrive by 6:30, you should leave at 5:50.

Nếu bạn muốn đến trước 6:30 chiều nay. Bạn nên đi lúc 5:50.

Conversation

Judy: Having trouble?

Có vấn đề gì không?

Paul: I'm afraid so. I can't read this schedule.

Mình e là thế. Mình không thể đọc được lịch xe này.

Judy: What are you looking for?

Bạn đang tìm kiếm cái gì?

- Paul:** My departure time from Pine St.
Thời gian đi Pine Street của mình.
- Judy:** When do you want to arrive at Maple St.?
Khi nào bạn muốn đến Maple Street?.
- Paul:** (I want to arrive) by 6:30 this afternoon.
(mình muốn đến) lúc 6:30 chiều nay
- Judy:** Let's see. If you want to arrive by 6:30, you should leave at 5:50.
Nào chúng ta cùng xem. Nếu bạn muốn đến trước 630 bạn sẽ đến lúc 5:50
- Paul:** Thanks.
Cảm ơn
- Judy:** Sure. Any time.
Không có chi

1.

BUS SCHEDULE					
—	—	Pine	—	—	Maple
—	—	St.	—	—	St.
—	—	—	—	—	—
—	—	—	—	—	—
—	—	5:50	—	—	6:30
—	—	—	—	—	—

2.

SUBWAY SCHEDULE				
35th	—	—	—	2nd
St.	—	—	—	St.
—	—	—	—	—
2:50	—	—	—	3:00
—	—	—	—	—
—	—	—	—	—

3.

TRAIN SCHEDULE			
Trenton	—	New	—
—	—	York	—
—	—	—	—
12:48	—	2:00	—
—	—	—	—

4.

FERRY SCHEDULE			
—	—	Green	Blue
—	—	Bay	Lake
—	—	Lv	Ar
—	—	—	—
—	—	—	—
—	—	1:35	2:30

Exercises - Bài tập

Look at the schedule and then write a sentence about it. Follow the models.

Nhìn lịch xe chạy và sau đó viết một câu về nó theo mẫu.

1.

FERRY SCHEDULE			
Blue Lake	Green Bay	—	—
Lv	Ar	—	—
—	—	—	—
8:25	8:55	—	—

2.

TRAIN SCHEDULE			
New York	—	—	Trenton
—	—	—	—
4:55	—	—	5:50
—	—	—	—

2.

SUBWAY SCHEDULE			
2nd St.	—	—	35th St.
10:30	—	—	10:40
—	—	—	—

1. *If you leave at 8:25, you will arrive at 8:55*

2. _____

3. _____

4. _____

5. _____

6. _____

1.

BUS SCHEDULE			
—	—	Pine St.	Maple St.
—	—	—	—
—	—	—	—
—	—	5:50	6:30
—	—	—	—

2.

FERRY SCHEDULE			
—	—	Green Bay	Blue Lake
—	—	—	—
—	—	Lv	Ar
—	—	—	—
—	—	—	—
—	—	—	—
—	—	1:35	2:30

3.

BUS SCHEDULE			
Elm St.	—	—	Maple St.
—	—	—	—
—	—	—	—
3:15	—	—	4:30

1. *If you want to arrive by 6:30, you should leave at 5:50*
2. _____
3. _____
4. _____
5. _____
6. _____

Read a Story - *Đọc một câu chuyện*

Read the Story and then answer the questions.

Đọc câu chuyện và sau đó trả lời câu hỏi

Mary Katz wants to go on vacation to Pine Lake. There are two ways to get there. If she goes by bus, it will cost ten dollars and it will take two hours. If she goes by train, it will cost twenty dollars and it will take one hour. Mary doesn't know what to do. She wants to save time, and she also wants to save money. So she asks a friend for advice. Her friend tells her, "If you want to save time and money, you should just stay home."



Questions

1. Where does Mary Katz want to go?
2. Is there only one way to get there?
3. How much does it cost by bus?
4. Is it cheaper to go by train or by bus?
5. What is important to Mary?

What Do You Think?

1. If you were Mary, what would you do?
2. What is important to you when you go on vacation?

Getting Ready - Chuẩn bị

1. Here are two ways to read schedules:

Đây là hai cách để đọc lịch xe chạy

- a. These two schedules read from left to right.

FERRY SCHEDULE			
Larkspur	San Francisco		Larkspur
Lv*	Ar*	Lv	Ar
7:05	7:45	7:50	8:30
8:35	9:15	9:20	10:15
9:05	9:50		
10:15	11:00	11:05	11:50
12:05	12:50	12:55	1:40
1:45	2:30	2:45	3:30

BUS SCHEDULE			
8th St.	Main St.	Lake St.	Pine St.
10:27	10:41	10:57	11:12
11:17	11:31	11:47	12:02
12:07	12:21	12:37	12:52
12:57	1:11	1:27	1:42
1:47	2:01	2:17	2:32
2:31	2:51	3:07	3:22
3:27	3:41	3:57	4:12

*Lv = departure time Ar = arrival time

**a = a.m. p = p.m.

b. This schedule reads up and down.

<i>Read Down</i>	TRAIN SCHEDULE	<i>Read Up</i>
4:55 p**	New York	1:55 p
5:10 p	Newark	1:40 p
5:50 p	Trenton	12:48 p
6:20 p	Philadelphia	12:18 p
2:09 a**	Pittsburgh	4:17 a
6:50 a	Columbus	11:25 p
3:50 p	St. Louis	2:25 p
9:20 p	Kansas City	8:55 a

2. On many schedules, 8:50 = 8:50 a.m. BUT **8:50** = 8:50 p.m.

Task - *Nhiệm vụ*

Find a classmate. One asks the question. One looks at the schedules on the previous page and answers the question. Follow the models.

Tìm những người bạn cùng lớp. Một người hỏi câu hỏi, một người nhìn lịch xe chạy ở trang trước đây và trả lời câu hỏi theo mẫu.

ASK

ANSWER

I want to go from 8th St. to Pine St. by bus. If I want to arrive by 1:30, when should I leave?

You should leave at 12:07.

I want to go from Larkspur to San Francisco by ferry. If I leave at 10:15, when will I arrive?

You will arrive at 11:00.

1. 8th St./Pine St./bus/arrive 1:30
2. Larkspur/ an Francisco/ferry/leave 10:15
3. New York/Columbus/train/arrive 6:50

-
4. Main St./Lake St./bus/leave 7:01
 5. Larkspur/San Francisco/ferry/arrive 1:00
 6. Kansas City/Columbus/train/leave 8:55
 7. Pine St./Main St./bus/arrive 3:00

On Your Own

Find out about transportation in your community. Follow, these steps.

1. Get two transportation schedules with arrival and departure times.
2. Look at the arrival and departure times. How do you read the schedule? (up and down, or left to right?)
3. On the schedule under *Departures*, find your community or the stop that is closest to your house. When does the first bus (train, . . .) leave from there?
4. Ont your schedule under *Arrivals*, find your community or the stop that is closest to your house. When does the first bus (train, . . .) arrive there?
5. Give this information to your classmates.

Lesson Ten/ Bài 10

Getting Ready - Chuẩn bị



1. fast faster fastest
nhANH nhanh hơn nhanh nhất

2. Why do you enjoy riding this bus?

Tại sao bạn thích đi chuyến xe buýt này?

It's the fastest bus around.

Nó là chuyến xe buýt nhanh nhất quanh đây.

3. It isn't that fast. It is!

Nó không phải là chuyến xe buýt nhanh nhất. Thật mà!

Conversation - Hội thoại

Sam: I really enjoy riding this bus.

Tôi thật sự thích đi chuyến xe buýt này.

Lee: Why?

Tại sao vậy?

Sam: Because it's the fastest bus around.

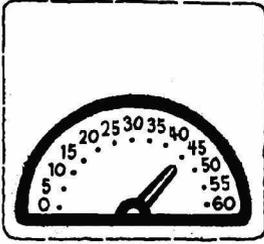
Vì nó là chuyến xe buýt nhanh nhất quanh đây.

Lee: Oh, it isn't that fast.

Ồ, nó không phải là chuyến xe buýt nhanh nhất đâu.

Sam: But it is! Try some other buses and you'll see the difference.

Nhưng thật mà! thử đi vào chuyến xe buýt khác xem bạn sẽ thấy sự khác biệt.



1. fast

nhANH

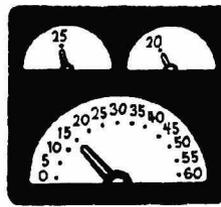
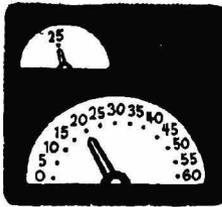
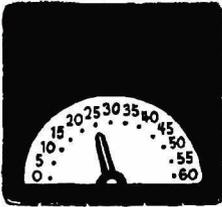
2. clean

sẠCH SẼ

3. smooth

gỌN gÀNG

Getting Ready - Chuẩn bị



1. slow
chẬM

slower
chẬM HƠN

slowest
chẬM NHẤT

2. Why do you hate riding this bus?

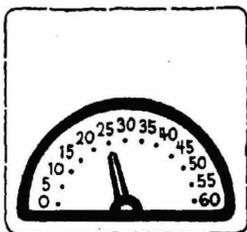
Tại sao bạn không thích đi chuyến xe buýt này?

It's the slowest bus around.

Nó là chuyến xe buýt chậm nhất quanh đây.

Conversaion - Hội thoại

- Lily:** I really hate riding this bus.
Tôi thật sự không thích đi chuyến xe buýt này.
- Pete:** Why?
Tại sao vậy?
- Lily:** Because it's the slowest bus around.
Vì nó là chuyến xe buýt chậm nhất quanh đây.
- Pete:** Oh, it isn't that slow.
Ồ, nó không phải là chuyến xe buýt chậm nhất đâu.
- Lily:** But it is! Try some other buses and you'll see the difference..
Nhưng thật mà! thử đi vào huyến xe buýt khác xem bạn sẽ thấy sự khác biệt.



1. slow
chậm



2. dirty
bẩn



3. bumpy
lộn xộn

Exercises - Bài tập

- A. Read the question. Then look at the pictures and the words and use the information to write an answer. Follow the model.

Đọc câu hỏi. Nhìn các bức tranh và từ. Sử dụng thông tin để viết câu trả lời theo mẫu bên dưới.



[bus]



[subway]



[streetcar]

1. Why do you hate riding the streetcar?

It's the dirtiest of all



[train]

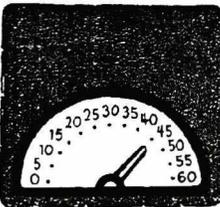


[subway]

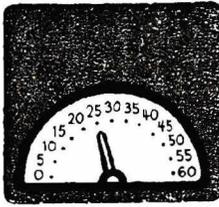


[bus]

2. Why do you hate riding the bus?



[subway]



[bus]



[streetcar]

3. Why do you enjoy riding the subway?



[streetcar]



[bus]



[train]

4. Why do you enjoy riding the train?

B. Read the question. Then use the information at the left to write an answer. Follow the model.

Đọc câu hỏi. Sau đó sử dụng thông tin ở bên trái để viết một câu trả lời theo mẫu bên dưới.

1. [bus/slow] [subway/fast] Why do you enjoy riding the subway? *It's faster than the bus* _____
2. [bus/slow] [train/slow] [subway/fast] Why do you enjoy riding the subway? _____
3. [train/clean] [streetcar/dirty] Why do you hate riding the streetcar? _____
4. [bus/bumpy] [subway/smooth] Why do you hate riding the bus? _____
5. [train/clean] [bus/dirty] [subway/dirty] Why do you enjoy riding the train? _____
6. [streetcar/bumpy] [bus/bumpy] [subway/smooth] Why do you enjoy riding the subway? _____

Write a Story - *Viết một câu chuyện*

A. Read the Paragraph and then write one word in each blank.

Đọc một đoạn văn sau đó viết một từ vào mỗi chỗ trống.

Po enjoys ⁽¹⁾ _____ the bus. It's the cheapest ⁽²⁾ _____ the fastest of ⁽³⁾ _____. It's a lot cheaper ⁽⁴⁾ _____ the subway and it's a ⁽⁵⁾ _____ faster than the streetcar. So Po usually ⁽⁶⁾ _____ to school by ⁽⁷⁾ _____.

B. Read the Paragraph and complete the story. Write about what you think.

Đọc một đoạn văn và hoàn thành câu chuyện. Viết về điều bạn nghĩ.

I _____ riding the _____. It's the _____ of all. It's _____ than the _____ and it's _____ than the _____. So I usually go to _____ by _____.

Getting Ready - Chuẩn bị

When you want to know how long it takes to go from one place to another place, schedules can give you this information.

Khi bạn muốn biết hết thời gian để đi từ nơi này đến nơi khác các lịch trình xe chạy sẽ cho bạn thông tin này.

SUBWAY SCHEDULE
(minutes between stations)

	12	17	30	38	49
downtown					
Clark St.	5	18	26	37	
Bay St.	13	21	32		
Park St.		8	19		
Gold St.				11	
Airport					

You want to go from downtown to the airport. Look at the subway schedule. Look across from downtown and up from the airport. Where do the row and column meet? What number is in that square? 49 It takes forty-nine minutes to go by subway.

92

Look at the bus schedule. When does the bus leave from downtown?

at 8:05

When does the bus arrive at the airport?

at 9:01

BUS SCHEDULE					
downtown	Clark	Bay	Park	Gold	Airport
8:05	8:25	8:36	8:51	8:56	9:01

How long does it take by bus? $(9:01 - 8:05 = 56)$ It takes 56 minutes

Tasks - Nhiệm vụ

A. Read the question. Use the subway schedule and the bus schedule in the *Getting Ready* section to answer the question. Follow the model.

Đọc câu hỏi sử dụng lịch trình xe điện ngầm và xe buýt trong phần chuẩn bị để trả lời câu hỏi theo mẫu bên dưới.

1. How long does it take to go from downtown to Park St.?

by subway: 30 minutes by bus: 46 minutes

Which is faster? The subway is faster

2. How long does it take to go from Park St. to the airport?

by subway: _____ by bus: _____

Which is slower? _____

3. How long does it take to go from downtown to Gold St.?

by subway: _____ by bus: _____

Which is faster? _____

4. How long does it take to go from Clark St. to Gold St.?

by subway: _____ by bus: _____

Which is faster? _____

B. Find a classmate. One asks the question. One looks at the bus schedule and the subway schedule below to answer the question. Follow the model.

Tìm một người bạn cùng lớp. Một người hỏi câu hỏi. Một người nhìn lịch xe buýt và xe điện ngầm bên dưới để trả lời câu hỏi theo mẫu.

ASK

ANSWER

How long does it take to go from downtown to Front St. by bus?

It takes forty-six minutes.

How long does it take by subway?

It takes thirty minutes.

Which is faster?

The subway is faster.

BUS SCHEDULE					
downtown	Post	Grant	Front	Adams	Beach
8:05	8:25	8:36	8:51	8:56	9:01

SUBWAY SCHEDULE
(minutes between stations)

1. from downtown to Front St.
2. from Post St. to Front St.
3. from Front St. to Adams St.
4. from Grant St. to Beach St.
5. from downtown to Adams St.

downtown	12	17	30	38	49
Post		5	18	26	37
Grant			13	21	32
Front				8	19
Adams					11
Beach					

On Your Own

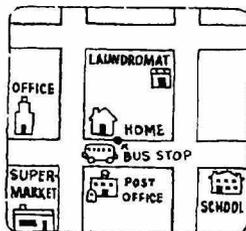
- A.** Find out about your school or home and tell your classmates about it.
1. Which room is the biggest?
 2. Which room is the smallest?
 3. Which room is the cleanest?
 4. Which room is the dirtiest?
- B.** Find out about your community and tell your classmates about it.
1. Which building is the biggest?
 2. Which school is the biggest?
 3. Which building is the newest?
 4. Which building is the oldest?
 5. Which street is the dirtiest?
 6. Which street is the cleanest?

Conversation - Hội thoại

- Tim:** Let's go to Lakeside this weekend.
Chúng ta cùng đi Lake side cuối tuần này?
- Vic:** Good idea. Shall we go by bus?
Ý tưởng hay đấy, chúng ta sẽ đi bằng xe buýt à?
- Tim:** No, (let's) not (go) by bus.
Không (chúng ta) không (đi bằng) xe buýt.
- Vic:** Why not?
Tại sao không?
- Tim:** Going by bus isn't very scenic. How about going by train?
Đi bằng xe buýt không nhiều cảnh vật lắm. Xe lửa thì sao?
- Vic:** By train? O.K. That's more scenic than (going) by bus.
Xe lửa à? đồng ý. Nó có nhiều cảnh vật hơn xe buýt.



1. scenic
Cảnh vật



2. convenient
Thuận tiện



3. comfortable
Đễ chịu

Getting Ready - Chuẩn bị



1. expensive less expensive
 đắt không đắt
2. Why don't you want to go by bus? Going by bus is expensive.
 Tại sao bạn không muốn đi bằng xe buýt? Đi xe buýt đắt lắm.
3. Why do you want to go by train?
 Tại sao bạn đi bằng xe lửa?
 Going by train is less expensive than going by bus.
 Đi xe lửa thì vé không đắt bằng đi xe buýt.

Conversation - Hội thoại

- Lisa:* Let's go to Lakeside this weekend.
 Chúng ta cùng đi Lake side cuối tuần này
- Jane:* Good idea. Shall we go by bus?
 Ý tưởng hay đấy, chúng ta sẽ đi bằng xe buýt à?
- Lisa:* No, (let's) not (go) by bus.
 Không (chúng ta) không (đi bằng) xe buýt.
- Jane:* Why not?
 Tại sao không?
- Lisa:* Going by bus is expensive. How about going by train?

Đi bằng xe buýt đắt lắm. Xe lửa thì sao?

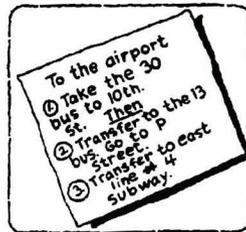
Jane: By train? O.K. That's less expensive than (going) by bus.
Xe lửa à? đồng ý. Nó thì không đắt hơn xe buýt.



1. expensive
đắt tiền



2. tiring
mệt mỏi



3. complicated
phức tạp

Exercises

A. Look at the information. Make a question and then answer it.
 Follow the model.

Nhìn thông tin đặt câu hỏi, sau đó trả lời theo mẫu dưới.

1. [subway] [ferry]

QUESTION

Shall we go by subway or by ferry?

2. [train] [streetcar]

ANSWER

Let's go by ferry. Going by ferry is more scenic than going by subway.



3. [ferry] [bus]



4. [streetcar] [bus]



- B. Look at the information. Make a question, and then answer it using *expensive*, *tiring*, or *complicated*. Follow the model.
Nhìn thông tin đặt câu hỏi, sau đó trả lời sử dụng expensive, tiring, hay emplicated theo mẫu bên dưới.
- C. Look at the information. Make a question and then answer it.
Nhìn thông tin đặt câu hỏi, sau đó trả lời theo mẫu dưới.

QUESTION	ANSWER
Shall we go by train or by bus?	Let's go by bus. Going by bus is less expensive than going by train.
1. train/\$2.00 bus/\$1.00	2. bus/complicated subway/not complicated
3. ferry/not tiring bus/very tiring	4. train/\$3.00 subway/\$1.50

QUESTION	ANSWER
Why do you want to go by ferry?	Going by ferry is more scenic and less expensive than going by subway.
Why don't you want to go by subway?	Going by subway is less scenic and more expensive than going by ferry.
1. ferry/scenic/\$1.50 subway/not scenic/\$2.50	3. streetcar/not comfortable/not convenient train/comfortable/convenient
2. ferry/scenic/not tiring bus/not very scenic/tiring	4. subway/comfortable/\$2.50 train/not comfortable/\$5.00

Write a Story - *Viết một câu chuyện*

A. Read the paragraph and then write one word in each blank.

Đọc đoạn văn và sau đó viết từ vào trong ô trống.

Ms. Getty wants to go ⁽¹⁾ _____ the park this Sunday.

⁽²⁾ _____ can go ⁽³⁾ _____ bus ⁽⁴⁾ _____

by streetcar. ⁽⁵⁾ _____ by bus is more comfortable ⁽⁶⁾ _____

_____ going by streetcar. But going by bus is ⁽⁷⁾ _____

convenient than going by streetcar. Ms. Getty does ⁽⁸⁾ _____

want to walk far. She will go by streetcar.

B. Write a story about where you want to go this weekend. Use the paragraph above as a model.

Viết một câu chuyện về nơi mà bạn muốn đi vào cuối tuần này. Sử dụng đoạn văn trên làm mẫu.

Tasks - *Nhiệm vụ*

A. Read the question. Then look at the schedules and answer. Follow the model.

Đọc câu hỏi, sau đó nhìn vào lịch trình xe trả lời theo mẫu bên dưới.

BUS FARE CHART						
Between and _____	downtown	Clay	Pine	Smith	Lake	Airport
downtown	—	.50	.65	.80	.95	1.10
Clay St.	.50	—	.40	.55	.70	.85
Pine St.	.65	.40	—	.40	.55	.70
Smith St.	.80	.55	.10	—	.40	.55
Lake St.	.95	.70	.55	.40	—	.40
Airport	1.10	.85	.70	.55	.40	—

1. How much does it cost to go from downtown to the airport?

by bus: It costs \$/.10

by subway: It costs \$/.25

Which is cheaper? _____

The bus is cheaper.

SUBWAY FARE CHART				
ZONE	A	B	C	D
A downtown	.75	.85	1.00	1.25
B Clay/ Pine	.85	.45	.55	.65
C Smith/ Lake	1.00	.55	.35	.45
D Airport	1.25	.65	.45	.35

2. How much does it cost to go from Clay St. to the airport?

by bus: _____

by subway: _____

Which is more expensive? _____

3. How much does it cost to go from Smith St. to Lake St.?

by bus: _____ by subway: _____

Which is cheaper? _____

4. How much does it cost to go from Lake St. to downtown?

by bus: _____ by subway: _____

Which is more expensive? _____

B. Find a classmate. One asks the questions. One Looks at the schedules and answers the questions. Follow the model.

Tìm một người bạn cùng lớp. Một người đặt câu hỏi, một người nhìn các lịch trình và trả lời câu hỏi theo mẫu bên dưới.

ASK

How much does it cost to go from downtown to Beach St. by bus?

How much does it cost by subway?

Which way is cheaper?

ANSWER

It costs \$1.10.

It costs \$1.25.

The bus is cheaper.

BUS FARE CHART						
Between _____ and _____	downtown	Post	Grant	Front	Adams	Beach
downtown	—	.50	.65	.80	.95	1.10
Post	.50	—	.40	.55	.70	.85
Grant	.65	.40	—	.40	.55	.70
Front	.80	.55	.40	—	.40	.55
Adams	.95	.70	.55	.40	—	.40
Beach	1.10	.85	.70	.55	.40	—

1. from downtown to Beach St.
2. from Post St. to Adams St.
3. from Grant St. to Front St.
4. from downtown to Front St.
5. from Grant St. to Beach St.

SUBWAY FARE CHART				
ZONE	A	B	C	D
A downtown	.75	.85	1.00	1.25
B Post/Grant	.85	.45	.55	.65
C Front/Adams	1.00	.55	.35	.45
D Beach	1.25	.65	.45	.35

On Your Own

- A. Get schedules of three kinds of transportation that go to the same place and fill out the chart below.

KIND OF TRANSPORTATION	NAME OF COMPANY	HOW LONG DOES IT TAKE?	COST

B. Now answer these questions.

Bây giờ hãy trả lời các câu hỏi sau đây

1. Where are you going? _____

2. Which kind of transportation is fastest? _____

3. Which kind of transportation is cheapest? _____

4. How do you want to get there? _____

Lesson Twelve/ Bài 12

Getting Ready - Chuẩn bị

1. How often does the subway run?
Xe điện ngầm thường chạy mấy chuyến?
It runs every fifteen minutes.
Nó chạy 15 phút một chuyến.
2. How often does the subway run during the rush hour?
Xe điện ngầm thường chạy mấy chuyến suốt giờ cao điểm?
It runs every fifteen minutes during the rush hour.
Nó chạy 15 phút một chuyến trong suốt giờ cao điểm.
3. How often does the subway run after the rush hour?
Xe điện ngầm thường chạy mấy chuyến sau giờ cao điểm?
It runs every thirty minutes after the rush hour.
Nó chạy 30 phút một chuyến sau giờ cao điểm?
4. Which runs more frequently, the subway or the train?
Loại xe nào chạy thường xuyên hơn, xe điện ngầm hay xe lửa?
The subway runs more frequently than the train.
Xe điện ngầm chạy thường xuyên hơn xe lửa.

Conversation - Hội thoại

Clerk: Transit Company.

Nhân viên: Công ty vận tải xin nghe

Caller: I'd like some information, please. How often does the subway run?

Khách hàng: Tôi muốn có các thông tin. Xe điện ngầm thì (người gọi) chạy mấy chuyến?

Clerk: During the rush hour it runs every fifteen minutes.

Nhân viên: *Suốt giờ cao điểm, cứ 15 phút thì có một chuyến.*

Caller: And after the rush hour?

Khách hàng: *Và sau giờ cao điểm thì sao?*

Clerk: (It runs) every thirty minutes.

Nhân viên: *(nó chạy) 30 phút một chuyến.*

Caller: So it runs more frequently during the rush hour.

Khách hàng: *Vậy nó chạy thường thường hơn suốt giờ cao điểm?*

Clerk: That's right.

Nhân viên: *Đúng vậy.*

Caller: I see. Thank you.

Khách hàng: *Tôi hiểu rồi. Cảm ơn anh.*

Clerk: You're welcome.

Nhân viên: *Không có chi.*

1.

<u>SUBWAY</u>	<u>AM</u>	
	8:00	
	8:15	
	8:30	
	8:45	
	9:00	
	<hr/>	
	9:30	
	10:00	
	10:30	

2.

<u>CITY BUS</u>	<u>PM</u>	
	4:00	
	4:30	
	5:00	
	5:30	
	6:00	
	<hr/>	
	7:00	
	8:00	
	9:00	

3.

<u>STREETCAR</u>	<u>AM</u>	
	8:00	
	8:15	
	8:30	
	8:45	
	9:00	
	<hr/>	
	9:50	
	10:40	
	11:30	

Getting Ready - Chuẩn bị

1. How often does the airport bus run on weekdays?

Xe buýt tới sân bay thường chạy mấy chuyến những ngày trong tuần?

It runs every twenty minutes on weekdays.

Nó chạy 20 phút một chuyến trong những ngày trong tuần.

2. Which runs less frequently, the airport bus or the streetcar?

Loại xe nào chạy ít thường xuyên hơn, xe buýt tới sân bay hay xe vận chuyển công cộng?

The airport bus runs less frequently than the streetcar.

Xe buýt tới sân bay chạy ít thường xuyên hơn xe chở khách công cộng.

Conversation - Hội thoại

Clerk: Transit Company.

Nhân viên: Công ty vận tải xin nghe

Caller: I'd like some information, please. How often does the airport bus run?

Khách hàng: Tôi muốn có một thông tin xe buýt tới sân bay thì chạy thế nào?

Clerk: On weekdays it runs every twenty minutes.

Nhân viên: Những ngày trong tuần cứ 20 phút thì có một chuyến.

Caller: And on weekends?

Khách hàng: Những ngày cuối tuần thì sao?

Clerk: (It runs) every forty-five minutes.

Nhân viên: (nó chạy) 45 phút một chuyến.

Caller: So it runs less frequently on weekends.

Khách hàng: Vậy thì nó chạy ít thường xuyên vào những ngày cuối tuần?

Clerk: That's right.

Nhân viên: Đúng vậy ạ.

Caller: I see. Thank you.

Clerk: You're welcome.

Nhân viên: Không có chi.

1. **AIRPORT BUS** Weekdays

	5:00
	5:20
	5:40
	5:00
Sat., Sun., Holidays	5:45
	6:30

2. **TRAIN** Weekdays

	5:30
	6:10
	6:50
	5:30
Sat., Sun., Holidays	7:00
	8:30

3. **SUBWAY** Weekdays

	5:45
	5:50
	5:55
	5:45
Sat., Sun., Holidays	5:55
	6:05

Exercises - Bài tập

Look at the schedule. Make a question and then answer it. Follow the model.

Nhìn lịch xe chạy và sau đó viết một câu về nó theo mẫu.

QUESTION

How often does the bus run?

ANSWER

It runs every half hour during the rush hour and every hour after the rush hour.



PM
4:00
4:30
5:00
5:30
6:00
7:00
8:00
9:00

1.



Weekdays
5:30
6:10
6:50
Sat., Sun.,
Holidays
5:30
7:00
8:30

2.



AM
8:00
8:15
8:30
8:45
9:00
9:50
10:40
11:30

3.



Weekdays
5:45
5:50
5:55
Sat., Sun.,
Holidays
5:45
5:55



AM
8:00
8:15
8:30
8:45
9:00
9:30
10:00
10:30

5.

Read a story - *Đọc một câu chuyện*

Read the story and then answer the questions.

Đọc câu chuyện và sau đó trả lời câu hỏi

A1 Young is looking for transportation to get to work. Time is very important to A1 because he doesn't want to be late for work. From transportation schedules A1 finds out that the bus is the fastest. It takes fifteen minutes for A1 to get to work by bus. But the bus doesn't run very frequently. It only runs once every hour. If A1 can't get the 7:00 bus, he has to wait until 8:00 and he will be late. A1 will go to work by subway. It takes thirty minutes by subway, but the subway runs every fifteen minutes.

Questions

1. Why does A1 Young need transportation?
2. What is important to A1?
3. How long does it take A1 to get to work by bus?
4. Does the subway run frequently?
5. How will A1 go to work?

What Do You Think?

1. If A1 does not take the bus or the subway, is there another way for him to get to work?
2. What is important to you when you go to work?

Tasks - *Nhiệm vụ*

- A. Listen to the information about the airport bus schedule. Then write the information in the blanks below.

Lắng nghe thông tin về lịch trình xe buýt sân bay. Sau đó viết thông tin trong các chỗ trống bên dưới.

WEEKDAY SCHEDULE	WEEKEND SCHEDULE
from _____ to _____ every _____	from _____ to _____ every _____
from _____ to _____ every _____	from _____ to _____ every _____
from _____ to _____ every _____	from _____ to _____ every _____
from _____ to _____ every _____	
from _____ to _____ every _____	
from _____ to _____ every _____	

B. Read the question and then use the information above to answer it.

Đọc câu hỏi và sau đó sử dụng thông tin trên để trả lời.

- How often does the bus run after midnight? _____
- How often does the bus run in the afternoon on the weekend?

- How often does the bus run during the rush hour? _____
- If there is a bus at 3:30 p.m. on weekday, when does the next bus leave? _____
- If there is a bus at 3:30 p.m. on the weekend, when does the next bus leave? _____
- When does the airport bus run more frequently-from 10:00 a.m. to 3:00 p.m. or from 6:00 p. m. to 8:00 p. m.? _____

On Your Own

A. Get a bus schedule, subway schedule, or train schedule. Use the schedule to answer the questions below.

- How often does it run before the morning rush hour?

- How often does it run during the morning rush hour?

3. How often does it run after the morning rush hour?

4. How often does it run during the afternoon rush hour?

5. How often does it run after the afternoon rush hour?

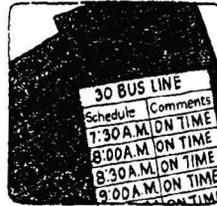
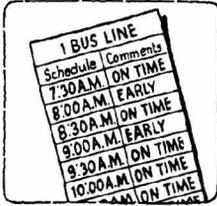
6. When is the morning rush hour? from _____ to _____

7. When is the afternoon rush hour? from _____ to _____

B. Now use the answers to write a paragraph about the schedule.

Lesson Thirteen/Bài 13

Getting Ready - Chuẩn bị



1. reliable more reliable most reliable
đáng tin đáng tin hơn đáng tin cậy nhất

2. How are you going downtown?

Bạn sẽ đi đến khu phố kinh doanh bằng phương tiện nào?
I'm going by bus. OR I'm taking the bus.

Tôi sẽ đi xe buýt hoặc bắt một chuyến xe buýt.

3. Should I take the bus downtown?

Tôi nên bắt chuyến xe buýt đến khu phố kinh doanh phải không?

Yes, you should! It's the most reliable transportation of all.

Vâng, đúng thế! Nó là phương tiện vận chuyển đáng tin cậy nhất.

Conversation - Hội thoại

Dick: Say, Jim, I need some information about transportation.

Nói nè, Tim tớ cần một vài thông tin về phương tiện vận chuyển.

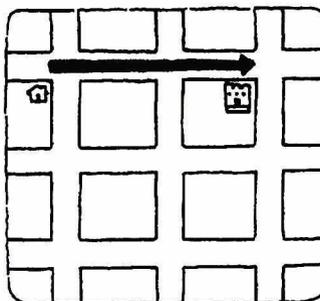
Jim: What do you want to know?

Bạn muốn biết điều gì?

Dick: Should I take the bus downtown?
Tớ nên bắt một chuyến xe buýt để đến khu phố kinh doanh phải không?

Jim: Sure, it's great! It's the most reliable transportation of all.
Đúng rồi, tuyệt đấy! nó là vận chuyển xác thực nhất đấy.

Schedule	Comments
7:30A.M.	ON TIME
8:00A.M.	EARLY
8:30A.M.	ON TIME
9:00A.M.	EARLY
9:30A.M.	ON TIME
10:00A.M.	ON TIME



1. reliable

2. direct

Getting Ready - Chuẩn bị

Schedule	Comments
7:30A.M.	ON TIME
8:00A.M.	EARLY
8:30A.M.	ON TIME
9:00A.M.	EARLY
9:30A.M.	ON TIME
10:00A.M.	ON TIME

Schedule	Comments
7:30A.M.	ON TIME
8:00A.M.	LATE
8:30A.M.	ON TIME
9:00A.M.	EARLY
9:30A.M.	ON TIME
10:00A.M.	EARLY

Schedule	Comments
7:30A.M.	LATE
8:00A.M.	LATE
8:30A.M.	EARLY
9:00A.M.	NO SHOW
9:30A.M.	EARLY

1. reliable

less reliable

least reliable

tin cậy

ít tin cậy

ít đáng tin cậy nhất

2. Should I take the bus?

Tôi nên bắt một chuyến xe buýt phải không?

No, you shouldn't. It's the least reliable transportation of all.

Không, đừng nên nó là phương tiện ít đáng tin cậy nhất.

Conversation - *Hội thoại*

Sara: Say, Paul, I need some information about transportation.

Nói nè, Pane tớ cần một vài thông tin về phương tiện vận chuyển.

Paul: What do you want to know?

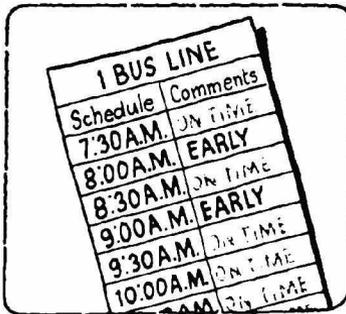
Bạn muốn biết điều gì?

Sara: Should I take the bus downtown?

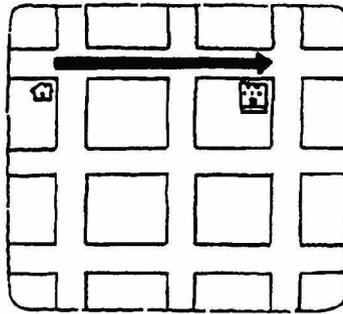
Tớ nên bắt một chuyến xe buýt để đến khu phố kinh doanh phải không?

Paul: No, it's terrible! It's the least reliable transportation of all.

Không, nó tệ lắm! nó là vận chuyển ít đáng tin cậy nhất đấy.



1. reliable
tin cậy



2. direct
trực tiếp

Exercises - Bài tập

Look at the pictures and words. Make questions and then answer the questions. Follow the model.

Đọc câu hỏi. Nhìn các bức tranh và các từ rồi sau đó trả lời câu hỏi theo mẫu.

QUESTION

Which is the fastest of all the kinds of transportation?

ANSWER

The bus is the fastest of all.

BUS

Comfortable
Fare: \$1.00

STREETCAR

Very Comfortable
Fare: \$2.00

SUBWAY

Not Comfortable
Fare: \$.75

- | | | |
|---------------------|----------------|----------------------|
| 1. fastest | 4. slowest | 6. most expensive |
| 2. most comfortable | 5. most scenic | 7. least comfortable |
| 3. least expensive | | |

Read a story - Đọc một câu chuyện

Read the story and then answer the questions.

Đọc câu chuyện và sau đó trả lời câu hỏi

Sandy Brown is choosing a way to go to school. She can take the bus, the subway, or the streetcar. Going by bus is the most convenient way because the bus stop is the closest to her house. But the bus is the slowest and the least reliable. Sandy doesn't want to take the bus. The subway is the fastest and most reliable, but the subway station is ten blocks from her house. Going by subway is the least convenient and the most expensive. Sandy doesn't

want to take the subway either. Sandy will take the streetcar because it is faster and more reliable than the bus, and it is less expensive and more convenient than the subway.

Questions

1. How many ways can Sandy Brown get to school?
2. What is good about going by bus?
3. What is bad about going by subway?
4. Is going by subway less expensive than by bus?
5. How will Sandy get to school? Why?

What Do You Think?

1. How many ways can you get to school?
2. What do you take to get to school? Why?

Tasks - Nhiệm vụ

Listen to the information about the express bus and fill in the chart. Then use this information and the schedules and fare charts below to answer the questions.

Lắng nghe thông tin về lịch xe buýt và điền vào trong biểu đồ, sau đó sử dụng thông tin này và các lịch trình và bảng kế bên dưới để trả lời các câu hỏi.

EXPRESS BUS— Weekday Schedule		
from _____	to _____	every _____
from _____	to _____	every _____
It takes _____ from Lakeport to Rockville. It costs _____		

FERRY SCHEDULE		
Lakeport	Red River	Rockville
7:00	7:20	7:45
9:00	9:20	9:45
11:00	11:20	11:45

FERRY FARES			
	Lakeport	Red River	Rockville
Lakeport	_____	\$4.50	\$7.00
Red River	\$4.50	_____	\$5.50
Rockville	\$7.00	\$5.50	_____

MINUTES BETWEEN STATIONS
(Trains run every 30 minutes)

	15	30	45	55	75
Lakeport					
Pineshore	15	30	40	60	
Troutview		15	25	45	
Red River			10	30	
Stone Bridge				20	
Rockville					

1 Lakeport	1	2	3
2 Pineshore Troutview	\$3.00	\$1.50	
3 Red River Stone Bridge	\$6.00	\$4.50	\$1.50
4 Rockville	\$10.00	\$8.00	\$5.00

You want to go from Lakeport to Rockville on weekday morning..

- How much does it cost to go by . . . ?
 - bus _____
 - ferry _____
 - train _____
- How long does it take to go by . . . ?
 - bus _____
 - ferry _____
 - train _____
- How often does each run?
 - bus _____
 - ferry _____
 - train _____
- Which one is the fastest? _____
- Which one is the cheapest? _____
- Which one runs most often? _____

On Your Own

A. Get transportation information and fill out the chart.

WHERE	KIND OF TRANSPORTATION	COST	HOW LONG IT TAKES	HOW OFTEN IT RUNS
ON VACATION				
to _____	a.			
	b.			
(place)	c.			

B. Now tell about three different kinds of transportation for the vacation.

Lesson Fourteen: Review

Bài 14: Ôn tập

Check Your Listening

A. Read the questions about the conversation. Listen to the conversation. What did the speakers say? Circle the correct answer.

Đọc các câu hỏi về cuộc đàm thoại. Lắng nghe cuộc đàm thoại. Những người đàm thoại nói gì? Khoanh tròn câu trả lời đúng.

1. Does Mr. Vega go to school by subway? yes no
2. Is the streetcar the most reliable? yes no
3. Does the bus run the most frequently? yes no
4. Is the subway cheaper than the bus? yes no
5. Is the subway more comfortable than the bus? yes no
6. If Mrs. Kelly wants to save money, should she yes no
 take the streetcar?
7. If Mrs. Kelly wants to save time, should she yes no
 take the streetcar?

B. Read the questions about the conversation. Listen to the conversation again. What did the speakers say? Circle the Letter of the correct answer.

Đọc các câu hỏi về cuộc đàm thoại. Lắng nghe lại cuộc đàm thoại. Những người đàm thoại nói gì? Khoanh tròn câu trả lời đúng.

1. How does Mr. Vega go to school?
 a. by streetcar b. by bus c. by subway
2. The bus is:
 a. the most expensive b. the most comfortable
 c. the most convenient
3. How often does the bus run?

- a. every five minutes b. every fifteen minutes
c. every fifty minutes
4. How long does it take Mr. Vega to go to school during the rush hour by bus?
a. thirty minutes b. forty-five minutes
c. an hour and a half
5. If Mr. Vega takes the subway to school, how much will it cost?
a. 45¢ b. 85¢ c. 55¢
6. Which is the slowest?
a. the bus b. the subway c. the streetcar
7. Which is the least expensive?
a. the subway b. the streetcar c. the bus

Conversation Review - Ôn tập cuộc hội thoại

Find a partner and practise the conversation. When there are blanks, use information about yourselves and your community.

Tìm một người cùng học và thực hành cuộc đàm thoại, khi có các chỗ trống, sử dụng thông tin về bản thân các bạn và cộng đồng của bạn.

You: How do you get to _____? By _____, or _____?

Partner: By _____.

You: Why the _____?

Partner: It's the most (or least) _____.

You: How often does it run?

Partner: Every _____.

You: And how long does it take to go to _____ by _____?

- Partner:* If I leave my house before the rush hour, it takes about _____.
- If I leave my house during the rush hour, it takes about _____.
- You:* That's not bad. How much does it cost?
- Partner:* _____.
- You:* That's cheaper than the _____. The _____ costs _____.
- Partner:* The is more (or less) _____ and more (or less) _____.
- You:* I want the most (or least) _____ and the most (or least) _____.
- Partner:* Then you should _____.
- You:* O.K. Thanks for your help.
- Partner:* Sure, any time.

Check Your Vocabulary - Kiểm tra từ vựng

Read the sentence and then fill in the blank.

Đọc câu và sau đó điền vào chỗ trống

1. It costs 10e by bus. The bus is _____.
2. It costs \$20.00 by ferry. The ferry is _____.
3. The ferry runs every two hours. It doesn't run very _____.
4. The bus stop is one block from here. Going by bus is very _____.

5.

TRAIN SCHEDULE			
Trenton	—	New	—
—	—	York	—
12:48	—	2:00	—
—	—	—	—

The _____ time is 12.48.

The _____ time is 2:00.

STREETCAR	
	Weekdays
	5:45
	5:50
	5:55
<hr/>	
Sat., Sun.,	5:45
Holidays	5:55
	6:05

1 BUS LINE	Schedule	Comments
8:00 A.M. ON TIME	8:30 A.M. LATE	
13 BUS LINE	Schedule	Comments
7:30 A.M. EARLY	8:00 A.M. LATE	
8:00 A.M. ON TIME	8:30 A.M. EARLY	
8:30 A.M. ON TIME	9:00 A.M. NO SHOW	

6. The streetcar runs every ten minutes
7. The 13 bus is not

Check Your Grammar - Kiểm tra ngữ pháp

First read the sentence and then write one word in each blank.

Trước tiên đọc các câu và sau đó viết một từ vào mỗi chỗ trống

- A.
- How long does it _____?
 - How muck does it _____?
 - It _____ \$3.00 by train.
 - It _____ three hours by ferry.
 - How _____ does it run?
 - How _____ does it cost?
 - How _____ does it take?
- B.
- The streetcar is very slow. It's the _____ of all.
 - The subway is very comfortable. It's the _____ of all.
 - Going by bus is not very expensive. It's the _____ of all.
 - Going by train is very tiring. Going by subway is not tiring. Going by subway is _____ than going by train.
 - Going by bus is very convenient. Going by train is not convenient. Going by bus is _____ than going by train.

-
- C. 1. If you want to arrive by 10:00, you _____ leave at 9:00.
2. If you leave at 9:00, you _____ arrive at 10:00.
3. Eight o'clock in the morning on weekdays is _____ the rush hour.
4. Eleven o'clock in the morning on weekdays is _____ the rush hour.

Read and Think - *Đọc và ngắm nghĩ*

First read the paragraphs. Then read the questions and find the answers.

Đọc các đoạn văn và sau đó đọc các câu hỏi và tìm các câu trả lời.

There are usually different kinds of transportation that you can use to get around in a large city. You can take the bus or the subway. In some cities you can also take a streetcar. There are also several kinds of transportation for getting around outside of large cities. You can take a bus, a train, or a plane.

How do you decide which kind of transportation to take? First decide what you want. If you want to save money, find the cheapest transportation. If you want to save time, find the fastest transportation or the transportation that runs the most frequently. If you want to enjoy the ride, find the most comfortable transportation or the most scenic transportation.

Look in transportation schedules to find information about travel time and costs. If you can't find the information you need in the schedules, you can also call the transportation companies. If you want to find the most comfortable or the most scenic transportation, you should ask your friends.

Questions

1. What are the different kinds of transportation that you can use to get around a large city?
2. What are the different kinds of transportation that you can use to get around outside of large cities?
3. How can you get information about travel time?

- If you want to enjoy the ride, should you get information only from schedules?
- If you want to find out about costs, should you read transportation schedules or should you call the transportation company to get information?

What Do You Think?

- John needs to find transportation to get to work every day. What kind of transportation (the fastest, the most comfortable, . . .) will he want?
- Frank wants to find transportation for his vacation. What kind of transportation (the fastest, the most comfortable, . . .) will he want?
- Norma wants to find the most comfortable transportation. Should she ask her friends for information or should she call the transportation companies? Why?

Put It Together

- Choose a place to go. Check the appropriate box and complete the sentence.

inside your community

from your community to another community

I am going from _____ to _____.

- Next get information about transportation to that place. You can get information from schedules and from friends or people in your school. Use the information to complete the chart below.

KIND OF TRANSPORTATION	NAME OF COMPANY	COST	HOW LONG IT TAKES	HOW OFTEN IT RUNS (WHEN?)

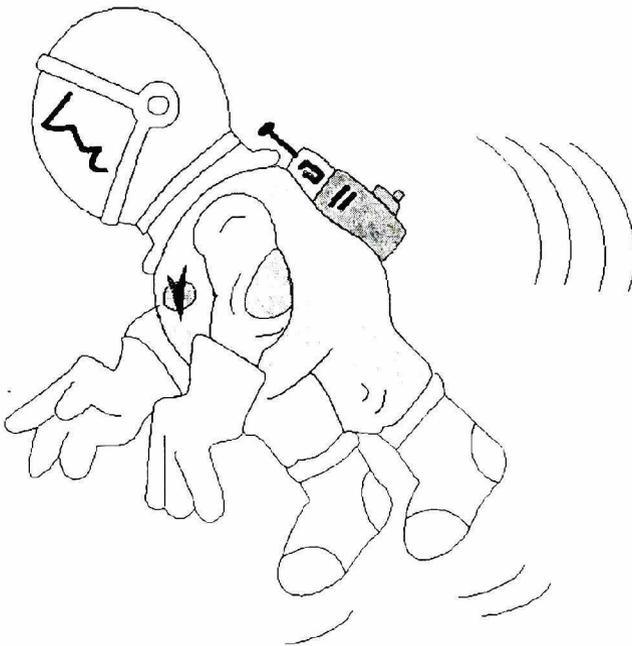
3. Now answer the questions.

- If you want to be on time every day, which one should you take? Why?
- If you want to save money, which one should you take? Why?
- If you want to save time, which one should you take? Why?



Unit 3

Safety



Lesson Fifteen/ Bài 15

Getting Ready - Chuẩn bị

1. What kind of safety equipment do you wear?

Bạn thường mang loại công cụ nào?

I wear a mask. OR I wear gloves.

Mình đeo một mặt nạ HOẶC mình đeo găng tay.

2. Why should you wear a mask?

Tại sao bạn nên đeo mặt nạ?

It protects your lungs from fumes.

Nó bảo vệ phổi của bạn khỏi khí độc hại.

3. Why should you wear gloves?

Tại sao bạn nên đeo găng tay?

They protect your hands from rough objects.

Chúng bảo vệ tay của bạn khỏi các vật thô ráp

4. This mask is important.

Chiếc mặt nạ này quan trọng lắm.

Then i should wear it.

Sau đó tôi nên mang nó.

5. These gloves are important.

Những chiếc găng tay thì quan trọng lắm

Then I should wear them.

Do vậy tôi nên mang chúng

Conversation - *Hội thoại*

Old employee: The boss isn't very happy with you.

Nhân viên cũ: Ông chủ không vui về bạn đấy.

New employee: Why not?

Nhân viên mới: Tại sao không?

Old employee: He says you never wear your safety equipment.

Nhân viên cũ: Ông ta nói bạn chưa bao giờ mang các công cụ an toàn.

New employee: Oh, you mean this mask? It isn't that important.

Nhân viên mới: Ổ ý bạn nói về chiếc mặt nạ này? Nó không quan trọng.

Old employee: It is. It protects your lungs from fumes.

Nhân viên cũ: Vậy à, nó bảo vệ phổi của bạn khỏi chất độc khí hại.

New employee: You really think I should wear it?

Nhân viên mới: Bạn chắc chắn nghĩ tôi nên mang nó chứ?

Old employee: I sure do. It's for your own safety.

Nhân viên cũ: Chắc chắn. Nó tốt cho chính bản thân



1. mask
Mặt nạ
 [lungs]
[phổi]
 [fumes]
[khí độc hại]



2. rubber apron
Tạp dề cao su
 [body]
[thân thể]
 [chemicals]
[chất hóa học]



3. hard hat
Mũ cứng
 [head]
[đầu]
 [falling objects]
[các vật rơi]



4. gloves
Găng tay
 [hands]
[đôi bàn tay]
 [rough objects]
[các vật sắc, ráp]



5. ear protectors
Mặt bảo vệ tai
 [ears]
[đôi tai]
 [loud noise]
[tiếng ồn quá lớn]



6. goggles
Kính phòng hộ
 [eyes]
[đôi mắt]
 [flying objects]
[các vật bay]

Exercises - Bài tập

Look at the picture. Make a question and then answer it. Follow the model.

Nhìn các bức tranh. Đặt câu hỏi và sau đó trả lời câu hỏi theo mẫu bên dưới

QUESTION

Why should you wear gloves?

ANSWER

They protect your hands from rough objects.



1.



2.



3.



4.



5.



6.

Write a Story - *Viết một câu chuyện*

A. Read the paragraph and then write one word in each blank.

Đọc đoạn văn và sau đó viết một từ vào mỗi chỗ trống.

Alicia is _____⁽¹⁾ cleaning Lady. Cleaning Ladies _____⁽²⁾ wear gloves to protect _____⁽³⁾ hands from chemicals. Alicia always _____⁽⁴⁾ her gloves because she thinks they _____⁽⁵⁾ important. The boss is happy _____⁽⁶⁾ her

B. Write a story about yourself or a friend. Use the paragraph in part A as a model.

Viết một câu chuyện về bạn hay một người bạn. Sử dụng đoạn văn ở phần A làm mẫu.

Tasks - Nhiệm vụ

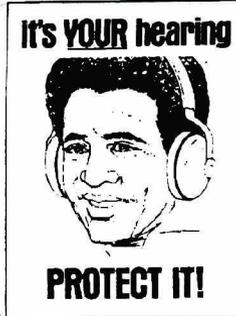
Look at the posten What safety equipment should the person wear? Why? Write a sentence about each posten Follow the model.

Hãy nhìn tờ quảng cáo. Một người nên mang công cụ an toàn gì? tại sao? Viết một câu về mỗi dòng áp phích quảng cáo theo mẫu bên dưới.





4.



5.



6.

- 1. *She should wear a cap to protect her hair*
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____



On Your Own

Find five classmates. One asks questions and completes the form.

The others answer. Follow the model.

ASK

What do you do?

Do you have to wear safety equipment?

Why?

ANSWER

I'm a welder.

Yes, I have to wear goggles.

To protect my eyes from heat

NAME	OCCUPATION	SAETY EQUIPMENT	WHY
<i>amy adams</i>	<i>welder</i>	<i>Goggles</i>	<i>Protect eyes from heat</i>

Lesson Sixteen/ Bài 16

Getting Ready - Chuẩn bị

1. What kind of gloves do you need to wear?

Bạn cần mang đôi găng tay loại nào?

You need to wear rubber gloves.

Bạn nên đeo đôi găng tay bằng cao su.

2. Why do you need to wear rubber gloves?

Tại sao bạn cần đeo đôi găng tay bằng cao su?

You need to wear them to protect your skin from acid.

Bạn cần mang để bảo vệ da bạn khỏi a xít.

Conversation - Hội thoại

Supervisor: On this job you need to wear gloves.

Người giám sát: Với công việc này anh cần đeo găng tay

New employee: What kind of gloves (do you need to wear)?

Nhân viên mới: Găng tay loại nào? (bạn cần mang)

Supervisor: You need to wear rubber gloves.

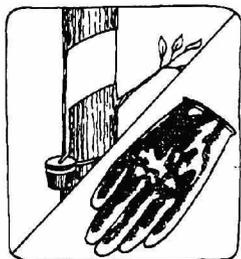
Người giám sát: (Anh cần mang) đôi găng tay bằng cao su.

New employee: Why rubber gloves?

Nhân viên mới: Tại sao bằng đôi găng tay cao su?

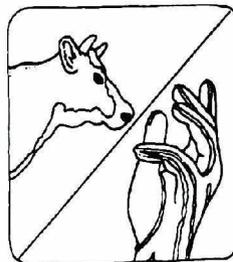
Supervisor: To protect your skin from acid.

Người giám sát: Để bảo vệ da của anh khỏi a xít.



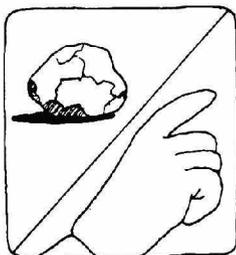
[skin]
[da]
[acid]
[a xít]

1. rubber gloves
Đôi găng tay bằng
cao su



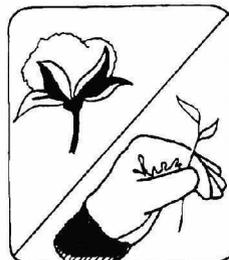
[hands]
[đôi tay]
[blisters]
[vết bóng]

2. leather gloves
Đôi găng tay bằng da



[hands]
[đôi tay]
[heat]
[sức nóng]

3. asbestos gloves
Đôi găng tay bằng
amiang



[hands]
[đôi tay]
[cuts]
[cắt]

4. cotton gloves
Đôi găng tay
bằng sợi

Exercises - Bài tập

Look at the words and the picture. Make a question and then answer it. Follow the model.

Nhìn các từ và bức tranh. Đặt câu hỏi và sau đó trả lời câu hỏi theo mẫu sau:

QUESTION

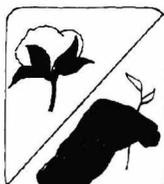
Why do truck drivers need to wear leather gloves?

ANSWER

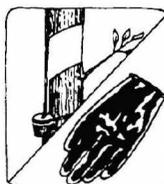
They need to wear them to protect their hands from blisters.



1. [truck drivers]



2. [gardeners]



3. [hair stylists]



4. [welders]

Read a Story - *Đọc một câu chuyện*

Last weekend Tom wanted to clean his yard. Sometimes when he works in the Yard, he cuts himself. So before he worked in the yard, he bought some rubber gloves to protect his hands. After several hours in the yard, Tom's hands really hurt. When he looked at them he saw a lot of cuts. What did he do wrong?

Questions

1. What did Tom want to do last weekend?
2. What does he do sometimes when he works in the yard?
3. What did Tom buy? Why?
4. After several hours in the yard, were Tom's hands O.K.?
5. Why didn't the gloves protect his hands?

What Do You Think?

1. Do all gloves protect your hands from the same thing?
2. What kind of gloves should Tom buy next time he works in the yard?

Getting Ready - Chuẩn bị

Different safety equipment protects you from different things. When you buy equipment, look for special words:

Thiết bị (công cụ) an toàn khác nhau bảo vệ bạn khỏi các thứ khác nhau, khi bạn mua công cụ, hãy tìm các từ đặc biệt.

FOR PROTECTION FROM	LOOK FOR
chemicals	acids, alkalis, chemicals
cuts	abrasion, cut
heat	fire, heat

Tasks - Nhiệm vụ

Look at the description. Does the equipment protect from heat, from chemicals, or from cuts? Circle the words that tell you. Then check the correct boxes and write the words you circled. Follow the model.

Nhìn sự miêu tả dưới. Thiết bị có bảo vệ khỏi sức nóng, chất hóa học hay vết cắt không? khoanh tròn các từ mà đã nói cho bạn biết điều đó. Sau đó kiểm tra các hộp đúng và viết các từ mà bạn đã khoanh tròn. Làm theo mẫu bên dưới.

1. GLOVES Embossed grip. Soft cotton flock lining "case hardened" for extra resistance to abrasion acids, alkalis, salts, ketones.
- heat _____
- chemicals acids, alkalis
- cuts _____
2. GLOVES Silvasbestos face, aluminized rayon thumb. The ultimate in glove protection. Designed especially for firefighting, heat hazards, or barbecue.
- heat _____
- chemicals _____
- cuts _____
3. GOGGLES Fogless lens or polycarbonate lens with TLV. For chemical and anti-splash use, plastic hooded vents provide excellent indirect ventilation and protection.
- heat _____
- chemicals _____
- cuts _____
4. GLOVES Gold-colored, heavy-duty. Crinkle textured coating provides superior grip and cut resistance. Ideal for handling glass, sheet metal, and tin plate.
- heat _____
- chemicals _____
- cuts _____

On Your Own

Look around your classroom, your house, a hardware store, or a department store. Do you see things made of leather, cotton, rubber, or asbestos? List them.

LEATHER	COTTON	RUBBER	ASBESTOS

Lesson Seventeen/ Bài 17

Getting Ready - Chuẩn bị

1. Should you wear a ring?

Bạn nên đeo một chiếc nhẫn không ?

No, you shouldn't wear *one* when you use a power saw. BUT

Không, bạn không nên đeo nhẫn khi bạn sử dụng máy của điện NHƯNG

Should you wear loose bracelets?

bạn nên đeo các chiếc vòng lỏng không?

No, you shouldn't wear *any* when you use a typewriter.

Không, bạn không nên đeo các thứ gì cả khi bạn sử dụng máy đánh chữ.

2. Why shouldn't you wear a ring?

Tại sao bạn không nên đeo nhẫn?

You might catch *it* in the power saw. BUT

Bạn có thể làm nó va vào trong máy cưa. NHƯNG

Why shouldn't you wear loose bracelets?

Tại sao bạn không nên đeo vòng lỏng?

You might catch *them* in the typewriter.

Bạn có thể làm nó móc vào máy đánh chữ

3. What happened?

Chuyện gì đã xảy ra?

I hurt myself.

[you → yourself	he → himself	she → herself]
[we → ourselves	you → yourselves	they → themselves]

Tôi tự làm mình bị thương.

Conversation - Hội thoại

Supervisor: Excuse me, (first name of employee). I'd like to have a few words with you.

Người giám sát: Xin lỗi, (tên của nhân viên). Tôi muốn nói chuyện một chút với anh.

Employee: Is something wrong, Mrs. (last name of supervisor)?

Nhân viên: Có gì sai à, thưa bà (tên người giám sát)

Supervisor: I'm afraid so. You shouldn't wear a ring when you use a Power saw.

Người giám sát: Tôi e là thế, anh không nên đeo nhẫn khi sử dụng máy cưa điện.

Employee: Oh, really? I didn't know that.

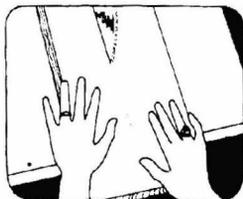
Nhân viên: Ô thật vậy sao, tôi không biết điều đó.

Supervisor: That's right. If you catch it in the saw, you might hurt yourself.

Người giám sát: Đúng thế, nếu anh làm nó ăn vào máy cưa điện, anh có thể làm mình bị thương.

Employee: Thank you for telling me. I'll be more careful from now on.

Nhân viên: Cảm ơn bà đã nói cho tôi. Từ nay trở đi tôi sẽ cẩn thận hơn.



1. a ring/power saw
Một chiếc nhẫn /
máy cưa điện



2. a tie/duplicating
machine
Cà vạt / máy copy

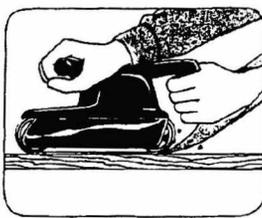


3. a necklace/press
Một chuỗi hạt
đeo cổ / máy in



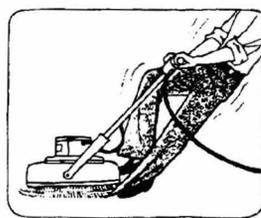
4. Loose bracelets/
typewriter

*Vòng lỏng/
máy đánh chữ*



5. Loose sleeves/
sander

*Nới lỏng ống bọc
ngoài/ máy đánh*



6. Loose trousers/
floor waxer

*Quần rộng/
máy đánh bóng
sàn nhà*

Exercises - Bài tập

Look at the words and pictures. Make a question and then answer the question. Follow the models.

Nhìn các từ và bức tranh đặt câu hỏi và sau đó trả lời câu hỏi theo mẫu bên dưới.

QUESTION

Why shouldn't she wear a ring when she uses a power saw?

Why shouldn't you wear loose sleeves when you use a sander?

ANSWER

If she catches it in the power saw, she might hurt herself.

If you catch them in the sander, you might hurt yourself.



4. [she]



5. [you]



6. [he]



4. [he]



5. [you]

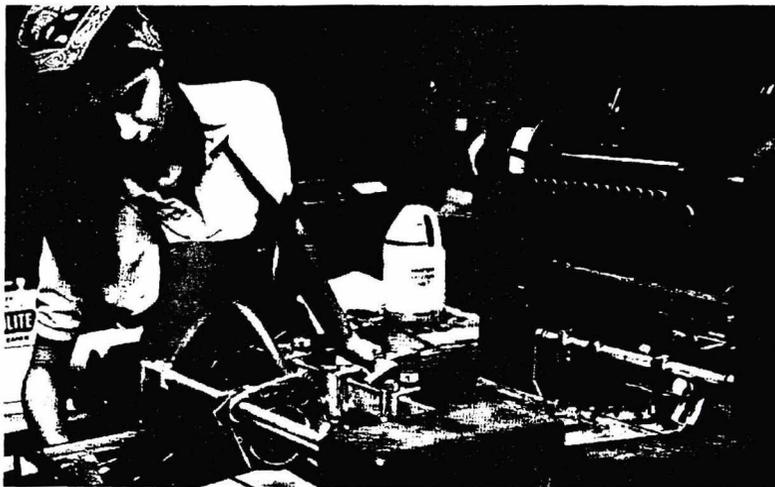


6. [she]

Read a Story

Read the story and then answer the questions.

Đọc một câu chuyện sau đó trả lời các câu hỏi



Lynn works in a factory. Everyone wears ear protectors and aprons. Lynn doesn't like to wear ear protectors because they are uncomfortable. She doesn't like to wear an apron because it is heavy. Yesterday she worked around very loud noise and she didn't wear ear protectors. Today her ears hurt. Last week she worked with chemicals and she didn't wear an apron. The chemicals made a hole in her shirt. That's what happens when people don't wear safety equipment.

Questions

1. Why doesn't Lynn like to wear ear protectors?
2. Why doesn't Lynn like to wear an apron?
3. Why do Lynn's ears hurt today?
4. What happened to Lynn's shirt last week?
5. Why do the workers in Lynn's factory wear ear protectors and aprons?

What Do You Think?

1. If Lynn works around loud noise for a long time and she doesn't wear ear protectors, what might happen?
2. You are Lynn's Boss. Are you happy with her?

Tasks - Nhiệm vụ

- A.** First read the question. Then find the answer in the rules and write your answer.

Trước tiên hãy đọc câu hỏi và tìm câu trả lời theo các quy tắc và viết câu trả lời của bạn.

SAFETY DRESS RULES AND REGULATIONS	
<u>Things You Should Do</u>	<u>Things You Shouldn't Do</u>
Wear safety glasses when there is danger to your eyes.	Do not wear long, loose hair when you are around moving machinery.
Wear a mask when there is dust or when there are dangerous fumes.	Do not wear loose clothing when you are around machinery.
	Do not wear rings when you use machinery.

1. What shouldn't you wear when you are around machinery?.
-

2. When should you wear a mask?
-

3. When shouldn't you wear rings?

4. What should you wear when there is Banger to your eyes?

B. Find a classmate. One asks and one Looks in the safety rules and answers. Follow the model.

Tìm một người bạn cùng lớp, một người hỏi và một người nhìn vào trong các quy tắc an toàn và trả lời. Làm theo mẫu.

ASK

ANSWER

When should you wear gloves?

You should wear gloves when you handle rough objects.

1. should/gloves

4. should/hard hat

2. shouldn't/gloves

5. shouldlear protectors

3. shouldn't/tie

6. shouldn't/bracelets

SAFETY RULES AND REGULATIONS

Dress

THINGS YOU SHOULD DO

1. Wear gloves when you handle rough objects.
2. Wear a hard hat when there is danger of falling objects.
3. Wear ear protectors when you are in high noise areas.

THINGS YOU SHOULDN'T DO

1. Do not wear gloves when you operate machinery.
2. Do not wear long, loose sleeves or bracelets when you type.
3. Do not wear a tie when you operate machinery.

On Your Own

- A. Think about things you do at home and then answer the questions below.
1. When do you wear gloves?
 2. When do you wear an apron?
 3. When don't you wear loose sleeves?
 4. When don't you wear loose trousers?
- B. Now find a classmate. One asks and one answers the questions above.



Lesson Eighteen / Bài 18

Getting Ready - Chuẩn bị

1. What should you do?

Bạn nên làm gì?

You should stack boxes straight.

Bạn nên xếp các hộp thành đống thẳng hàng.

2. What rule is he breaking?

Anh ấy đang phá vỡ quy tắc gì?

The rule is "Always stack boxes straight."

Quy tắc là luôn luôn xếp các hộp cho thẳng hàng.

3. Why should you stack-boxes straight?

Tại sao bạn nên xếp các hộp cho thẳng hàng?

If you don't stack them straight, you might cause an accident.

Nếu bạn không xếp chúng thẳng hàng, bạn có thể gặp tai nạn.

Conversation - Hội thoại

Wayne: Hey, George.

Wayne: Xin chào George.

George: What?

George: Gì thế?

Wayne: You know, you're breaking a rule.

Wayne: Câu biết không, cậu đang phá vỡ quy tắc.

George: What rule (am I breaking)?

George: Quy tắc gì? (tôi đang phá vỡ)

Wayne: (You should) always stack boxes straight.

Wayne: (cậu nên) luôn luôn xếp các hộp cho thẳng hàng

George: Why?

George: Tại sao?

Wayne: If you don't, you might cause an accident.

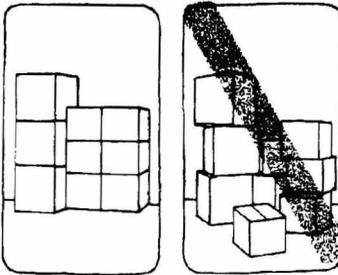
Wayne: Nếu cậu không xếp thẳng hàng, bạn có thể gặp tai nạn đấy.

George: O.K. From now on, I'll do that.

George: Đồng ý, từ giờ trở đi, mình sẽ làm điều đó.

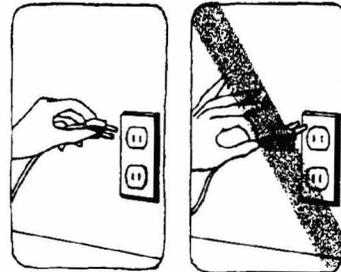
Wayne: Good.

Wayne: Hay đấy



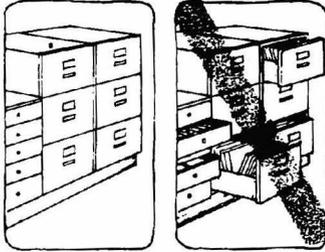
1. stack boxes straight
Xếp các hộp thẳng hàng

[cause an accident]
[gây ra nguyên nhân một vụ
tai nạn]



2. pull cords by the plug
Kéo dây điện khỏi ổ điện

[injure yourself]
[tự làm bạn bị thương]



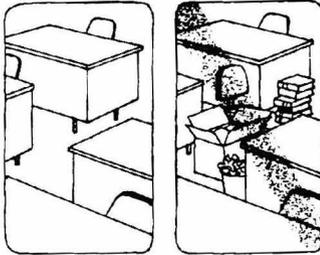
3. keep drawers closed
*Bây giờ cho các ngăn kéo
được đóng kín*

[cause an accident]
[nguyên nhân của một vụ tai nạn]



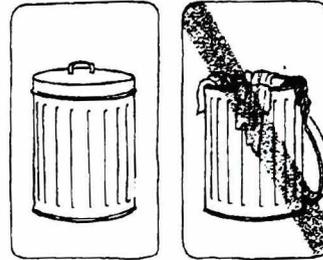
4. get help with heavy cartons
*Nhờ sự giúp đỡ với các hộp
nặng*

[injure yourself]
[tự làm bạn bị thương]



5. keep aisles clear
Giữ lối đi sạch sẽ

[cause an accident]
*[gây ra nguyên nhân của một
vụ tai nạn]*



6. keep oily rags in covered cans
*Giữ cho các miếng giẻ rách
nằm trong các hộp*

[cause a fire]
*[gây ra nguyên nhân của một
vụ cháy]*

Exercises - Bài tập

Look at the picture. Make a question and then answer it. Follow the model.

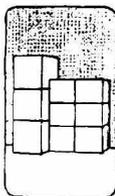
Nhìn bức tranh, đặt câu hỏi và sau đó trả lời câu hỏi theo mẫu bên dưới.

QUESTION

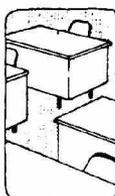
ANSWER

Why should you always stack boxes straight?

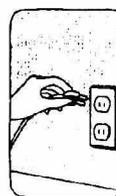
If you don't stack them straight, you might cause an accident.



1.



2.



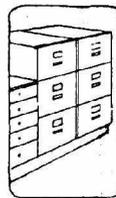
3.



4.



5.



6.

Write a Story - Viết một câu chuyện

A. Read the paragraph and then write one word in each blank.

Đọc đoạn văn và sau đó điền một từ vào chỗ trống.

Dan works in a repair shop. He _____⁽¹⁾ to be careful about _____⁽²⁾ he wears. He shouldn't wear _____⁽³⁾ sleeves when

he operates machinery. If he catches _____⁽⁴⁾ in the machinery, he might hurt _____⁽⁵⁾. He has to be careful _____⁽⁶⁾ things he does. He should get _____⁽⁷⁾ with heavy cartons. If he doesn't, _____⁽⁸⁾ might injure himself.

B. Write a story about yourself or a classmate. Use the paragraph above as a model.

Viết một câu chuyện về bản thân hoặc một người bạn trong lớp. Sử dụng đoạn văn trên để làm mẫu.

Tasks - Nhiệm vụ

Find a classmate. Ask and answer questions about the safety posters. Follow the model.

Tim một người bạn cùng học hỏi và trả lời các câu hỏi về các tờ áp phích quảng cáo sự an toàn. Làm theo mẫu.

ASK

ANSWER

What rule is the employee breaking? Always keep . . .
ing?

What should the employee do?

What might happen if employees
don't follow this rule?



1.



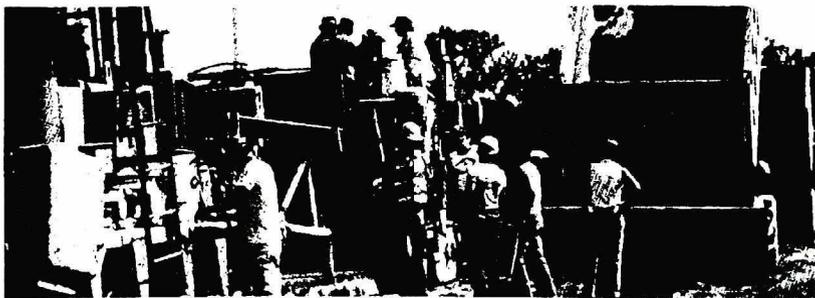
2.



3.

On Your Own

Look around your school, company, or neighborhood. Find two posters. What rules do they show? Tell about the posters.



Lesson Nineteen/ Bài 19

Getting Ready - Chuẩn bị

1. What's wrong?

Có vấn đề gì vậy?

He shouldn't use the outlets.

Anh ấy không nên sử dụng nhiều phích cắm.

2. Why shouldn't he use the outlets?

Tại sao anh ấy không nên sử dụng nhiều phích cắm?

They're overloaded.

Chúng bị quá tải

He might start a fire.

Anh ấy có thể gây ra cháy

3. When shouldn't you use outlets?

Bạn không nên sử dụng các phích cắm khi nào?

You shouldn't use outlets when they are overloaded.

Bạn không nên sử dụng nhiều phích cắm khi chúng bị quá tải.

Conversation - Hội thoại

Steve: Look out! You're going to start a fire.

Steve: *Nhìn ra ngoài kìa: cô sẽ gây ra hỏa hoạn đấy.*

Maria: Oh, come on.

Marra: *Ồ thôi nào.*

Steve: No, really. Don't use an outlet when it is overloaded.

Steve: *Không thật sự đấy! Đừng sử dụng phích cắm khi nó bị quá tải.*

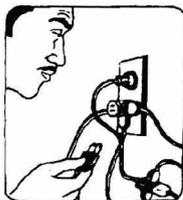
Maria: Oh, I guess you're right. Thanks for reminding me.

Marra: *Uh! Tôi đoán anh đúng, cảm ơn vì đã nhắc tôi.*

Steve: No problem. Just be glad I'm not the boss.

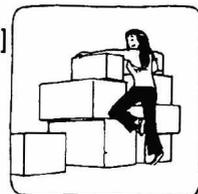
Steve: *Không vấn đề gì, chỉ thú vị thôi, tôi không phải là ông chủ.*

1. [start a fire]
[Bắt lửa]



use outlets/they are overloaded
*Sử dụng các phích điện/
chúng bị quá tải*

2. [hurt yourself]
[Tự làm bạn
bị thương]



climb on boxes/ they are unstable
*trèo lên cái hộp/ chúng
không an toàn*

3. [hurt yourself]
[Tự làm bạn
bị thương]



clean machinery/ it is on
*Làm sạch máy móc/ nó đang
hoạt động*

4. [start a fire]
[Bắt lửa]



use cords/ they are worn
*Sử dụng các dây/chúng đã
mòn*

5. [start a fire]
[Bắt lửa]



smoke/you are around
flammable objects

*Khói thuốc/ xung quanh bạn
là các vật dễ bắt lửa*

6. [hurt yourself]
[Tự làm bạn
bị thương]



use electrical equipment/you are
standing in water

*Sử dụng thiết bị điện/ Bạn
đang đứng trong nước*

7. [hurt yourself]
[Tự làm bạn
bị thương]



operate equipment/ you aren't
familiar with it

*Thiết bị hoạt động/ Bạn
không quen với nó*

Exercises - Bài tập

Look at the picture. Make a question and then answer it. Follow the model.

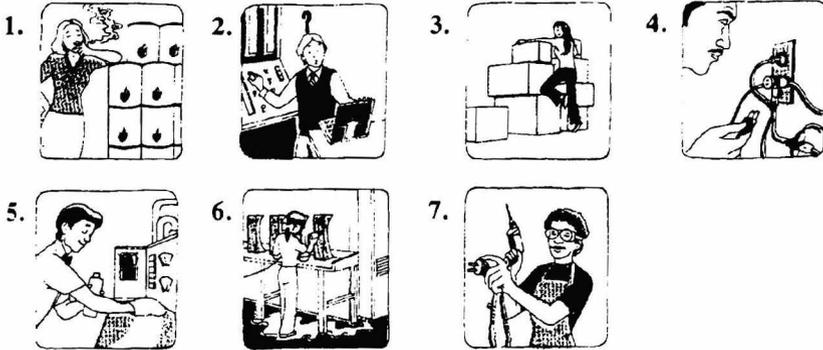
Nhìn bức tranh, đặt câu hỏi và sau đó trả lời câu hỏi theo mẫu bên dưới.

QUESTION

ANSWER

*Why shouldn't you smoke when
you are around flammable ob-
jects?*

If you do you might start a fire.



Read a Story - *Đọc một câu chuyện*

Read the story and then answer the questions.

Đọc một câu chuyện sau đó trả lời các câu hỏi.

Lola works in a plant, but she doesn't like working there. Some of the workers do not follow safety rules about procedures. Last week one worker started a fire because he was smoking near flammable objects. Another worker never closes his drawers. Yesterday the supervisor hurt himself when he walked by the desk. Lola wants to quit because she is afraid she might hurt herself too. She wants to find a new job.

Questions

1. Does Lola work in a safe place?
2. Why was there a fire in Lola's plant last week?
3. Why did the supervisor hurt himself?
4. Why does Lola want to quit?
5. Why is Lola afraid?

What Do You Think?

1. Are safety procedures only for your own safety?
2. What would you do if you worked in Lola's office?

Tasks - Nhiệm vụ

- A. First read the question. Then find the answer in the rules and Write your answer. Follow the model.

Đọc câu hỏi, sau đó làm câu trả lời trong các quy tắc và viết câu trả lời của bạn. Làm theo mẫu.

SAFETY PROCEDURES	
<u>Do</u>	<u>Don't</u>
Close desk and file drawers when you are not using them.	Do not climb on things like books and chairs.
Pull electric cords by the plug, not by the wire.	Do not stand in wet floors when you use electrical equipment.
Keep aisles clear.	Do not operate equipment when you are not familiar with it.

1. When shouldn't you operate equipment? *You shouldn't operate equipment when you are not familiar with it.*
2. What shouldn't you pull by the wire? _____

3. When should you close desk and file drawers? _____

4. What shouldn't you climb on? _____

5. When shouldn't you stand in wet floors? _____

6. What should you keep clear? _____

B. Find a classmate. One asks and one looks in the safety rules and answers. Follow the model.

Tìm một người bạn cùng lớp. Một người hỏi và một người nhìn vào các quy tắc an toàn và trả lời. Làm theo mẫu.

ASK

ANSWER

When shouldn't you repair machinery?

*You shouldn't repair machinery when it is running.**

SAFETY PROCEDURES

Keep oily and paint-soaked rags in covered metal waste cans.

Do not smoke when you are around flammable objects.

Get help when you need to carry heavy objects.

Do not clear or repair machinery when it is running.

Stack boxes straight.

Do not overload electrical outlets.

*is running = is on

1. When shouldn't you repair machinery?
2. What shouldn't you overload?
3. When should you get help?
4. What should you keep in covered metal cans?
5. What should you stack straight?
6. When shouldn't you smoke?

On Your Own

A. Complete the form below.

SAFETY QUESTIONS	YES	NO
1. Do you smoke in bed?		
2. Do you overload your outlets?		
3. Do you store papers near fire?		
4. Do you use electrical equipment when your hands are wet?		
5. Do you use worn electrical cords?		
6. Do you get help with heavy things?		
7. Do you use electrical equipment when you are standing in water?		

B. Now tell your classmates what you do wrong.



Lesson Twenty/ Bài 20

Getting Ready - Chuẩn bị

1. What kind of supplies do we use?

Chúng ta sử dụng các loại hàng cung cấp nào?

We use supplies like rubber cement.

Chúng ta sử dụng các loại hàng cũng như keo cao su

2. Does rubber cement need special handling?

Keo cao su cần thiết phải xử lý đặc biệt không?

Yes, it does. It's flammable.

Có, cần chú, nó dễ cháy

3. How should you handle rubber cement?

Bạn nên sử dụng keo cao su như thế nào?

Don't store it near heat.

Đừng để nó ở gần nhiệt

4. What might happen if you store rubber cement near heat?

Chuyện gì xảy ra nếu như bạn bảo quản keo cao su ở gần chỗ cháy?

It might catch fire.

Nó có thể bắt lửa.

Conversation - Hội thoại

Old employee: Some supplies need special handling.

Nhân viên cũ: Một số hàng cung cấp cần phải xử lý đặc biệt.

New employee: What kind of supplies?

Nhân viên mới: Các loại hàng cung cấp nào?

- Old employee: Flammable supplies like rubber cement.
 Nhân viên cũ: Các loại hàng dễ cháy như keo cao su.
- New employee: How should I handle rubber cement?
 Nhân viên mới: Tôi phải xử lý keo cao su thế nào?
- Old employee: Don't store it near heat. If you do, it might catch fire.
 Nhân viên cũ: Đừng cất giữ nó gần nhiệt. Nếu bạn làm thế nó sẽ bắt lửa.



1. flammable rubber cement
 Dễ cháy Keo cao su

[catch fire]
 [dễ bắt lửa]



2. flammable gasoline
 Dễ cháy Ga

[catch fire]
 [dễ bắt lửa]



3. corrosive bleach
 Chất găm Chất tẩy
 mòn trắng

[burn you]
 [làm bạn bị cháy]



4. corrosive acid
 Chất găm axit
 mòn

[burn you]
 [làm bạn bị cháy]



5. toxic duplicating
Chất độc fluid
 chất lưu

[poison you]

[làm bạn bị nhiễm độc]



6. toxic paint
Chất độc sơn

[poison you]

[làm bạn bị nhiễm độc]

Exercises - Bài tập

Look at the picture. Make a question and then answer it. Follow the model.

Nhìn các từ và bức tranh đặt câu hỏi và sau đó trả lời câu hỏi theo mẫu bên dưới.

QUESTION

How should you handle rubber cement?

ANSWER

You shouldn't store it near heat because it's flammable.



1.



2.



3.





4.



5.



6.



Write a Story - *Viết một câu chuyện*

A. Read the paragraph and then write one word in each blank.

Đọc đoạn văn và viết một từ vào mỗi chỗ trống.

Pam works in a beauty shop. There are safety _____⁽¹⁾ about things she uses. _____⁽²⁾ like bleach are corrosive. If _____⁽³⁾ gets bleach on her skin, _____⁽⁴⁾ might burn her. There are _____⁽⁵⁾ rules about things she _____⁽⁶⁾. She should wear rubber gloves _____⁽⁷⁾ she bleaches hair. They protect _____⁽⁸⁾ hands from chemicals. There _____⁽⁹⁾ safety rules about things she _____⁽¹⁰⁾. She should pull cords by _____⁽¹¹⁾ plug. If she doesn't, she might hurt _____⁽¹²⁾.

B. Write a story about yourself, a classmate, or a friend. Use the paragraph above as a model.

Viết một câu chuyện về bạn hay một người bạn. Sử dụng đoạn văn trên làm mẫu.

1.

CAUTION. Do not store or use near heat or flame. Use in well-ventilated area. Avoid prolonged breathing of vapor. Avoid contact with eyes or prolonged contact with skin. If swallowed give one or two glasses of water or milk.

flammable heat, flame

toxic breathing, swallowed

corrosive eyes, skin

2.

DANGER! Causes severe burns to skin and eyes. Do not get in eyes, on skin, on clothing. When handling, wear goggles or face shield.

flammable _____

toxic _____

corrosive _____

3.

CAUTION! COMBUSTIBLE! Contains petroleum distillate. Keep away from heat and open flame. Avoid breathing of vapor or spray mist and prolonged contact with skin. Keep container closed when not in use. Harmful if swallowed.

flammable _____

toxic _____

corrosive _____

4.

DANGER! Flammable. Harmful if inhaled. May be fatal or cause blindness if swallowed. Avoid breathing. Use with adequate ventilation. Keep away from heat, sparks, and open flame. Keep container closed.

flammable _____

toxic _____

corrosive _____

5. **WARNING—Combustible mixture. Do not spray into or near open flame. Harmful if swallowed, inhaled, or absorbed through skin. Avoid breathing spray mist and contact with skin, eyes, clothing. Provide adequate ventilation.**
- flammable _____

- toxic _____

- corrosive _____

6. **CAUTION: Harmful if swallowed. Irritant. Avoid contact with eyes and prolonged contact with skin. Do not swallow.**
- flammable _____

- toxic _____

- corrosive _____

On Your Own

Use the information on the labels of products in your home or in stores to complete the chart below.

TYPE OF PRODUCT	BRAND NAME	WORDS ON LABEL	DANGER
hair spray			
oven cleaner			
toilet bowl cleaner			
insect killer			
furniture polish			

Lesson Twenty-One: Review

Bài 21: Ôn tập

Check Your Listening - Kiểm tra việc lắng nghe của bạn

- A. Read the questions about the conversation. Listen to the conversation. What did the speakers say? Circle the correct answers.

Đọc các câu hỏi về cuộc hội thoại. Nghe lại cuộc đàm thoại. Những người đàm thoại nói gì? Khoanh tròn câu trả lời đúng.

- | | | |
|--|-----|----|
| 1. Are both employees new? | yes | no |
| 2. Do they have to wear gloves? | yes | no |
| 3. Are there things they shouldn't wear? | yes | no |
| 4. Do they operate equipment? | yes | no |
| 5. Do some supplies need special handling? | yes | no |
| 6. Do they use bleach? | yes | no |

- B. Read the questions about the conversation. Listen to the conversation again. What did the speakers say? Circle the letter of the correct answer.

Đọc các câu hỏi về cuộc hội thoại. Nghe lại cuộc đàm thoại. Những người đàm thoại nói gì? Khoanh tròn câu trả lời đúng.

1. Why do they have to wear safety equipment?
 - a. to protect their eyes from flying objects
 - b. to protect their ears from loud noises
 - c. to protect their lungs from fumes
2. When they operate a sander, they shouldn't wear:
 - a. loose bracelets
 - b. loose trousers
 - c. loose sleeves
3. They might cause an accident if they:
 - a. don't stack boxes straight
 - b. don't keep the aisles clear
 - c. don't close drawers
4. They might start a fire if they:
 - a. keep oily rags in covered cans
 - b. smoke around flammable objects
 - c. use an outlet when it is overloaded
5. What needs special handling?
 - a. drawers
 - b. acid
 - c. paint

Conversation Review - Ôn tập lại cuộc hội thoại

Find a partner and practise the conversation. When there are blanks, use information about safety rules in your company.

Tìm một người bạn cùng học và thực hành cuộc đàm thoại đó. Khi có các chỗ trống, hãy sử dụng thông tin về bản thân bạn.

Old employee: We have safety rules about things you wear, things you use, and things you do.

New employee: What are the rules about things you wear?

Old employee: You should wear safety equipment like _____.

New employee: Why?

Old employee: To protect your _____ from _____.

New employee: What else?

Old employee: You shouldn't wear things like _____
when you _____.

New employee: Why not?

Old employee: If you catch _____ in the _____,
you might hurt yourself.

New employee: What about things you use?

Old employee: Some supplies like _____ need special handling.

New employee: Why does _____ need special handling?

Old employee: It's _____, so you shouldn't _____.

New employee: Any other rules?

Old employee: Always _____ . If you don't,
you might _____.

New employee: Anything else?

Old employee: Don't _____ when you _____.
If you do, you might _____.

New employee: Thanks for all the rules. I know they're for my
own safety. I'll be careful.

Check Your Vocabulary - Kiểm tra từ vựng

Read the sentences and then fill in the blanks.

Đọc câu, nhìn tranh, sau đó điền vào chỗ trống.



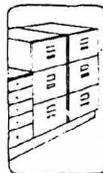
1. He is wearing a _____.



2. She is wearing safety equipment to protect her _____.



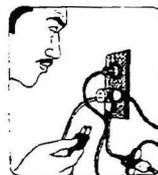
3. She shouldn't wear a _____.



4. You should always _____.



5. He is operating a _____.



6. The outlet is _____.



7. This acid needs special handling because it's _____.



8. This supply needs special handling because it might _____ you.



9. You need to wear _____ gloves.



10. He didn't wear gloves. He didn't protect his hands from _____.

Check Your Grammar - *Kiểm tra ngữ pháp*

First read the sentence and then write one word in each blank.

Đọc câu và sau đó viết một từ vào trong mỗi chỗ trống

- A.**
1. This hard hat is important. You should wear _____.
 2. These goggles are important. You should wear _____.
 3. If he wears loose sleeves, he might catch _____ in the sander.
 4. If he wears a ring, he might catch _____ in the power saw.
 5. You should wear your gloves because _____ are important.
 6. You should wear your mask because _____ is important.
- B.**
1. If you work around chemicals, you _____ wear a rubber apron.
 2. If you work around flammable things, you _____ smoke.
 3. If you smoke around flammable objects, you _____ start a fire.
 4. If you don't wear safety equipment, you _____ hurt yourself.
- C.**
1. I hurt _____.
 2. She hurts _____.
 3. He hurts _____.
 4. They hurt _____.
 5. We hurt _____.
 6. You hurt _____.
 7. Al and you hurt _____.

Read and Think - *Đọc và suy nghĩ*

First read the paragraph. Then read the questions and find the answers.

Đọc Đoạn văn. Sau đó các câu hỏi và trả lời.

Safety rules are very important in the job. They are important for both factory workers and office workers. When you begin a job, you should learn the safety rules right away. There are several ways to find out about them. You can read the rules and regulations in the employee handbook. You can read the posters around the company. You can also ask other workers.

There are three kinds of safety rules: rules about clothing, rules about supplies, and rules about procedures. Rules about clothing tell you about things you should and shouldn't wear. Rules about supplies tell you how to handle dangerous products. Rules about procedures tell you about things you should and shouldn't do.

You should follow safety rules. If you break them, your supervisor will think you are careless and will be very unhappy with you.

Questions

1. When you begin a job, what should you do right away?
2. What are several ways to find out about safety rules?
3. What are three kinds of safety rules?
4. Do rules about supplies tell you how to handle all kinds of products?
5. Why should you follow safety rules?

What Do You Think?

1. Is clothing important for safety in a clerical job?
2. You see a worker who is climbing on a stack of boxes. He is breaking a rule. What should you do?
3. Why is safety in the job important to employers?

Put It Together

Look at the picture below. What safety rules are the employees breaking?



Now give the employees some advice.

1. Name thinks they shouldn't do. Tell why.

2. Name thinks they should do. Tell why.

Unit 4

Want Ads



Lesson Twenty-Two/ Bài 22

Getting Ready - Chuẩn bị

1. What's the job?

Công việc gì?

It's a job as an accounting clerk.

Nó là một công việc làm một nhân viên kế toán.

2. How do I apply?

Tôi phải nộp đơn thế nào?

You apply by calling 440-3377.

Bạn nộp đơn bằng cách gọi số 440-3377.

Conversation - Hội thoại

Janice: Hey, here's a job for you.

Janice: Xin chào, đây là công việc cho bạn

Henry: Really? What is it?

Henry: Thật vậy sao? đó là công việc gì ?

Janice: It's a job as a(n) (name of occupation).

Janice: Nó là một công việc làm (một) (tên công việc)

Henry: What's the pay?

Henry: Lương thế nào?

Janice: (It's) \$750 _____ a _____ month _____

Janice: (nó là) 750\$ (lương) một tháng (khoảng thời gian)

Henry: Sounds good. How do I apply?

Henry: Nghe thú vị đấy. Tôi nộp đơn thế nào?

Janice: By calling 440-3377.

Janice: Bằng cách gọi điện thoại số : 440-3377

Henry: Wait a minute. I want to write this down.

Henry: Chờ một lát, tôi muốn ghi số điện thoại này.



1. call 440-3377

Gọi 440-3377



2. call the Personnel Department at 864-3579

Gọi phòng nhân sự theo số điện thoại 864-3579



3. call the manager at 359-9553

Gọi cho giám đốc theo số 359-9553



4. send a resume to 1330 Broadway Street, Suite 883

Gửi một bản sơ yếu lý lịch tới địa chỉ 1330 Broadway Street suite 883



5. write to the newspaper, Ad No. 55*

Viết cho một tờ báo, địa chỉ số 55

6. apply in person at 1550 Adams Street

Nộp đơn cho một người ở 1550 Adams Street

Exercises - Bài tập

Look at the pictures. Make a question and then answer it. Follow the model.

Nhìn các từ và bức tranh đặt câu hỏi và sau đó trả lời câu hỏi theo mẫu bên dưới.

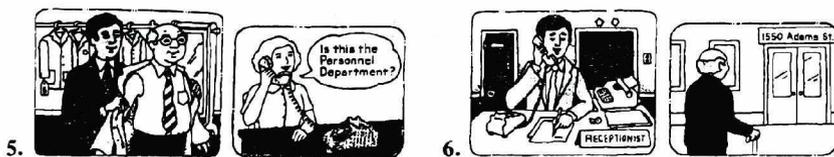
QUESTION

ANSWER

How do you apply for the job as a welder?

You apply by calling 440-3377.





Read a Story - *Đọc một câu chuyện*

Read the story and then answer the questions.

Đọc một câu chuyện sau đó trả lời các câu hỏi

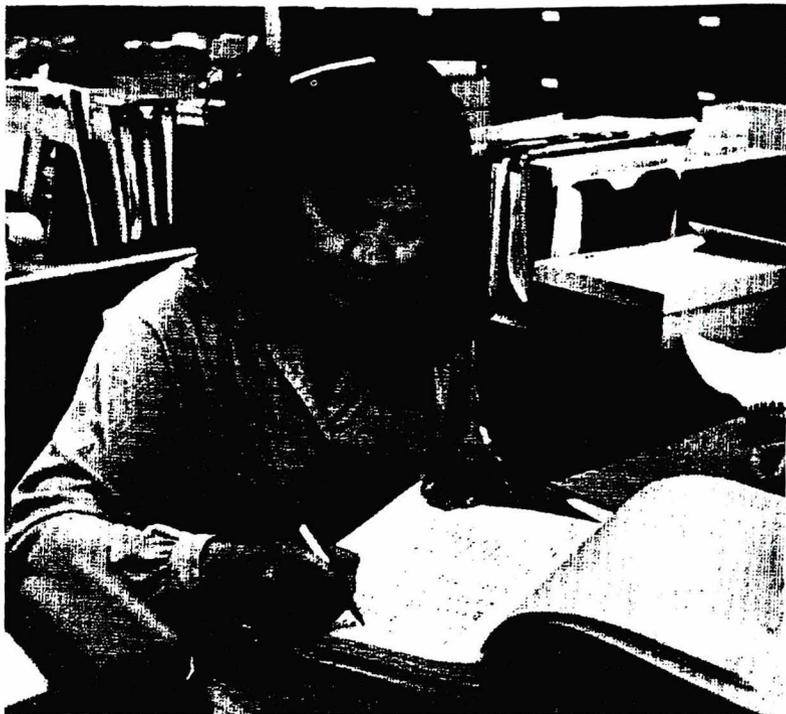
Debbie O'Brien is looking in the help wanted ads of the newspaper for a job as an accounting clerk. She found several ads for accounting clerk positions. One ad sounds very good. The duties sound interesting and the pay is good. The ad says that people who would like to apply should send a resume to the company. Debbie is typing her resume now. When she finishes, she will go to the post office and mail it. She hopes the company will get her resume the next day.

Questions

1. Why is Debbie looking in the help wanted ads?
2. What kind of job is she looking for?
3. Are there any openings that she likes?
4. Should Debbie go to the company and apply in person?
5. How should Debbie apply?

What Do You Think?

1. Does Debbie have to type her resume?
2. Why does Debbie want the company to get her resume the next day?



Getting Ready - Chuẩn bị

Look at this help wanted ad and find the job title and the information about how to answer.

Nhìn bài quảng cáo tuyển dụng này và tìm tựa đề công việc và thông tin để trả lời nó.

Job title

CLERK Typist — Mailing, filing, and typing exp. req. Knowledge of insurance helpful. Write to this paper, Ad No. 931.

How to answer

Where is the job title? at the beginning

Where does the ad tell you how to answer? at the end

How do you answer the ad? You answer by writing to the papers Ad No. 931.

Tasks - Nhiệm vụ

- A. Read the question and then look for the job in The Help Wanted Ads section of *The Evening Star*. Follow the model.

Đọc câu hỏi và sử dụng để tìm công việc trong mục “tuyển dụng” của The Evening Star. Làm theo mẫu bên dưới.

1. How do you answer the ad for medical secretary? You answer by going to Mills Hospital at 100 19th Avenue.
2. How do you answer the ad for Bartender? _____
3. How do you answer the ad for waitress? _____
4. How do you answer the ad for typist? _____
5. How do you answer the ad for medical receptionist? _____
6. How do you answer the ad for X-ray technician? _____
7. How do you answer the ad for upholstery repairer? _____

B. Find a classmate. One asks, one looks in *The Evening Star* and answers. Follow the model.

Tìm một người bạn cùng lớp, một người hỏi, một người nhìn vào tờ báo Evening Star và trả lời. Làm theo mẫu câu bên dưới.

ASK

ANSWER

How do you answer the ad for medical assistant? You answer by calling 652-3132.

- | | | |
|----------------------|-----------------|--------------|
| 1. medical assistant | 2. receptionist | 3. secretary |
| 4. gardener | 5. sales person | 6. cook |

On Your Own

Find three jobs in the help wanted ads section of your newspaper. Put them in the boxes. Then answer these two questions: (a) What's the job? (b) How do you apply? Follow the model.

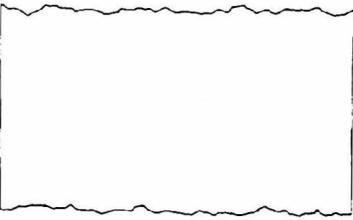
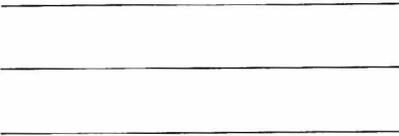
Auto mechanic,
1 yr. experience req.
Gd. pay. Call ~~~~~
~~~~~  
943-1043.

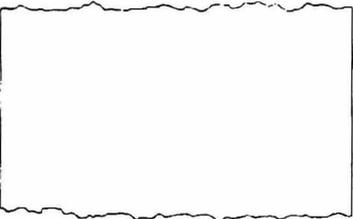
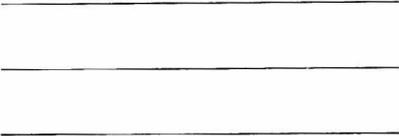
*It's a job as an auto mechanic*

*You apply by calling 943-1043*

1.

2.

3.  

4.  



## **Lesson Twenty-Three/ Bài 23**

### **Getting Ready - Chuẩn bị**

1. What does H. S. mean?

*H-S có nghĩa là gì?*

It's short for high school.

*Nó là từ viết tắt của trường trung học.*

2. What does the worst ad say?

*Mục quảng cáo tuyển dụng nói gì?*

It says "high-school diploma required."

*Nó yêu cầu bằng trung học PT*

3. What do you have to have?

*Bạn phải có điều gì?*

You have to have a high-school diploma.

*Bạn phải có bằng trung học*

4. What do you have to have before you can apply?

*Bạn phải có điều gì trước khi nộp đơn xin việc?*

You have to have a high-school diploma before you can apply.

*Bạn phải có bằng trung học phổ thông trước khi nộp đơn xin việc.*

### **Conversation - Hội thoại**

Leo: What does H.S. mean?

Leo: *H-S có nghĩa là gì?*

Carla: I'm not sure. Where do you see it?

Carla: *Minh không biết đâu - Bạn thấy nó ở đâu?*

Leo: Here in this ad. It says, "H.S. diploma required."

Leo: *Ở đây này trong tờ quảng cáo này - Nó nói cần phải có bằng H.S*

Carla: Oh, H.S. is short for high school.

Carla: *Ồ H.S là từ viết tắt của trường trung học*

Leo: Then I have to have a high-school diploma before I can apply. Right?

Leo: *Vậy tôi phải có bằng THPT trước khi tôi có thể nộp đơn đúng không?*

Carla: Right.

Carla: *Đúng vậy.*



1. high-school

*Phổ thông trung học*



2. license

*Bằng lái xe*



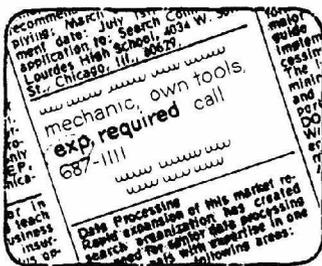
3. record

*Phiếu điểm*



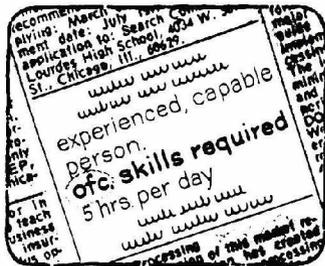
4. references

*Người đại diện*



5. experience

*Kinh nghiệm*



6. office

*Cơ quan*

## Exercises - Bài tập

A. There are many ways to make abbreviations. Read the rule and Look at the example. Then write the abbreviation. Follow the models.

*Có nhiều cách để viết tắt. Đọc quy tắc và nhìn thí dụ. Sau đó viết từ viết tắt, làm theo mẫu bên dưới.*

1. You can make abbreviations by taking the first letter of each word.

a. with     w                          e. Wednesday

- 
- b. full-time \_\_\_\_\_ f. words per minute \_\_\_\_\_  
 c. male \_\_\_\_\_ g. high school \_\_\_\_\_  
 d. female \_\_\_\_\_ h. part-time \_\_\_\_\_
2. You can make abbreviations by taking the first and last letters of each word.
- a. hour hr e. room \_\_\_\_\_  
 b. work \_\_\_\_\_ f. light \_\_\_\_\_  
 c. year \_\_\_\_\_ g. week \_\_\_\_\_  
 d. good \_\_\_\_\_
3. You can make abbreviations by taking the first three letters of the word.
- a. reference ref e. necessary \_\_\_\_\_  
 b. office \_\_\_\_\_ f. experience \_\_\_\_\_  
 c. required \_\_\_\_\_ g. license \_\_\_\_\_  
 d. salary \_\_\_\_\_ h. answer \_\_\_\_\_
4. You can make abbreviations by taking the first three letters and the last letter of the word.
- a. assistant asst b. accountant \_\_\_\_ c. appointment \_\_\_\_
5. You can make abbreviations by taking out the vowels (*a, e, i, o, and u*).
- a. driver drvr c. downtown \_\_\_\_\_  
 b. phones \_\_\_\_\_ d. years \_\_\_\_\_
6. Sometimes you can make abbreviations by taking out vowels and consonants. Look at the abbreviation. Write the word.
- a. mgr. manager b. bkkpg. \_\_\_\_\_ c. ofc.\* \_\_\_\_\_

---

\* You can abbreviate some words in more than one way (office = ofc./off.).



B. Look at the abbreviations on the left. Find the full word on the right. Write the full word in the blank. Follow the models.

*Nhìn các từ viết tắt bên trái, tìm từ đầy đủ bên phải.  
Viết từ đầy đủ vào chỗ trống theo mẫu bên dưới.*

- |          |              |           |       |
|----------|--------------|-----------|-------|
| 1. hr.   | <u>hour</u>  | 14. m.    | _____ |
| 2. yng.  | <u>young</u> | 15. mgr.  | _____ |
| 3. acct. | _____        | 16. nec.  | _____ |
| 4. ans.  | _____        | 17. ofc.  | _____ |
| 5. appt. | _____        | 18. p. t. | _____ |

- a. license
- b. reference
- c. assistant
- d. office
- e. appointment
- f. male
- g. part-time
- h. work
- i. phones
- i. manager

|                 |                  |                     |
|-----------------|------------------|---------------------|
| 6. asst. _____  | 19. phns. _____  | k. salary           |
| 7. bkkpg. _____ | 20. ref. _____   | l. equipment        |
| 8. drvr. _____  | 21. req. _____   | m. accountant       |
| 9. equip. _____ | 22. sal. _____   | n. young            |
| 10. exp. _____  | 23. w. _____     | o. full-time        |
| 11. f. _____    | 24. w.p.m. _____ | p. driver           |
| 12. f.t. _____  | 25. wk. _____    | q. experience       |
| 13. lic. _____  | 26. yr. _____    | r. hour             |
|                 |                  | s. necessary        |
|                 |                  | t. year             |
|                 |                  | u. answer           |
|                 |                  | v. bookkeeping      |
|                 |                  | w. words per minute |
|                 |                  | x. female           |
|                 |                  | y. required         |
|                 |                  | z. with             |

## Tasks - Nhiệm vụ

Help wanted ads use abbreviations. Look at the ads. Circle the abbreviations. Write the abbreviations and the fill forms in the blanks. Follow the model.

*Tờ quảng cáo tuyển dụng các từ viết tắt. Nhìn bài quảng cáo. Khoanh tròn các từ viết tắt. Viết các từ viết tắt và các từ hoàn chỉnh trong các chỗ trống. Làm theo mẫu.*

TYPIST p.t. 55 wpm,  
\$375/month, small  
ofc. pleasant  
working conditions.  
398-3444

1. p.t.      part-time  
wpm      words per minute  
ofc      office

TELEPHONE Operator.  
At least 2 yrs. exp.  
req. Clerical skills  
pref. Call 735-0230,  
ask for John.

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SALESPERSON M/F\*—  
Furniture. Pref. yng.,  
aggressive, neat. Sal. plus  
commission. 349-2525

3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLUMBER exp. nec., own  
tools and trucks pref.  
\$10/hr. 661-0871 between  
1-5

4. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BUILDING Maintenance  
Supervisor, must have  
gd. driving record w.  
valid drvr. lic. Local  
refs. req.

5. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*M-F = male or female

---

## On Your Own

Find four jobs in the help wanted ads section of your newspaper. Put them in the boxes. Circle the abbreviations. Write the abbreviations and the fill forms in the blanks.

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **Lesson Twenty-Four/ Bài 24**

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### **Getting Ready - Chuẩn bị**

1. What are the requirements?

*Các yêu cầu là gì?*

You have to have a driver's license.

*Bạn phải có bằng lái xe.*

2. Do you have to have a car?

*Bạn phải có xe phải không?*

No, you don't, but it's helpful if you do.

*Không bạn không cần nhưng rất hữu ích nếu bạn có nó.*

3. What kind of person do they want for the job?

*Loại người nào họ cần cho công việc?*

They want someone who has a driver's license.

*Họ muốn ai đó có bằng lái xe.*

---

### **Conversation - Hội thoại**

Jack: Here's a job for you. They want someone who has a driver's license.

*Jack: Đây là công việc cho anh. Họ muốn ai đó có bằng lái xe.*

Lucy: I have a driver's license. (Are there) any other requirements?

*Lucky: Mình có bằng lái xe (có những) đòi hỏi nào khác không?*

Jack: Well, it's helpful if you have a car too.

*Jack: Uh! rất hữu ích nếu anh cũng có một chiếc xe hơi.*

Lucy: Oh, but I don't.

*Lucky: Vậy à, nhưng mình không có.*

Jack: Well, it's not a requirement. You should apply anyway.

*Jack: Vâng, nó không có một yêu cầu nào nữa. Dù sao anh nên nộp đơn.*

Lucy: You're right. I'll give it a try.

*Lucky: Bạn nói đúng, mình sẽ thử xem sao.*

1. a driver's license  
Bằng lái xe



a car  
Một xe hơi



2. good phone skills  
Các kỹ năng  
trực điện  
thoại tốt



local experience  
Kinh nghiệm  
nghề nghiệp



3. carpentry  
experience  
Kinh nghiệm  
làm thợ mộc.



your own tools  
Các dụng cụ  
của bạn



4. good clerical skills

*Các kỹ năng của một thư ký giỏi*



banking experience  
*kinh nghiệm về ngân hàng*



5. a plumber's license

*Bằng thợ hàn*



local references  
*Người đại diện địa phương*



6. good accounting skills

*Các kỹ năng kế toán giỏi*



three years of experience  
*Có ba năm kinh nghiệm*



## Exercises - Bài tập

Look at the pictures. Make a question and then answer it. Follow the model.

*Nhìn các từ và bức tranh đặt câu hỏi và sau đó trả lời câu hỏi theo mẫu bên dưới.*

QUESTION

ANSWER

*What kind of person do they want?*

*They want someone who has a driver's license and a car.*





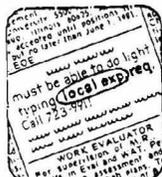
3.



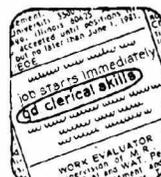
4.



5.



6.



## Read a Story - Đọc một câu chuyện

Read the Story and then answer the questions.

Đọc một câu chuyện sau đó trả lời các câu hỏi.

Tony Vega worked in Mexico as an accountant in a bank. He is now looking for work in the United States. He found an opening for a Job as a bank teller in the want ads. The ad says that the teller has to have local experience and local references. It also says that it's helpful if the person has banking experience too. Tony has never worked in the United States, but he wants to apply for the job. Should he?

### Questions

1. Does Tony have work experience?
2. Does Tony have work experience in the United States?
3. Which job does Tony want to apply for?
4. What are the requirements for the job?
5. Do you have to have banking experience before you can apply for the job?

194

What Do You Think?

1. Can Tony get local references?
2. Should Tony apply for the job?

---

## Getting Ready - Chuẩn bị

Help wanted ads give requirements. When you look for requirements, look for the words *must*, *required* (req.), or *necessary* (nec.).

*Tờ quảng cáo tuyển dụng đưa ra các yêu cầu. Khi bạn tìm các yêu cầu thì hãy tìm các từ “must, required (req) hay necessary (nec)”.*

DENTAL ASST., M/F, *must*  
have X-ray lic. 531-7763

*You have to have an X-ray license.*

Banking

TELLER  
1 yr. bank teller exp. *req.*  
Call Personnel Dept.  
Toronto Bank. 989-4900

*You have to have one year of bank  
teller experience.*

RESTAURANT Help-local  
exp. *nec.* M/F. Call 845-3009

*You have to have local experience.*

---

## Tasks - Nhiệm vụ

- A. Find the jobs in the help wanted ads section of *The Evening Star*. What are the requirements? Follow the models.

*Tìm các công việc trong mục tuyển dụng của tờ báo The Evening Star. Các yêu cầu là gì? Làm theo mẫu.*

1. gardener *— You have to have experience —*
2. window cleaner *— There are none. —*
3. PBX operator \_\_\_\_\_
4. restaurant helper \_\_\_\_\_
5. key punch operators \_\_\_\_\_
6. salesperson \_\_\_\_\_
7. mechanic, elevator \_\_\_\_\_

**B.** Find a classmate. One asks about the requirements and one looks in *The Evening Star* and answers. Follow the model.

*Tim một người bạn cùng lớp. Một người hỏi về câu yêu cầu và một người nhìn *The Evening Star* và trả lời. Làm theo mẫu bên dưới.*

ASK

ANSWER

*What are the requirements for kitchen helper?*

*You have to have experience.*

- |                              |                        |
|------------------------------|------------------------|
| 1. kitchen helper            | 2. waiter/waitress     |
| 3. janitorial helper         | 4. bakery counter girl |
| 5. service station attendant | 6. auto mechanic       |

## On Your Own

Find three jobs in the help wanted ads section of your newspaper. Put them in the boxes. Look for requirements. Circle the words *must*, *required*, and *necessary*, and the abbreviations *req.* and *nec.*

|    |  |    |  |    |  |
|----|--|----|--|----|--|
| 1. |  | 2. |  | 3. |  |
|----|--|----|--|----|--|

## **Lesson Twenty-Five/ Bài 25**

---

### **Getting Ready - Chuẩn bị**

1. Are there any openings?

*Có các chức vụ nào không?*

Yes, there's an opening for a machinist.

*Có, có một chức vụ giành cho thợ máy.*

2. What are the requirements?

*Các yêu cầu là gì?*

You have to be able to do repairs.

*Bạn phải có khả năng để sửa chữa.*

3. Do you have to be able to read blueprints?

*Bạn phải có khả năng để đọc các bản thiết kế không?*

No, you don't, but they prefer someone who can.

*Không, bạn không phải có khả năng đó, nhưng họ thích người nào đã có khả năng đó.*

---

### **Conversation - Hội thoại**

Jerry: Here's an opening for a machinist.

*Jerry: Đây là một vị trí giành cho thợ máy.*

Carol: (Is there) any experience required?

*Carol: (Có), cần kinh nghiệm nào không?*

Jerry: No, but you have to be able to do repairs.

*Jerry: Không, nhưng bạn phải có khả năng để sửa chữa.*

Carol: Do you have to be able to read blueprints too?

*Carol: Bạn cũng cần phải có khả năng để đọc các bản thiết kế không ?*

Jerry: No, but they prefer someone who can.

*Jerry: Không, nhưng họ thích ai đó có thể làm được điều đó hơn.*

Carol: I can do both. I'm going to apply right away.

*Carol: Tôi có thể làm được cả hai điều đó. Tôi sẽ nộp đơn ngay bây giờ.*



do repairs

*Sửa chữa*

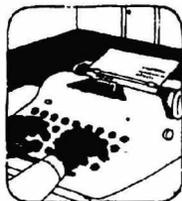
1. [machinist]

*[Thợ máy]*



read blueprints

*Đọc bản mẫu thiết kế*



type 65 words per minute

*Đánh được 65 từ trong mỗi phút*

2. [secretary]

*[Thư ký]*



take shorthand

*Có thể tốc ký*

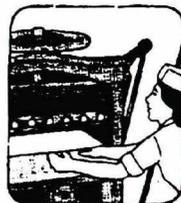


operate a 4-color press

*Điều hành một máy in 4 màu*

3. [printer]

*[Thợ in]*



operate a cutter

*Điều hành một máy cắt*



operate a ten-key

*Điều hành một máy tính 10 nút*

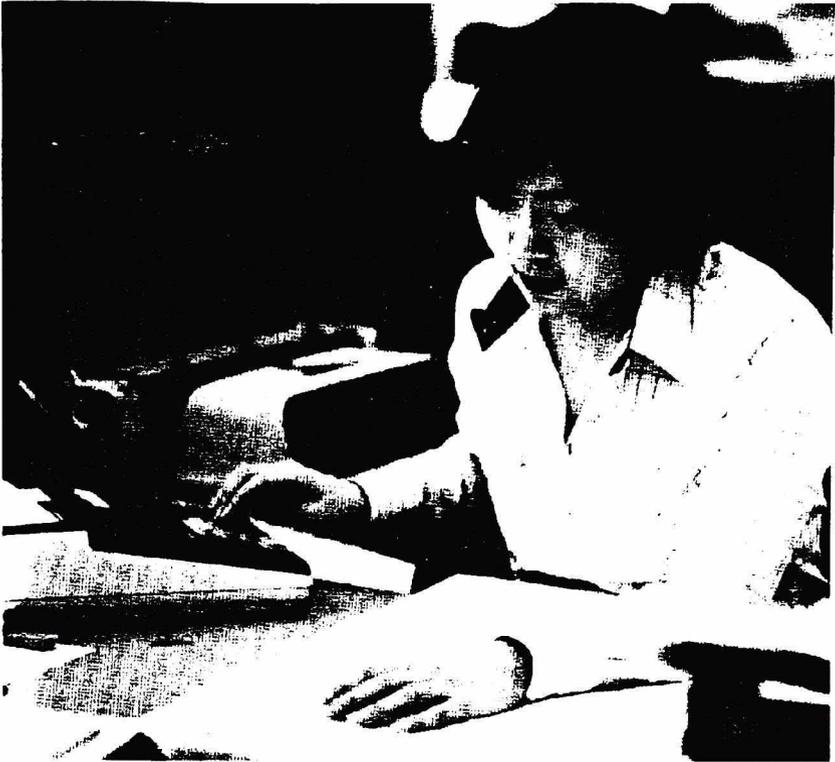
4. [bookkeeper]

*[Người giữ sổ sách]*



handle phones

*Quản lý điện thoại*



## Exercises - Bài tập

Look at the words and the ads. Make questions and then answer them. Follow the model.

*Nhìn các từ và các bài quảng cáo. Đặt một câu hỏi và trả lời chúng. Làm theo mẫu bên dưới.*

QUESTION

ANSWER

*Do you have to be able to type?*

*Yes, you have to be able to type 65 words per minute.*

*Do you have to be able to take shorthand?*

*No, but they prefer someone who can.*

1. type/take shorthand

~~~~~ typing 65  
wpm required. ~~~~~
~~~~~ shorthand helpful  
~~~~~

2. use duplicating machines/ type reports

~~~~~ must be able to type reports  
~~~~~ knowledge  
of duplicating machines helpful
~~~~~

3. drive/lift 60 pounds

~~~~~ Must be able to  
drive ~~~~~
ability to lift 60 pounds helpful
~~~~~

4. change oil/do repairs

~~~~~ Must be able  
to change oil ~~~~~
~~~~~ ability to do  
repairs helpful ~~~~~

5. operate a cutter/operate a two-color press

~~~~~ knowledge of 2-color press  
required ~~~~~
~~~~~ knowledge of  
cutter helpful ~~~~~

6. do upholstering/repair furniture

~~~~~ Must be able to do  
upholstering. ~~~~~
~~~~~ knowledge of furniture repair  
helpful. ~~~~~

---

## Read a Story - *Đọc một câu chuyện*

Read the story and then answer the questions.

*Đọc một câu chuyện và sau đó trả lời các câu hỏi.*

Pat Kramer wants to apply for a job as a secretary. She has no experience as a secretary, but she was a receptionist in a doctor's office from 1978 to 1979. She can type fifty-five words per minute and she can handle phones very well. She found two openings in the want ads for a secretary. For one of the Jobs you have to be

able to type fifty words per minute and you have to have one year of office experience. It's helpful if you can take shorthand too. For the other job, you have to be able to handle phones, and you have to be able to type fifty-five words per minute. It's helpful if you have experience as a secretary and if you have experience working with customers. Which job should Pat apply for?

### Questions

1. What are Pat's skills?
2. What kind of work experience does she have?
3. What are the requirements for the first job?
4. What are the requirements for the other job?
5. Does Pat have the requirements for both jobs?
6. What kinds of skills and experience are helpful for the two jobs?

### What Do You Think?

1. Which job should Pat apply for? Why?
2. Which job do you think she has a better chance of getting?

## Getting Ready - Chuẩn bị

Help wanted ads tell what kinds of skills and experience are helpful. When you look for these skills and experience, look for the words *helpful*, *preferred*, and *desired*, and for the abbreviation *pref.*

*Mục tuyển dụng của bài báo cáo nói về các kỹ năng và kinh nghiệm rất hữu ích. Khi bạn tìm các kỹ năng và kinh nghiệm này, hãy nhìn các từ: helpful, preferred, và desired và cho từ viết tắt pref.*

OFFICE CLERK  
p.t., knowledge of  
billing *helpful*  
Call Rose 213-3569

PRINTER'S Asst.  
Cutter exp. *desired*  
Apply 28 Main St.,  
Mr. Owen

BOOKKEEPER. 1 yr  
exp. *pref.* Send resume  
to this paper  
Ad No. 7237

|                                              |                                                   |                                                         |
|----------------------------------------------|---------------------------------------------------|---------------------------------------------------------|
| <i>It's helpful if you know how to bill.</i> | <i>It's helpful if you have cutter experience</i> | <i>It's helpful if you have one year of experience.</i> |
| _____                                        | _____                                             | _____                                                   |
| _____                                        | _____                                             | _____                                                   |
| _____                                        | _____                                             | _____                                                   |

## Tasks - Nhiệm vụ

- A. Find the jobs in the help wanted ads section of *The Evening Star*. What skills and experience are helpful?

*Tìm các công việc trong mục tuyển dụng của tờ báo The Evening Star. Các kinh nghiệm và kỹ năng nào là hữu ích?*

1. accounting clerk \_\_\_\_\_
2. typist \_\_\_\_\_
3. carpenter \_\_\_\_\_
4. receptionist \_\_\_\_\_
5. dental assistant \_\_\_\_\_

- B. Find a classmate. One asks about the helpful skills and experience and one looks in *The Evening Star* and answers.

Follow the model.

*Tìm một người bạn cùng lớp, một người hỏi về các kỹ năng và kinh nghiệm hữu ích và một người nhìn The Evening Star và trả lời. Làm theo mẫu bên dưới.*

ASK

ANSWER

*What's helpful for the job as an electrician? It's helpful if you have plant experience.*

- 
1. electrician
  2. bank teller
  3. dental receptionist
  4. teacher assistant
  5. clerk typist
  6. plumber

---

## On Your Own

Find three jobs in the help wanted ads section of your newspaper. Put them in the boxes. Look for experience and skills that are helpful. Circle the words *helpful*, *preferred*, and *desired*. and the abbreviation *pref.*

1. 

2. 

3. 



## **Lesson Twenty-Six/ Bài 26**

### **Getting Ready - Chuẩn bị**

1. What are the requirements?

*Các yêu cầu là gì?*

You have to be bilingual.

*Bạn phải nói được song ngữ*

2. You have to be bilingual. Are you?

*Bạn có nói được song ngữ không*

Yes, I am. OR No, I'm not.

*Có, Tôi có HOẶC không, tôi không có*

3. Do you have to be bilingual?

*Bạn có phải nói song ngữ không?*

No, you don't, but it's helpful if you are.

*Không, bạn không phải. Nhưng nó rất hữu ích nếu bạn nói được.*

4. Why aren't you qualified for the job? .

*Tại sao bạn không đủ điều kiện cho công việc*

I'm not qualified because I'm not bilingual.

*Tôi không có đủ điều kiện cho công việc vì tôi không nói được song ngữ.*

## Conversation - *Hội thoại*

Jack: (Do you) see anything interesting?

*Jack: (Bạn có) thấy điều gì thú vị không?*

Amy: Yes. Here's something. But I'm afraid I'm not qualified.

*Amy: Có chứ. Đây là vài điều. Nhưng mình e là mình không có đủ điều kiện*

Jack: Why not?

*Jack: Tại sao không?*

Amy: Because you have to be bilingual and I'm not.

*Amy: Vì bạn có thể nói được song ngữ, còn mình thì không.*

Jack: That's too bad. Don't give up. You'll find something else.

*Jack: Quá chán. Đừng từ bỏ. Bạn sẽ tìm thấy vài điều khác*



1. bilingual  
*Song ngữ*



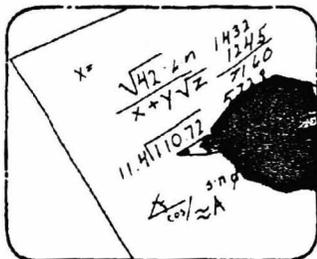
2. accurate  
*Chính xác*



3. over 21  
*Quá tuổi*



4. good at drawing  
*Giỏi vẽ*



5. good at figures  
*Giỏi về các số*



6. good at selling  
*Giỏi về bán hàng*

## Exercises - Bài tập

Look at the ad. Make two questions and then answer them. Follow the model.

*Nhìn bài quảng cáo, đặt hai câu hỏi và sau đó trả lời chúng.  
Làm theo mẫu bên dưới.*

QUESTION

ANSWER

*What are the requirements for the job as medical assistant?*

*You have to be bilingual.*

*Is Mary qualified for the job?*

*Yes, she is bilingual.*

MEDICAL ASSISTANT ~~~~~  
 ~~~~~ Must be  
 bilingual ~~~~~ Call
 Rose 771-3800 ext 29

1. [Mary/ yes]

RECEPTIONIST ~~~~~
 Must be good at typing
 ~~~~~  
 Call 359-9553

2. [Harry/ no]

CLERK ~~~~~  
 ~~~~~ Must be good at  
 figures ~~~~~
 ~~~~~ 1860 Grant

3. [Mr. King/ yes]

SECRETARY ~~~~~  
 ~~~~~ Accurate typing  
 required ~~~~~ Call
 Personnel 398-2000

4. [Bill White/ yes]

TEACHER ASSISTANT, must
 be good with machines.
 Send resume to Horace
 Mann School, 110 ~~~~~
 Franklin St. ~~~~~

5. [Carlos/ yes]

BANK CLERK ~~~~~
 Must be accurate ~~~~~
 ~~~~~  
 Call 987-6543

6. [you/?]

## Write a Story - *Viết một câu chuyện*

A. Read the paragraph and then write one word in each blank.

*Đọc đoạn văn và sau đó viết một từ trong mỗi chỗ trống.*

XYZ Company has \_\_\_\_\_ opening for a teller. They want someone  
 \_\_\_\_\_<sup>(1)</sup> has billing experience and who \_\_\_\_\_ good \_\_\_\_\_  
 \_\_\_\_\_<sup>(2)</sup> answering phones. It's helpful \_\_\_\_\_<sup>(3)</sup> the person \_\_\_\_\_<sup>(4)</sup>  
 bilingual too. Jerry Harrington \_\_\_\_\_<sup>(5)</sup> qualified. \_\_\_\_\_<sup>(6)</sup> should  
 apply right \_\_\_\_\_<sup>(7)</sup> \_\_\_\_\_<sup>(8)</sup>  
 \_\_\_\_\_<sup>(9)</sup>.

- B. Choose a help wanted ad from a local newspaper and then write a story about yourself on a separate piece of paper. Use the paragraph above as a model.

*Chọn mục tuyển dụng từ một tờ báo địa phương và sau đó viết một câu chuyện về bản thân bạn lên một tờ giấy riêng. Sử dụng đoạn văn trên làm mẫu.*

## Getting Ready - Chuẩn bị

Help wanted ads give requirements and they tell what kinds of skills and experience are helpful.

*Mục tuyển dụng đưa ra các yêu cầu mà họ nói về các loại kỹ năng và kinh nghiệm rất hữu ích.*

- For requirements, look for the words *must*, *required*, and *necessary*, and for the abbreviations *req.* and *nec.*
- For preferred skills and experience, look for the words *helpful*, *preferred*, and *desired*, and for the abbreviation *pref.*

ELECTRICIAN f.t., lic. req.,  
plant exp. pref. 380-2700

CLERK filing nec., typing  
helpful. Apply in person,  
2000 Broadway

- What are the requirements for the job as an electrician? You have to have a license
- What kind of person do they prefer for the job as an electrician? They prefer someone who has plant experience.
- What are the requirements for the job as a clerk? You have to be able to file.
- What kind of person do they prefer for the job as a clerk? They prefer someone who can type.

## Tasks - Nhiệm vụ

- A. Find the jobs in the help wanted ads section of *The Evening Star*. Answer these two questions: (a) What are the requirements? (b) What kind of person do they prefer?

*Tìm các công việc trong mục tuyển dụng của tờ báo The Evening Star. Trả lời hai câu hỏi này: (a) Các yêu cầu là gì? (b) Loại người nào họ thích hơn?*

1. dental assistant \_\_\_\_\_  
\_\_\_\_\_
2. upholstery repairer \_\_\_\_\_  
\_\_\_\_\_
3. medical assistant \_\_\_\_\_  
\_\_\_\_\_
4. welder \_\_\_\_\_  
\_\_\_\_\_

- B. Find a classmate. One asks about the requirements and the preferred skills and experience. The other looks in *The Evening Star* and answers. Follow the model.

*Tìm một bạn học trong lớp. Một người hỏi về các yêu cầu và các kỹ năng cũng như kinh nghiệm cần thiết. Người kia nhìn vào tờ The Evening Star và trả lời câu hỏi. Làm theo mẫu.*

ASK

ANSWER

What are the requirements for the job as a shipping clerk?    You have to . . .

What kind of person do they prefer?    They prefer someone . . .

- 
1. shipping clerk    2. printer    3. typist    4. travel agent
- 

## On Your Own

Find three jobs in the help wanted ads section of your newspaper. Put them in the boxes. Then look for requirements and for preferred skills and experience. Circle the requirements. Underline the preferred skills and experience.

1. 

2. 

3. 

---

# Lesson Twenty-Seven/ Bài 27

## Getting Ready - Chuẩn bị

1. What kind of person are you looking for?

*Các bạn đang tìm kiếm loại người nào?*

We're looking for someone who can translate.

*Chúng tôi đang tìm kiếm ai đó có thể dịch thuật.*

2. We're looking for someone who can translate. Can you?

*Chúng tôi đang tìm kiếm ai đó có thể dịch thuật. Bạn có khả năng không?*

Yes, I can. I did a lot of translating when I was at the B.I.G. Corporation.

*Có, Tôi có thể, tôi đã dịch rất nhiều khi tôi còn làm việc ở tổng công ty B.I.G*

---

## Conversation - Hội thoại

*Caller:* I'm calling about the ad for a clerk in last night's *Evening Star*.

*Người đại diện:* Tôi đang gọi điện về bài báo tuyển thư ký trên tờ *Evening Star* buổi tối qua.

*Clerk:* Yes. We're looking for someone who can translate. Can you?

*Thu ký:* *Vâng, Chúng tôi đang tìm ai đó có thể dịch thuật, anh có thể dịch thuật không?*

*Caller:* Yes, I can. I did a lot of translating when I was at the B.I.G. Corporation.

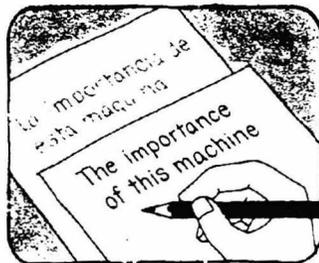
*Người đại diện:* *Vâng, tôi có thể, Tôi đã dịch nhiều khi tôi còn làm việc ở tổng công ty B.I.G.*

*Clerk:* Good. Can you come in for an interview today at 2:00?

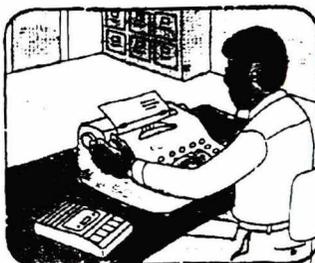
*Thu ký:* *Tốt, anh có thể tới phỏng vấn hôm nay lúc 2:00 không?*

*Caller:* Certainly. I'll be happy to (come in at 2:00).  
What's your address?

*Người đại diện:* *Chắc chắn rồi, tôi sẽ rất vui để (đến phỏng vấn lúc 2:00) Địa chỉ của ngài là gì?*



1. translate



2. transcribe

---

## Getting Ready - Chuẩn bị

1. What kind of person are you looking for?

*Các bạn đang tìm kiếm loại người nào?*

We're looking for someone who can repair foreign cars.

*Chúng tôi đang tìm kiếm ai đó có thể sửa chữa ô tô ngoại.*

2. We're looking for someone who can repair foreign cars. Can you?

*Chúng tôi đang tìm kiếm ai đó có thể sửa chữa xe hơi nhập ngoại. Anh có khả năng không?*

Yes, I can. I repaired a lot of foreign cars when I was a mechanic at the New Union Factory.

*Vâng, có thể. Tôi đã sửa rất nhiều xe hơi ngoại khi tôi còn là một thợ máy tại nhà máy New Union.*

---

## Conversation - Hội thoại

*Caller:* I'm calling about the ad for a mechanic in today's *Evening Star*.

*Người đại diện:* Tôi đang gọi điện về bài báo tuyển thợ máy trên tờ *Evening Star* hôm nay.

*Clerk:* We're looking for someone who can repair foreign cars. Can you?

*Thư ký:* Vâng, Chúng tôi đang tìm ai đó có thể sửa chữa xe hơi ngoại nhập, anh có thể không?

**Caller:** Yes, I can. I repaired a lot of foreign cars when I was a mechanic at the New Union Factory.

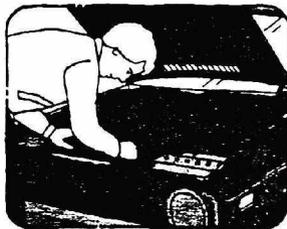
**Người đại diện:** Vâng, tôi có thể, Tôi đã sửa chữa nhiều xe hơi ngoại nhập khi tôi còn là thợ máy ở nhà New Union

**Clerk:** Good. Can you come in for an interview today at 2:00?

**Thư ký:** Tốt, anh có thể tới phỏng vấn hôm nay lúc 2:00 không?

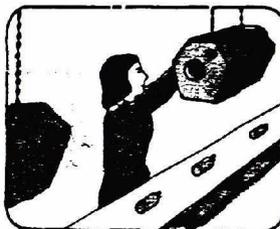
**Caller:** Certainly. I'll be happy to (come in at 2:00). What's your address?

**Người đại diện:** Chắc chắn rồi, tôi sẽ rất vui để (đến phỏng vấn lúc 2:00) Địa chỉ của ngài là gì?



1. mechanic/repair foreign cars

thợ máy/ sửa chữa xe hơi ngoại



2. assembler/assemble motors

người lắp ráp/ lắp ráp xe mô tô.

## Exercises - Bài tập

A. Look at the words and then make a question. Use these words:

(a) *can* (b) *is/are* (c) *has/have*. Follow the model.

*Nhìn các từ và sau đó đặt câu hỏi. Sử dụng các từ : (a): can; (b) is/are; (c) has/have theo mẫu câu bên dưới.*

QUESTION

*Is he bilingual?*

*Can you type?*

*Does she have local experience?*

- |                         |                             |
|-------------------------|-----------------------------|
| 1. he/bilingual         | 6. they/repair foreign cars |
| 2. you/type             | 7. she/good at typing       |
| 3. she/local experience | 8. you/handle phones        |
| 4. you/over twenty-one  | 9. she/license              |
| 5. he/mechanical skills | 10. they/good references    |

B. Look at the word or words. Make a question using "have to." Follow the model.

*Nhìn từ và các từ. Đặt một câu hỏi sử dụng "have to". Làm theo mẫu bên dưới.*

QUESTION

*Do you have to be bilingual?*

*Do you have to be able to type?*

*Do you have to have local experience?*

- |              |                      |                    |
|--------------|----------------------|--------------------|
| 1. bilingual | 5. lift fifty pounds | 9. accurate        |
| 2. type      | 6. good at figures   | 10. take shorthand |

- 3. local experience
- 4. good phone skills
- 7. do repairs
- 8. good work record

## Write a Story - *Viết một câu chuyện*

First look at the want ad. Then use the information to write a story. Follow the model.

*Hãy nhìn bài quảng cáo thứ nhất. Sau đó sử dụng thông tin để viết một câu chuyện. Làm theo mẫu bên dưới.*

SECRETARY-----  
must type 70 wpm.  
3 yrs. exp. req.  
gd. at figures pref.

1. *Here's an opening for a secretary.*  
*They want someone who can type seventy words*  
*per minute, who has three years of experience*

*and who is good at figures. You don't have to be good at figures, but you have a better chance if you are.*

DRIVER-----  
loc. exp. nec., must be  
over 25, helpful if  
cân drive truck

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ACCOUNTING CLERK-----  
must use calculator  
insurance exp. nec.,  
gd. at typing pref.

3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MECHANIC-----  
 mech. exp. req.,  
 must read blueprints,  
 loc. ref. pref.

4. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

CARPENTER-----  
 must build shelves,  
 must build cabinets,  
 car helpful

5. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Task - *Nhiệm vụ*

- A. Find the jobs in the help wanted ads section of *The Evening Star* (page 164). List what is required and what is preferred. Then answer these question about the ads: (a) What kind of person do they want? (b) Are they all requirements? Follow the model.

*Tìm các công việc trong mục tuyển dụng của bài báo The Evening Star (trang 164). Lên danh sách cái được yêu cầu và cái được ưu tiên. Sau đó trả lời những câu hỏi này về bài báo (a) Loại người nào mà họ đang tìm? (b) Chúng là tất cả các yêu cầu phải không? Làm theo mẫu bên dưới.*

CLERK/typist Must  
be accurate. Bilingual  
Sp/Eng pref. Apply 2200  
W. 19th.

1. clerk/typist

req: accurate typist

pref: bilingual, Spanish/ English. They want

someone who is an accurate typist and who is bilingual in Spanish and  
English. No, you don't have to be bilingual

2. bartender

req: \_\_\_\_\_ pref: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. cashier

req: \_\_\_\_\_ pref: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. secretary

req: \_\_\_\_\_ pref: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. cab driver

req: \_\_\_\_\_ pref: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6. hotel desk clerk**

req: \_\_\_\_\_ pref: \_\_\_\_\_

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---

**7. travel agent**

req: \_\_\_\_\_ pref: \_\_\_\_\_

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---

**B. Find a classmate. One asks and one looks in *The Evening Star* (page 164) and answers. Follow the model.**

*Tìm một người cùng lớp. Một người hỏi và một người nhìn *The Evening Star* (trang 164) và trả lời. Làm theo mẫu bên dưới.*

**ASK**

What kind of person do they want for the job as an X-ray technician?

Are they all requirements?

**ANSWER**

They want someone who has a license and who has one year of experience.

No, you don't have to have experience.

- |                     |              |               |                  |
|---------------------|--------------|---------------|------------------|
| 1. X-ray technician | 2. dancers   | 3. bookkeeper | 4. billing clerk |
| 5. truck driver     | 6. assembler | 7. painter    |                  |

## On Your Own

Find two jobs in the help wanted ads section of your newspaper. Put them in the boxes. Look for the requirements and for the experience and skills that are helpful.

1. \_\_\_\_\_
2. \_\_\_\_\_

Now tell the class about your ads. What kind of person do they want for the job? Are they all requirements?



# Lesson Twenty-Eight: Review

## Bài 28: Ôn tập

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### Check Your Listening - Kiểm tra việc lắng nghe của bạn

- A. Read the questions about the conversation. Listen to the conversation. What did the speakers say? Circle the correct answer.

*Đọc các câu hỏi về cuộc hội thoại. Nghe lại cuộn đàm thoại. Những người đàm thoại nói gì? Khoanh tròn câu trả lời đúng.*

- |                                      |     |    |
|--------------------------------------|-----|----|
| 1. Is Nina looking for a job?        | yes | no |
| 2. Does Rick want a full-time job?   | yes | no |
| 3. Does Rick want a job as a typist? | yes | no |
| 4. Does Nina know of any openings?   | yes | no |
| 5. Is banking experience required?   | yes | no |
| 6. Can Rick take shorthand?          | yes | no |
| 7. Should Rick apply by calling?     | yes | no |
| 8. Is Rick interested in the job?    | yes | no |

- B. Read the questions about the conversation. Listen to the conversation again.

*Đọc các câu hỏi về đoạn hội thoại. Ôn tập kiểm tra việc lắng nghe của bạn.*

What did the speakers say? Circle the letter of the correct answer.

1. What kind of a job is Rick looking for?  
a. permanent      b. Part-time      c. full-time
2. What kind of a job opening does Nina's company have?  
a. receptionist      b. secretary      c. mail clerk
3. Which one of these things is a requirement for the job?  
a. must be able to type 75 wpm      b. must have driver's license      c. must be good at taking shorthand
4. What can Rick do?  
a. type fast      b. keep books      c. sell insurance
5. What is Rick good at?  
a. figures      b. answering phones      c. filing
6. How should Rick apply for the job?  
a. by calling      b. by going in person      c. by sending a resume

---

### Conversation Review - Ôn tập lại cuộc hội thoại

Find a partner and practise the conversation. When there are blanks, answer for yourself.

*Tim một người bạn cùng học và thực hành cuộc đàm thoại đó. Khi có các chỗ trống, hãy sử dụng thông tin về bản thân bạn.*

You: I'm looking for a job as a \_\_\_\_\_ .

Partner: \_\_\_\_\_ or \_\_\_\_\_ ?

You: \_\_\_\_\_ . Do you know of any openings?

*Partner:* You're in luck. My \_\_\_\_\_ has an opening for a \_\_\_\_ .

*You:* That's great. What are the job requirements?

*Partner:* Well, you have to be able to \_\_\_\_\_ .

*You:* I \_\_\_\_\_ .

*Partner:* Then you have to have \_\_\_\_\_ .

*You:* I \_\_\_\_\_ .

*Partner:* You also have to be \_\_\_\_\_ .

*You:* I \_\_\_\_\_ . Any other requirements?

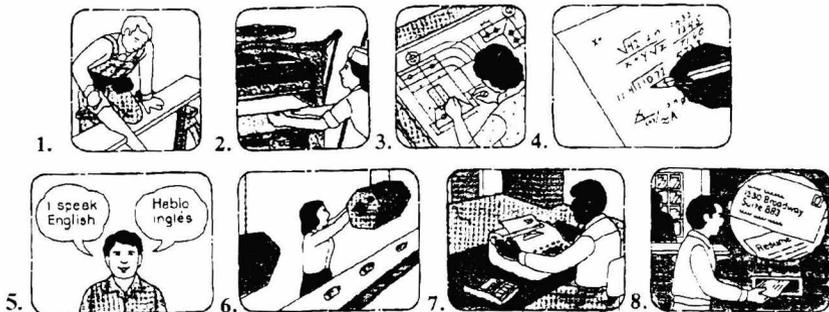
*Partner:* It's helpful if you \_\_\_\_\_ too.

*You:* Oh, I \_\_\_\_\_ .

*Partner:* But it's not a requirement, so you should apply anyway.

*You:* How do I apply?

*Partner:* By \_\_\_\_\_ .



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You: Thanks. I really appreciate the information.

Partner: Oh, any time. \_\_\_\_\_ right away and let me know what happens.

You: I will. Thanks.

---

## Check Your Vocabulary - Kiểm tra từ vựng

Read the sentence, look at the picture, and then fill in the blanks.

*Đọc câu, nhìn tranh, sau đó điền vào chỗ trống*

1. You have to have \_\_\_\_\_ experience.
2. You have to be able to operate a \_\_\_\_\_.
3. You have to be able to \_\_\_\_\_.
4. You have to be good at \_\_\_\_\_.
5. You have to be \_\_\_\_\_.
6. You have to be able to \_\_\_\_\_.
7. They want someone who can \_\_\_\_\_.
8. You answer the ad by sending a \_\_\_\_\_.
9. You have to have work experience in this community. You have to have \_\_\_\_\_ experience.

---

## Check Your Grammar - Kiểm tra ngữ pháp

Read the sentence and then write one word in each blank.

*Đọc câu và sau đó viết một từ vào trong mỗi chỗ trống*

- A. 1. You don't have to have a car, but it's helpful if you  
2. You don't have to be able to type, but it's helpful if you

3. You don't have to be bilingual, but it's helpful if you
4. You don't have to be good at typing, but it's helpful if you
5. You don't have to have experience, but it's helpful if you

- B.**
1. You don't have to be able to take shorthand, but they prefer someone who \_\_\_\_\_ .
  2. You don't have to have a license, but they prefer someone who \_\_\_\_\_ .
  3. You don't have to be good at figures, but they prefer someone who \_\_\_\_\_ .
  4. You don't have to have local experience, but they prefer someone who \_\_\_\_\_ .
  5. You don't have to be accurate, but they prefer someone who \_\_\_\_\_ .

**C.** First read the sentence and then fill in the blank with one or more words.

1. You have to \_\_\_\_\_ over 21. \_\_\_\_\_ you?  
Yes, I \_\_\_\_\_ .
2. You have to \_\_\_\_\_ your own tools. \_\_\_\_\_ you?  
No, I \_\_\_\_\_ .
3. You have to \_\_\_\_\_ handle phones. \_\_\_\_\_ you?  
Yes, I \_\_\_\_\_ .
4. You have to \_\_\_\_\_ local experience. \_\_\_\_\_ you?  
Yes, I \_\_\_\_\_ .
5. You have to \_\_\_\_\_ operate a press. \_\_\_\_\_ you?  
No, I \_\_\_\_\_ .



---

## Read and think - *Đọc và suy nghĩ*

Read the story and then answer the questions.

*Đọc câu chuyện và sau đó trả lời các câu hỏi*

One way to find job openings is to read the help wanted ads section of the newspaper. They are in the classified ads. If you find an opening, you should scan the ad for the job requirements. You have to have the required skills and experience before you can apply.

Sometimes the ad lists preferred skills and experience. If you have these qualifications too, you have a better chance at the job. If you don't, you should apply anyway because they are not requirements.

After you match your qualifications with the job requirements, you should scan the ad for the way to apply. Some ads want you to go in person to the company. Some ads want you to phone the company. Some ads want you to write to the company or to the newspaper.

Many people in the United States are looking for work. There is a

---

lot of competition for Jobs. When you find a job opening, you should apply right away. If you don't, someone else will get the job.

### Questions

1. Is reading help wanted ads the only way to find job openings?
2. You have the required skills, but you don't have the preferred skills. Should you apply or not?
3. What are some ways to apply for jobs?
4. Are preferred skills as important as required skills?
5. Today is Friday. Jack finds a job opening in the help wanted ads. Should he apply today or next Monday?
6. What kind of information do you find in help wanted ads?

### What Do You Think?

1. Is it important to do what a help wanted ad tells you to do when you apply for a job?
2. You meet the requirements of ten jobs. You have the preferred skills of only three of the jobs. Should you apply for only those three jobs first or should you apply for all ten jobs right away?
3. Why do employers ask about preferred qualifications?

---

## **Put It Together**

- A. Find a job for Mamie by following these steps:

*Tìm công việc cho Mamie bằng những bước sau:*

1. Read the story and answer the questions about Mamie's skills and experience.

*Đọc câu chuyện và trả lời câu hỏi về kỹ năng và kinh nghiệm của Mamie*

Mamie was a secretary for \_\_\_\_\_ What skills does Mamie have? \_  
 three years at a big department \_\_\_\_\_  
 store. She can take shorthand \_\_\_\_\_  
 at 90 words per minute and \_\_\_\_\_  
 type 70 words per minute. She \_\_\_\_\_  
 is also good at figures. She is \_\_\_\_\_  
 looking for another full-time, \_\_\_\_\_  
 permanent job. \_\_\_\_\_

How many years of experience does  
 she have? \_\_\_\_\_

2. Look at the help wanted ads for the required and the preferred skills and experience. Answer the questions.

SECRETARY Typing and shorthand nec. Insurance exp. helpful. Write this paper ad No. 3486

a. What is required? \_\_\_\_\_

What is preferred? \_\_\_\_\_

SECRETARY shorthand 80 wpm. Typing 70 wpm nec. 2 yrs. exp. req. Figure aptitude desired. Send resume to 3600 West 3rd St.

b. What is required? \_\_\_\_\_

What is preferred? \_\_\_\_\_

SECRETARY/RECEPTIONIST temp. job, no shorthand req. Must type 65 wpm and must have medical ins. exp. Prefer someone gd. w/phns. Call Ms. Rose for appt. 562 3774

c. What is required? \_\_\_\_\_

What is preferred? \_\_\_\_\_

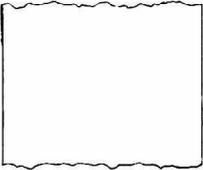
3. Now decide which jobs Mamie should apply for.

a. Which jobs should she apply for? \_\_\_\_\_ Job a Job b Job c

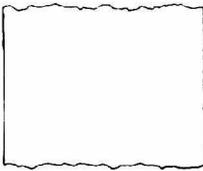
**B. Find a job for yourself by following these steps:**

1. List your skills and experience. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Look in the help wanted ads section of your newspaper and find three jobs you would like. Put them in the boxes.

a. 

What is required? \_\_\_\_\_  
\_\_\_\_\_  
What is preferred? \_\_\_\_\_  
\_\_\_\_\_

b. 

What is required? \_\_\_\_\_  
\_\_\_\_\_  
What is preferred? \_\_\_\_\_  
\_\_\_\_\_

3. Look at the job requirements and at your skills and experience.

a. Which jobs should you apply for? (Circle the job.)

Job a

Job b

Job c

b. Which jobs do you have a better chance of getting? Why?

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**HELP WANTED**

ACCT clerk. Knowledge of 10 key and typing nec., 1 yr exp pref. Send resume to this paper ad no 8239.

ASSEMBLER, electronics, must be able to read blueprints. Call (415) 595-1818, ext 69

AUTOBODY repair person, gd mechanical skills req. Own tools nec. 343-9823 after 5

AUTO mechanic, must have foreign car exp and metric tools. Gd pay, benefits, wkg conditions. 782-2721

BAKERY counter girls. Full or part-time. No exp. req. Will train. 751-7931

**Banking**

**TELLER**

1 yr bank teller exp pref. Must have good skills. Call Personnel Dept. Toronto Bank 89849 00.

BARTENDER yng. exp.

441-4112

BILLING CLERK, figure aptitude nec., gd. typist pref., local ref. req. 341-1900.

**BKKPR.** p/t. 5 yrs

exp. req. Most be bondable and have gd refs. Call 929-9369 for appt.

**CAB**

**DRI VERS**

Must have Calif. drvs. lic., w gd rec. Must be over 25

yrs old. Apply in person Mon., Tues. & Fri only. llth and Harrison.

CARPENTER, 6 yr exp req., lic desired. Call 530-7476 evenings only.

CASHIER, must be bondable, local exp. req. 397-1942

CLERK typist. General ofc. exp. req., knowledge of duplicating machines helpful. Call 362-9209.

COOK, p/t evenings. Apply in person, 8001 Sunset Ave.

DANCERS, over 21. Gd. salary and tips. Apply in person after 4 p. m.

**PANDORA'S**

2018 Bdwy

DENTAL Asst., M/F, exp req., X-ray lic. helpful. 5317763

DENTAL receptionist, typing nec., accounting skills pref., 829-7000.

ELECTRICIAN, f.t., lic. req., plant exp. pref. Call 380-2700.

GARDENER, exp. nec. Send resume to P. Kennedy, 272 Post St., San Francisco, CA 94109

HOTEL DESK CLERK, 40 hr wk, NCR 4200 exp. nec. For interview Mon-Fri 2-4 p.m. 474-6464

JANITORIAL, \$4/hr., day wk. only. Drvs. lic. and ref. req. 244-2170

KEYPUNCH operators. 2

yrs IBM 3741 exp. req. 838-9600

KITCHEN helper. p.t., exp. req. Apply 5740 Lake St.

MECHANIC, elevator. Most have h.s. diploma, exp. req. 231-4383

MEDICAL Asst., typing pref., must have X-ray lic. 652-3132

MEDICAL Receptionist, exp. req., must be gd. at typing. Write this paper, ad no. 541.

MED SEC'Y, min 2 yrs exp., dictaphone exp nec.

Mills Hospital

100 19th Ave.

PAINTER, 3 yrs local exp pref. Must have H.S. diploma. Own car and equip. req. Call 876-3252 for interview.

PAYROLL clerk, 3-person Office. Reply in own handwriting. Box 80005, c/o The Evening Star.

**PBX**

**OPERATORS**

f.t., perm. to work swing shift, 1 yr exp req. \$4.25/hr. 204-0900

PLUMBERS, service and repair exp. req., must have lic., own tools helpful. 328-2277

PRINTER, \$10/hr. plus benefits; must be able to operate 4color press. cutter exp. desired. Call (714) 899-1731 ext. 20, 8 a.m. -4 p.m. wkdays

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RECEPTIONIST/Typist, p.t., must be accurate typist, knowledge of filing and billing helpful. Call Rose at 213-3569.

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RESTAURANT Help, American food exp. nec., M/F. Call 845-3009

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SALESPERSON, f.t., perm., furniture store. No exp. req. Will train. Call Mr. Wehs, 4772515

---

SECRETARY, shorthand 80 wpm, typing 70 wpm. 2 yr. exp. req. Figure aptitude desired. Send resume to 3600 W. 3rd.

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SERVICE STATION Attendant, local refs. req. Apply M-F, 9-3, 1200 9th Ave.

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SEWING Machine Operator, 6 mos. exp. nec. Apply 9 a.m.-4 p. m., 1444 Pine St.

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SHIPPING Clerk, Drvrs. lic. pref. Must be able to lift 80 pounds. Apply 370 Market, 1:30-3 p.m.

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TEACHER ASST, ref req. exp. desired. Send resume to 3001 Harrison, San Francisco 94109.

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TRAVEL AGENT, 2 yrs. exp. req., bilingual Spanish/English pref. Call 648-5887.

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#### TRUCK

#### DRIVERS

Min. 5 yrs exp., gd driving rec. pref. Call 746-7891 from 8-5.

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TYPIST, must type 70 wpm accurately. Phn. skills pref. Good sal. and benefits. Call Pam totappt., 568-6277, ext. 48, 9 a.m.-5 p.m., Mon.-Fri.

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UPHOLSTERY Repairer, Must be able to sew, cut, and upholster. Local exp. pref. \$6.50/hr. See Mrs. Ames, 9000 25th Ave.

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WAITER/WAITRESS, local exp. req. Apply in person, 5332 East 10th St.

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WELDER, must be able to read blueprints, exp. pref. 9891393.

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WIG stylist, Perm., f.t. 4219824.

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WINDOW Cleaner, wk. all shifts. No exp. req. Will train. 262-9013

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#### X-RAY

#### TECHNICIAN

p.t., in hospital, lic. req., 1 yr exp. pref. Send resume to Mills Hospital, 100 19th Ave.

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## *Unit 4*

# The Interview: Answering Questions



# Lesson Twenty-Nine/ Bài 29

## Getting Ready - Chuẩn bị

1. What kind of experience have you had?

*Bạn có kinh nghiệm làm việc gì?*

I've had experience as an appliance repairman.

*Tôi đã có kinh nghiệm làm một người sửa chữa các thiết bị.*

2. How long have you been an appliance repairman?

*Bạn là người sửa chữa các thiết bị bao lâu rồi?*

I've been an appliance repairman since 1979.

*Tôi là người sửa chữa các thiết bị từ năm 1979.*

3. What kind of things have you done?

*Các công việc bạn đã làm là gì?*

I've repaired dishwashers. (I've installed . . . , I've replaced . . . ,

BUT I've driven . . . , I've sewn . . . , I've drawn . . . )

*Tôi đã sửa chữa các máy rửa chén (tôi lắp đặt .... tôi thay thế).*

## Conversation - Hội thoại

*Interviewer:* Are you currently working?

*Người phỏng vấn:* Hiện tại bạn đang làm việc phải không?

*Applicant:* Yes, I am. I've been an appliance repairman since 1979.

*Người xin việc:* Tôi đã là một thợ sửa chữa các thiết bị từ năm 1979.

*Interviewer:* I see. What kind of things have you done?

*Người phỏng vấn:* Tôi biết. Các công việc bạn đã làm là gì?

*Applicant:* I've repaired dishwashers and I've repaired washing machines.

*Người xin việc:* Tôi sửa chữa các máy rửa chén và các máy giặt.

*Interviewer:* Good. We're looking for someone who has had experience repairing dishwashers.

*Người phỏng vấn:* Tốt. Chúng tôi đang tìm ai đó đã có kinh nghiệm sửa chữa các máy rửa chén.

*Applicant:* Well, I've had three years of experience, and I've really enjoyed it.

*Người xin việc:* Vâng, tôi đã có ba năm kinh nghiệm và tôi thật sự rất thích.



repair dishwashers

sửa chữa các máy  
rửa chén



repair washing  
machines

sửa chữa các  
máy giặt



install thermostats

lắp đặt bộ điều  
chỉnh nhiệt



install intercoms

lắp đặt các hệ  
thống thông tin  
nội bộ

1. [appliance repairman/1979]

[Thợ sửa chữa các thiết bị]

2. [electrician/1975]

[Thợ điện]



replacesprings

thay thế các lò  
xo



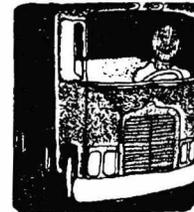
replace padding

thay thế vật mềm  
để đệm đồ vật



drive 12-wheelers

lái xe 12 bánh



drive 18-wheelers

lái xe 18 bánh

3. [upholsterer/1965]

[Người làm ghế nệm]

4. [truck driver/1978]

[Người lái xe tải]



sew shirts

may áo sơ mi



sew jackets

may áo khoác



draw maps

vẽ bản đồ



draw plans

vẽ các kế hoạch

5. [sewing machine operator/1969]

[Thợ máy/1969]

6. [assistant drafter/1971]

[Người [phác thảo]]



## Exercises - Bài tập

Look at the pictures. Make a question and then answer it. Follow the model.

*Nhìn các bức tranh, đặt câu hỏi và sau đó trả lời câu hỏi theo mẫu bên dưới.*

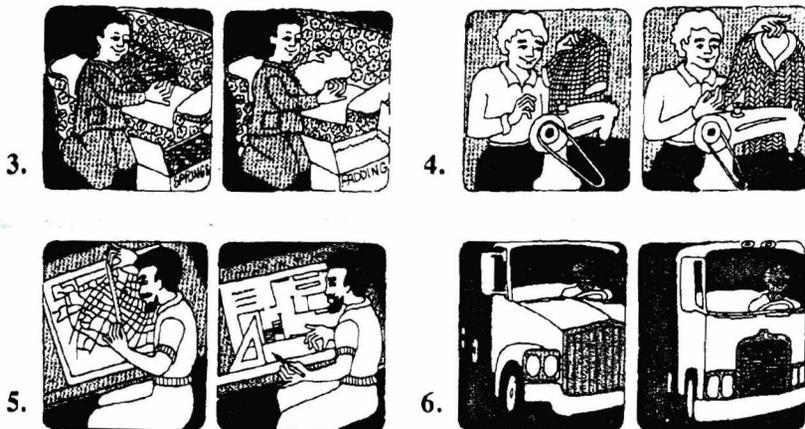
QUESTION

*Have you repaired dishwashers?*

ANSWER

*Yes, and I've repaired washing machines too.*





## Read a Story - *Đọc một câu chuyện*

Read the story and then answer the questions.

*Đọc một câu chuyện sau đó trả lời các câu hỏi*

May-ling Lee has been a clerk in an insurance company since 1977. Now she wants to change jobs. Yesterday she saw an ad for an accounting clerk. They would like someone who has had experience filing, typing invoices, and preparing sales reports. May-ling has some relevant experience\* because she has filed and typed letters and invoices. However, she has not prepared sales reports. May-ling would like to apply for the job, but she is not sure of her chances.

If you have done work that uses about the Same skills, then you have relevant experience.

### Questions

1. How long has May-ling been a clerk?
2. What does she want to do now?
3. What are the requirements for the job as an accounting clerk?
4. Has May-ling ever typed invoices?

5. Has May-ling ever prepared sales reports?

What Do You Think?

1. Should May-ling apply for the job?

2. Are her chances for the job good?

## Tasks - Nhiệm vụ

First read the questions and the help wanted ad. Then circle any relevant experience on the application and answer the questions. Follow the model.

*Đọc các câu hỏi và tuyển dụng của tờ báo. Sau đó khoanh tròn mục kinh nghiệm liên quan lên đơn xin việc và trả lời các câu hỏi. Làm theo mẫu bên dưới.*

I. SALES CLERK \_\_\_\_\_ Must  
have exp. preparing inventory reports,  
ordering supplies \_\_\_\_\_

what kind of person do they want?

*They want someone who has  
prepared inventory reports and*

*ordered supplies*

COMPANY NAME _____ Co.		DUTIES Stock Shelves Mark Prices Order Supplies Prepare Inventory Reports
JOB TITLE INVENTORY CLERK		
FROM 7-1-78	TO Present	

a. Does this applicant have any relevant experience? Yes

why or why not? The applicant  
has prepared inventory reports  
and has ordered supplies

COMPANY NAME _____ Co.		DUTIES Clean Floors and Walls Wax Floors Dispose of Garbage
JOB TITLE JANITOR		
FROM 1/15/80	TO Present	

b. Does this applicant have any relevant experience? No

Why or why not? The applicant has not prepared inventory reports.

he has not ordered supplies.

2.

GENERAL CLERK
Must have exp. typing invoices, using duplicating machines.

What kind of person do they want? \_\_\_\_\_

COMPANY NAME _____		DUTIES Typed Lessons Used Duplicating Machines Checked Attendance
JOB TITLE TEACHER'S AIDE		
FROM 8/1/78	TO 6/15/79	

a. Does this applicant have any relevant experience? \_\_\_\_\_

Why or why not? \_\_\_\_\_

COMPANY NAME _____		DUTIES Received and Recorded Shipments Processed Orders Typed Invoices
JOB TITLE SHIPPING CLERK		
FROM 1/15/79	TO 4/28/80	

b. Does this applicant have any relevant experience? \_\_\_\_\_

Why or why not? \_\_\_\_\_

COMPANY NAME _____		DUTIES Opened and Sorted Mail Wrapped and Weighed Packages Operated Postage Meter
JOB TITLE MAIL CLERK		
FROM 9/21/77	TO 1/31/79	

c. Does this applicant have any relevant experience? \_\_\_\_\_

Why or why not? \_\_\_\_\_

---

## On Your Own

Think of a job that you would like. Find a help wanted ad for that job. Put it in the box. Look for the required experience and then answer the question.

What kind of person do they want?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Now complete this application. Write about your present job or your last job. Then answer the questions.

COMPANY NAME	DUTIES
JOB TITLE	
FROM	TO

Do you have any relevant experience?

why? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# **Lesson Thirty/ Bài 30**

## **Getting Ready - Chuẩn bị**

1. What position are you interested in?

*Bạn quan tâm đến vị trí nào?*

I'm interested in the position as a carpenter's apprentice.

*Tôi quan tâm đến vị trí làm một người học nghề thợ mộc.*

2. How long were you a carpenter's apprentice?

*Bạn là người học nghề thợ mộc bao lâu?*

I was a carpenter's apprentice for two years.

*Tôi là người học nghề thợ mộc hai năm.*

3. Did you build cabinets on your last job?

*Bạn đóng các tủ ở công việc trước không ?*

Yes, I did. or

*Có, tôi có đóng*

Yes, I built cabinets.

4. Did you do refinishing on your last Job?

*Bạn có sửa sang lại lần cuối về công việc của bạn không?*

Yes, I did. or

*Có. Tôi có sửa sang lại.*

Yes, I did refinishing.

---

## Conversation - *Hội thoại*

*Interviewer:* What can we do for you today?

*Người phỏng vấn:* Hôm nay chúng tôi có thể làm gì cho bạn?

*Applicant:* I'm interested in the position as a carpenter's apprentice.

*Người xin việc:* Tôi quan tâm đến vị trí làm người học nghề thợ mộc.

*Interviewer:* Have you had any experience?

*Người phỏng vấn:* Bạn có kinh nghiệm nào không?

*Applicant:* I was a carpenter's apprentice for two years.

*Người xin việc:* Tôi là người học nghề thợ mộc hai năm.

*Interviewer:* Did you build cabinets?

*Người phỏng vấn:* Bạn có đóng tủ không?

*Applicant:* Yes, I did, and I did some refinishing too.

*Người xin việc:* Có, Tôi có đóng và tôi cũng đã sửa sang lại lần cuối cùng.



build  
cabinets  
Đóng  
tủ



do  
refinishing  
sửa sang  
lại lần  
cuối

1. [carpenter's apprentice]

*[Người học nghề thợ mộc]*



make  
suits  
may  
đồ



do  
alterations  
thực hiện  
các thay  
đổi

2. [dressmaker]

*[thợ may]*

---

## Getting Ready - Chuẩn bị

1. Have you had any experience?

*Bạn đã có kinh nghiệm chưa?*

Yes, I've been an editorial assistant for the past two years.

*Có, Tôi là một trợ lý biên tập khoảng 2 năm qua.*

2. Have you ever written copy?

*Bạn có từng viết bản thảo chưa?*

Yes, I have. or

*Có. Tôi đã từng HOẶC*

Yes, I've written copy.

*Có. Tôi đã từng viết bản thảo.*

3. Have you ever done proofreading?

*Bạn đã từng làm công việc đọc và sửa chữa bản in thử chưa?*

Yes, I have. or

*Rồi, tôi đã từng làm*

Yes, I've done proofreading.

---

## Conversation - Hội thoại

*Interviewer:* What can we do for you today?

*Người phỏng vấn:* *Hôm nay chúng tôi có thể làm gì cho bạn?*

*Applicant:* I'm interested in the position as an editorial assistant.

*Người xin việc:* *Tôi quan tâm đến vị trí làm một trợ lý biên tập.*

*Interviewer:* Have you had any experience?

*Người phỏng vấn:* *Bạn có kinh nghiệm nào không?*

*Applicant:* I've been an editorial assistant for the past two years.

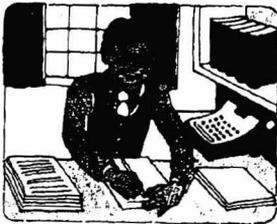
*Người xin việc:* *Tôi đã là một trợ lý biên tập khoảng hai năm qua.*

*Interview* Have you ever written copy?

*Người phỏng vấn:* *Bạn đã từng viết các bản thảo chưa?*

*Applicant:* Yes, I have, and I've done some proofreading too.

*Người xin việc:* *Rồi tôi đã từng làm và tôi đã đọc và sửa bản in thử*



write  
copy  
viết bản  
thảo



do  
proofreading  
đọc và  
sửa chữa  
bản in thử

1. [editorial assistant]

[trợ lý biên tập]



give  
injections  
tiêm



do  
scheduling  
lên lịch  
làm việc

2. [medical assistant]

[trợ lý y khoa]

## Exercises - Bài tập

Look at the pictures. Make a question and then answer it. Follow the models.

*Nhìn các từ và bức tranh. Đặt câu hỏi và các từ rồi sau đó trả lời câu hỏi theo mẫu bên dưới.*

QUESTION

ANSWER

*How long were you a carpenter's apprentice?*

*I was a carpenter's apprentice for two years.*

*What kind of things did you do?*

*I built cabinets and did refinishing.*

*How long have you been an editorial assistant?*

*I've been an editorial assistant since 1978.*

*What kind of things have you done?*

*I've written copy and done proofreading.*



[carpenter's apprentice]

[Người học nghề thợ mộc]

1. [1977-'79]



[editorial assistant]

[trợ lý biên tập]

2. [1978-present]



[medical assistant]

[trợ lý y khoa]

3. [1979-present]



[dressmaker]

[thợ may]

4. [1973-'76]



[upholsterer]

[Người làm ghế nệm]

5. [1969-'72]



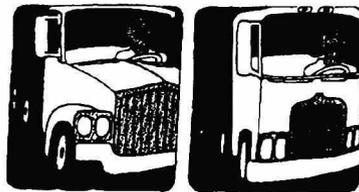
[assistant drafter]

[Người phác thảo]

6. [1975-present]



[plumber's apprentice]  
 người học sửa ống nước  
 7. [1979-present]



[truck driver]  
 người lái xe tải  
 8. [1968-'70]

## Write a Story - Viết một câu chuyện

A. Read the paragraph and then write one word in each blank.

*Đọc một đoạn văn và sau đó viết một từ vào trong mỗi chỗ trống.*

Georgia \_\_\_\_\_ a dressmaker \_\_\_\_\_ the \_\_\_\_\_  
 (1) (2) (3) (4)  
 four years. She \_\_\_\_\_ made dresses and suits. Before that  
 she \_\_\_\_\_ a sewing machine operator \_\_\_\_\_ two  
 (5) (6) (7)  
 years. \_\_\_\_\_ sewed shirts \_\_\_\_\_ jackets.  
 (8) (9)

B. Write a story about yourself, using the paragraph above as a model.

*Viết một câu chuyện về bản thân bạn, sử dụng đoạn văn trên làm mẫu.*

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## Tasks

Look at the help wanted ad for required experience. Then look at the application forms for relevant experience. Circle the relevant experience and write what to say in an interview. Follow the model.

SALESPERSON Auto parts store.  
Knowledge of auto parts req.,  
sales and inventory exp. a must

1.

COMPANY NAME	DUTIES	COMPANY NAME	DUTIES
_____	Stock Shelves	_____	Sold and Order Auto Parts
JOB TITLE Stock Clerk	Record Inventory	JOB TITLE Sales Clerk	Stock Shelves
FROM TO 2/1/80 present		FROM TO 8/1/79 present	
COMPANY NAME	DUTIES	COMPANY NAME	DUTIES
_____	Pumped Gas	_____	Sold and Ordered Books
JOB TITLE Service Station Attendant	Changed Tires and Oil	JOB TITLE Sales Clerk	Arranged Displays
FROM TO 8/10/79 1:25/80	Sold and Ordered Auto Parts	FROM TO 1/5/79 7:31/79	

*I have been a service station attendant and a stock clerk. I have sold and ordered auto parts. I have also recorded inventory.*

*I have been a sales clerk. I have sold and ordered auto parts.*



## On Your Own

Fill out the application for yourself. Now think of a job that you would like. Find a help wanted ad for that job. Put the ad in the box. Then look for the required experience and write what to say in the interview.

COMPANY NAME	DUTIES
JOB TITLE	
FROM TO	
COMPANY NAME	DUTIES
JOB TITLE	
FROM TO	
COMPANY NAME	DUTIES
JOB TITLE	
FROM TO	

Now think of a job that you would like. Find a help wanted ad for that job. Put the ad in the box. Circle the required experience.

Now write what you would say in an interview.

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# Lesson Thirty-One/ Bài 31

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## Getting Ready - Chuẩn bị

1. Have you ever taken inventory?

*Bạn đã từng làm việc kiểm kê chưa?*

Yes, I used to take inventory in a grocery store.

*Rồi. Tôi thường làm kiểm kê trong một cửa hàng kinh doanh tạp hóa.*

2. When did you work in a grocery store?

*Bạn đã làm việc trong cửa hàng kinh doanh tạp hóa khi nào?*

I worked in one five years ago.

*Tôi làm việc trong đó 5 năm trước đây.*

3. How often did you work in the grocery store?

*Bạn thường làm việc ở cửa hàng được mấy lần.*

I worked there every other weekend.

*Tôi làm việc ở đó vào mỗi ngày cuối tuần.*

---

## Conversation - Hội thoại

*Interviewer:* Have you ever taken inventory?

*Người phỏng vấn:* Bạn đã từng làm việc kiểm kê chưa?

*Applicant:* Yes, I used to take inventory when I helped out in my uncle's grocery store.

*Người xin việc:* Rồi. Tôi từng làm kiểm kê khi tôi giúp cửa hàng của chú tôi trong thời gian bị khủng hoảng.

*Interviewer:* When was that?

*Người phỏng vấn:* Khi nào?

*Applicant:* (That was) five years ago.

*Người xin việc:* 5 năm trước đây.

*Interviewer:* How often did you work there?

*Người phỏng vấn:* Bạn làm việc ở đó mấy lần?

*Applicant:* (I worked there) every other weekend.

*Người xin việc:* Tôi làm việc ở đó vào mỗi ngày cuối tuần.



1. take inventory  
kiểm kê



grocery store  
cửa hàng bách hóa



2. sell souvenir shop  
bán đồ lưu niệm



souvenir shop  
cửa hàng đồ lưu niệm



3. process bills  
xử lý hóa đơn



flower shop  
cửa hàng hoa



4. handle money  
người quản lý tiền



motel  
khách sạn giành cho  
người đi mô tô



5. keep records  
giữ hồ sơ



real estate office  
văn phòng bất động sản

## Exercise - Bài tập

Look at the picture. Make a question and then answer it. Follow the motel.

*Nhìn các từ và bức tranh. Đặt câu hỏi và sau đó trả lời câu hỏi theo mẫu bên dưới.*

### QUESTION

*Have you ever handle money?*

### ANSWER

*Yes, I used to handle money when I helped out in my uncle's motel.*



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## Read a Story - *Đọc một câu chuyện*

Read the story and then answer the questions.

*Viết một câu chuyện sau đó trả lời các câu hỏi*

Mimi Ho is going to an interview tomorrow. This is her first interview and she is worried. She is a good typist, but she doesn't have any paid work experience. When she was in high school she used to help out in her father's real estate office. She worked there every other afternoon for two years. She typed bills and letters and answered the telephone, but her father never paid her for the work. Should Mimi tell the interviewer about her work experience in her father's office?

### Questions

1. Why is Mimi Ho worried about the interview?
2. Does Mimi have any skills?
3. Does Mimi have any paid experience?
4. Does Mimi have any work experience at all?
5. What kind of experience has she had?

### What Do You Think?

1. Would you hire Mimi as a typist? Why or why not?
2. Does work experience have to be paid experience?

---

## Tasks - *Nhiệm vụ*

- A. Read about the applicant. Check relevant duties. Then write what to say in an interview. Follow the model.

*Đọc về các người xin việc (ứng viên). Kiểm tra các trách nhiệm liên quan. Sau đó viết những điều để nói trong một cuộc phỏng vấn. Làm theo mẫu bên dưới.*

1. Pedro Gomez is applying for a job as a sales clerk. He used to help out in his uncle's souvenir shop.

a. cleaned the floor

I used to sell souvenirs when

I helped out in my uncle's

b. sold souvenirs

souvenir shop

-----

c. took inventory

-----

2. Erica Petersen is applying for a job as a cashier. She used to help out in her family's restaurant.

a. waited an tables

-----

-----

b. mixed drinks

-----

-----

c. collected money  
from customers

-----

3. Peter Cook is applying for a job as an accounting clerk. He used to help out in his father's real estate office.

a. kept books

-----

-----

b. filed reports

-----

-----

c. answered telephones

-----

4. John Mais applying for a job as a carpenter's apprentice. He used to help out in his uncle's furniture store.

a. sanded and painted chairs \_\_\_\_\_

\_\_\_\_\_

b. cleaned the floor \_\_\_\_\_

\_\_\_\_\_

c. drove a truck \_\_\_\_\_

B. Listen to the tape. Listen for information about the length of the job and the duties. Then check the items the applicant described and tell which applicant gave a more complete answer.

*Nghe băng. Lắng nghe để lấy thông tin về độ dài công việc và các trách nhiệm. Sau đó kiểm tra các mục người xin việc được miêu tả và nói người xin việc nào đưa ra câu trả lời đầy đủ hơn.*

Applicant A

Applicant B

1.  length of job  
 duties

- length of job  
 duties

Applicant A

Applicant B

2.  length of job  
 duties

- length of job  
 duties

Applicant A

Applicant B

3.  length of job  
 duties

- length of job  
 duties

---

	<u>Applicant A</u>	<u>Applicant B</u>
4.	<input type="checkbox"/> length of jobs	<input type="checkbox"/> length of job
	<input type="checkbox"/> duties	<input type="checkbox"/> duties

---

## On Your Own

Have you ever worked without pay? What did you do? For how long?  
How often?

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# Lesson Thirty-Two/ Bài 32

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## Getting Ready - Chuẩn bị

1. Have you had any experience in health services?

*Bạn có kinh nghiệm trong lĩnh vực y tế không?*

Yes, I've had some. OR

No, I haven't had any.

*Có. Tôi có kinh nghiệm HOẶC Không, tôi không có kinh nghiệm*

2. Did you take any classes of health last semester?

*Bạn có tham gia lớp học y tế nào trong học kỳ cuối không?*

Yes, I took a first-aid class.

No, I didn't take any. OR

*Có. Tôi tham gia một lớp sơ cứu*

*HAY Không. Tôi không tham gia lớp nào*

---

## Conversation - Hội thoại

*Interviewer:* I see you don't have any experience in health services.

*Người phỏng vấn:* Tôi biết anh không có kinh nghiệm trong lĩnh vực y tế.

*Applicant:* That's true, but I took a first-aid class for

two semesters in adult school.

*Người xin việc:* *Đúng ạ, nhưng tôi tham gia một lớp sơ cứu khoảng 2 học kỳ trong trường dành cho người lớn.*

*Interviewer:* Why do you want to leave your present job?

*Người phỏng vấn:* *Tại sao anh muốn bỏ công việc hiện tại của anh.*

*Applicant:* I've always wanted to get into health services, and this job looks like a good place to start.

*Người xin việc:* *Tôi luôn muốn để theo nghề y tế, và công việc này giống như một nơi khởi đầu tốt đẹp.*

*Interviewer:* I see. I'd like to check your references. Do you mind if I call your supervisor?

*Người phỏng vấn:* *Tôi hiểu. Tôi cũng muốn kiểm tra người đại diện của anh. Anh có phiền nếu tôi gọi người giám sát của anh không?*

*Applicant:* I'd rather like you didn't. I haven't given notice yet.

*Người xin việc:* *Tôi thích cô không làm thế, tôi vẫn chưa có sự thông báo trước.*



1. health services  
y tế



first-aid  
sơ cứu



2. construction  
xây dựng



mechanical-drawing  
thiết kế máy móc



3. sales  
hàng hóa



retailing  
bán lẻ

## Getting Ready - Chuẩn bị

1. Have you had any experience in computer operations?

*Bạn đã có kinh nghiệm nào trong việc điều hành máy vi tính không?*

Yes, I've had some experience in computer operations. OR

No, I haven't had any experience in computer operations.

*Có. Tôi có một số kinh nghiệm trong việc điều hành máy vi tính HOẶC*

*Không. Tôi không có kinh nghiệm trong lĩnh vực điều hành máy vi tính.*

2. Are you taking any classes?

Bạn đang tham gia các lớp phải không?

Yes, I've been taking computer classes for the past year.  
*Vâng. Tôi đang tham gia các lớp học máy vi tính năm ngoái.*

---

## Conversation - *Hội thoại*

*Interviewer:* I see you don't have any experience in computer operations.

*Người phỏng vấn:* Tôi biết anh không có kinh nghiệm trong việc điều hành máy vi tính.

*Applicant:* That's true, but I've been taking computer classes for the past year.

*Người xin việc:* Đúng ạ, nhưng tôi tham gia các lớp học máy vi tính năm ngoái.

*Interviewer:* Why do you want to leave your present job?

*Người phỏng vấn:* Tại sao anh muốn bỏ công việc hiện tại của anh.

*Applicant:* I've always wanted to get into computer operations, and this job looks like a good place to start.

*Người xin việc:* Tôi luôn muốn việc điều hành máy vi tính và công việc này giống như một nơi khởi đầu tốt đẹp.

*Interviewer:* I see. I'd like to check your references.  
Do you mind if I call your supervisor?

*Người phỏng vấn:* Tôi hiểu. Tôi cũng muốn kiểm tra người đại diện của anh. Anh có phiền nếu tôi gọi người giám sát của anh không?

*Applicant:* Not at all. My supervisor is Mr. Simmons.  
His phone number is on my application.

*Người xin việc:* Không sao, người đại diện của tôi là ông Simmons. Số điện thoại của ông ấy nằm trong đơn xin việc của tôi.



1. computer operations  
điều hành máy vi tính



computer  
máy vi tính



2. electronics  
thợ điện



TV repair  
sửa chữa ti vi



3. banking  
ngân hàng



bank-teller  
người hướng dẫn

## Exercises - Bài tập

- A. Look at the pictures and the words. Make a question and then answer it. Follow the model.

*Nhìn các từ và bức tranh. Đặt câu hỏi và sau đó trả lời câu hỏi. Làm theo mẫu bên dưới.*

### QUESTION

*Did John take any first-aid classes?*



1. [John/2 semesters]

### ANSWER

*Yes, he took first aid for two semesters.*



2. [Ed/one semester]



3. [Mary/6 months]



7. [Ines/4 months]

- B. Look at the picture and the words. Make a question and then answer it. Follow the model.

*Nhìn các từ và bức tranh. Đặt câu hỏi và sau đó trả lời câu hỏi. Làm theo mẫu bên dưới.*

## QUESTION

Has Rita taken any computer classes?

## ANSWER

Yes, she's been taking computer classes for the past year.



1. [Rita/one year]



2. [John/10 weeks]



3. [Alice/3 months]



4. [Ed/6 months]

## Read a Story - *Đọc một câu chuyện*

Read the story and then answer the questions.

*Đọc một câu chuyện sau đó trả lời các câu hỏi*

Ellen Kim is from Korea and she is looking for a job as a typist. She has a job interview tomorrow, but she hasn't had any experience as a typist. She is thinking about how to answer questions about her work experience.

After Ellen finished high school in Korea, she didn't go to college. She took some clerical classes in a special business school for one year. Then she came to the United States and has been taking a typing class in an adult school for two semesters. Ellen should tell the Interviewer about these classes. They are relevant training for the job as a typist.

### Questions

1. What kind of job is Ellen applying for?
2. Why is she thinking about how to answer questions about her work experience?
3. Did she have any relevant training in Korea? What?
4. Has she had any relevant training in the United States? What?

5. How much relevant training has Ellen had?

What Do You Think?

1. If the interviewer says to Ellen, I see you don't have any experience as a **typist**," what should Ellen say?
2. In your own country, are there special schools **you** can go to after high school to get job training?

---

## Tasks - *Nhiệm vụ*

A. Read about the applicant. Check the relevant classes and write what to say in the interview. Follow the model.

*Đọc về các người xin việc (ứng viên). Kiểm tra các lớp học quan. Sau đó viết những điều để nói trong một cuộc phỏng vấn. Làm theo mẫu bên dưới.*

1. Susan Fong is applying for a job as a receptionist.

- a. first aid/one semester/high school

- b. switchboard operating/six weeks/business school

*I took a switchboard-operating class for six weeks in business school.*

---

---

- c. sewing/two semesters/adult school

2. Dan Cohn is applying for a job as a plumber's apprentice.

- a. welding/three months/high school

- b. TV repair/one year/adult school
- 
- 

- c. Spanish/two semesters/college

3. Carmen Perales is applying for a job as a drafter.

- a. modeling/four months/modeling school \_\_\_\_\_
- b. typing/six months/high school \_\_\_\_\_
- c. drafting/three semesters/college \_\_\_\_\_

4. Sun-wing Lee is applying for a job as a billing clerk.

- a. driving/five weeks/driving school
- b. French/three months/high school
- c. bookkeeping/two semesters/business school.

B. Listen to the tape. Listen for information about the applicants' work experience and training. Check the items the applicants described and write the information.

Then tell which applicant gave a more complete answer.

Follow the model.

*Nghe băng. Lắng nghe để lấy thông tin về kinh nghiệm làm việc và việc đào tạo của người xin việc. Sau đó kiểm tra các mục người xin việc được miêu tả và viết các thông tin. Sau đó nói ứng viên nào đưa ra câu trả lời đầy đủ hơn. Làm theo mẫu bên dưới.*

JOB	EXPERIENCE	TRAINING
1. accounting	<input type="checkbox"/> job: _____	Applicant A <input type="checkbox"/> class: _____
	<input type="checkbox"/> length: _____	<input type="checkbox"/> length: _____
	<input type="checkbox"/> job: _____	Applicant B <input type="checkbox"/> class: _____
	<input type="checkbox"/> length: _____	<input type="checkbox"/> length: _____
2. sales clerk	<input type="checkbox"/> job: _____	Applicant A <input type="checkbox"/> class: _____
	<input type="checkbox"/> length: _____	<input type="checkbox"/> length: _____
	<input type="checkbox"/> job: _____	Applicant B <input type="checkbox"/> class: _____
	<input type="checkbox"/> length: _____	<input type="checkbox"/> length: _____
3. plumber's apprentice	<input type="checkbox"/> job: _____	Applicant A <input type="checkbox"/> class: _____
	<input type="checkbox"/> length: _____	<input type="checkbox"/> length: _____
	<input type="checkbox"/> job: _____	Applicant B <input type="checkbox"/> class: _____
	<input type="checkbox"/> length: _____	<input type="checkbox"/> length: _____
4. telephone operator	<input type="checkbox"/> job: _____	Applicant A <input type="checkbox"/> class: _____
	<input type="checkbox"/> length: _____	<input type="checkbox"/> length: _____
	<input type="checkbox"/> job: _____	Applicant B <input type="checkbox"/> class: _____
	<input type="checkbox"/> length: _____	<input type="checkbox"/> length: _____

---

---

### On your own

What kind of work would you like to do? \_\_\_\_\_

Complete the chart below with classes relevant to the job you would like to have.

HIGH SCHOOL	COLLEGE	OTHER (ADULT SCHOOL, BUSINESS SCHOOL,...)

Do you have relevant training? \_\_\_\_\_ What? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Lesson Thirty-Three: Review

## Bài 33: Ôn tập

### Check Your Listening - Kiểm tra việc lắng nghe của bạn

- A. Read the questions about the conversation. Listen to the conversation.

What did the speakers say? Circle the correct answer.

*Đọc các câu hỏi về cuộc hội thoại. Nghe lại cuộc đàm thoại. Những người đàm thoại nói gì? Khoanh tròn câu trả lời đúng.*

1. Is Mrs. Lee applying for a job as a cashier?                    yes    no
2. Does Mrs. Lee have two years of experience?            yes    no
3. Has Mrs. Lee done billing?                                        yes    no
4. Has Mrs. Lee had any inventory experience?            yes    no
5. Has Mrs. Lee had training in computers?                    yes    no
6. Does Mrs. Lee mind if the interviewer calls  
her supervisor?                                                                yes    no
7. Is Mrs. Lee the last applicant?                                    yes    no

- B. Read the questions about the conversation. Listen to the conversation again. What did the speaker say? Circle the letter of the correct answer.

*Đọc các câu hỏi về đoạn hội thoại. Lắng nghe đoạn hội thoại lần nữa. Người đàm thoại nói gì? Khoanh tròn câu trả lời đúng.*

1. Mrs. Lee is applying for a job as:  
a. an accountant                                                            b. an accountant's assistant  
c. an accounting clerk

2. What kind of work has Mrs. Lee done?
  - a. She has done billing and prepared inventory.
  - b. She has done billing and filed bank reports.
  - c. She has prepared payroll and typed checks.
3. The company would prefer someone who can prepare
  - a. tax reports
  - b. bank reports
  - c. inventory reports
4. Mrs. Lee used to help out in her uncle's
  - a. grocery store
  - b. souvenir shop
  - c. real estate office
5. Mrs. Lee took computer classes in
  - a. adult school
  - b. junior college
  - c. business school
6. The interviewer is going to
  - a. hire Mrs. Lee
  - b. call Mrs. Lee
  - c. interview a few more applicants

---

## Conversation Review - Ôn tập hội thoại

Find a partner and practise the conversation. When there are blanks, use information about yourselves.

*Tìm một người bạn cùng học và thực hành cuộc đàm thoại đó.  
Khi có các chỗ trống, hãy sử dụng thông tin về bản thân bạn.*

Interviewer: What can we do for you today?

Applicant: I'm interested in the position as a \_\_\_\_\_.

Interviewer: I see. Can you tell me about your experience?

Applicant: I have been a \_\_\_\_\_.

I have \_\_\_\_\_.

Interviewer: We prefer someone who has \_\_\_\_\_.

Applicant: \_\_\_\_\_ .

Interviewer: Good. Have you had any experience in \_\_\_\_\_ ?

Applicant: \_\_\_\_\_ .

Interviewer: I'd like to check your references. Do you mind if I call your supervisor?

Applicant: \_\_\_\_\_ .

Interviewer: Well, I have to interview a few more applicants.  
Thank you for coming.

Applicant: Thank you, \_\_\_\_\_ . Good-bye.

---

## Check Your Vocabulary - *Kiểm tra từ vựng*

Read the sentence, look at the picture, and then fill in the blank.

*Đọc câu, nhìn tranh, sau đó điền vào chỗ trống.*



1. I have had experience in

\_\_\_\_\_ .



2. When he was a drafter, he

\_\_\_\_\_ .



3. She built \_\_\_\_\_ from 1977-79.



4. She made \_\_\_\_\_ in 1979.



5. He helped out in his uncle's \_\_\_\_\_ shop for two years.



6. Mr. Lee has been taking \_\_\_\_\_ classes for six months.



7. Mrs. Garcia has just completed a \_\_\_\_\_ class.



8. When she was an electrician, she installed \_\_\_\_\_

## Check Your Grammar - *Kiểm tra ngữ pháp*

First read the sentences and then fill in the blanks. Follow the models.

*Đọc câu thứ nhất và sau đó viết một từ vào trong mỗi chỗ trống.*

- A.**
1. Did you install thermostats?  
Yes, I installed thermostats.
2. Did you draw plans?  
No, I \_\_\_\_\_ plans.
3. Did he repair dishwashers?  
Yes, he \_\_\_\_\_ dishwashers.
4. Did they sew jackets?  
Yes, they \_\_\_\_\_ jackets.
5. Did she do alterations?  
Yes, she \_\_\_\_\_ alterations.
6. Did she drive a truck?  
No, she \_\_\_\_\_ a truck.
- B.**
1. Have you had any experience handling money?  
Yes, I have handled money.
2. Have you had any experience giving injections?  
Yes, I \_\_\_\_\_ injections.
3. Has Joe had any experience replacing springs?  
Yes, he \_\_\_\_\_ springs.
4. Has Rita had any experience sewing shirts?  
Yes, she \_\_\_\_\_ shirts.
5. Have you had any experience making suits?  
Yes, I \_\_\_\_\_ suits.
- C.**
1. In 1978 he \_\_\_\_\_ a first-aid class.
2. Since 1978 he \_\_\_\_\_ three first-aid classes.
3. The secretary \_\_\_\_\_ six letters since 2:30 p.m.
4. Yesterday the secretary \_\_\_\_\_ only one letter.
5. Mr. Chan \_\_\_\_\_ a taxi from 1972 to 1974.
6. I \_\_\_\_\_ shirts five years ago.

- D. 1. She \_\_\_\_\_ an electrician for the past six years.  
2. He \_\_\_\_\_ an accounting clerk in 1979.  
3. May-ling \_\_\_\_\_ a cook since 1977.  
4. Jack \_\_\_\_\_ a typist from 1975 to 1979.  
5. Mr. Vogel \_\_\_\_\_ a bus driver two years ago in Dallas.
- E. 1. She used \_\_\_\_\_ inventory when she helped out in her father's grocery store.  
2. She also \_\_\_\_\_ souvenirs.  
3. Mrs. Ito used \_\_\_\_\_ telephones when she worked in a motel.  
4. They used \_\_\_\_\_ shelves and cabinets.  
5. They also \_\_\_\_\_ cabinets.  
6. Peter used \_\_\_\_\_ records for his father's real estate office.  
7. The editorial assistant used \_\_\_\_\_ proofreading.  
8. She also \_\_\_\_\_ copy.

---

## Read and Think - *Đọc và suy nghĩ*

Read the story and then answer the questions.

*Đọc câu chuyện và sau đó trả lời các câu hỏi.*

Before going to an interview, applicants should always plan their answers. They should begin by thinking about their past jobs and looking for relevant experience. For example, someone who is applying for a position as a clerk-typist should look for clerical experience in past jobs. Then in the interview the applicant should talk about the clerical experience.

In interviews, applicants should not just tell the interviewer they have a lot of experience. They should give the name of the job, describe the duties, and tell the employer how long they have been in the job.

Experience does not mean only paid experience. Some people often work without pay for their families or relatives. They should always talk about this kind of experience if it is relevant.

Besides experience, an interviewer would also like to know about relevant training. Therefore, applicants should also talk about classes they have taken in schools if they are relevant. Applicants who can say many good things about themselves have a better chance of getting hired.

### Questions

1. What should people do before they go to an interview?
2. When applicants talk about relevant experience, what should they tell the interviewer?
3. Should applicants talk about work that they did for their relatives or families without pay?
4. Besides experience, what else should applicants talk about at an interview?
5. Why should applicants say many good things about themselves?

### What Do You Think?

1. When the interviewer asks Mrs. Hill about her work experience, Mrs. Hill answers, "I have a lot of experience." Is that a good answer? Why?
2. Sadat is interviewing for a position as an auto mechanic. He says to the interviewer, "I have taken typing and filing classes in business school." Is that a good answer? Why?
3. Why should applicants talk only about relevant experience?

## Put It Together

- A. Listen to the Interviews. Did the applicants talk about the things in the list? Circle the correct answer.

	<u>Sue</u>		<u>Lily</u>	
1. relevant job(s)	yes	no	yes	no
2. the length of the job(s)	yes	no	yes	no
3. relevant duties	yes	no	yes	no
4. relevant training	yes	no	yes	no

Now tell which applicant you would hire and why.

- B. Think of a job you would like. Find a help wanted ad for that job. Put it in the box.

1. Find a classmate or a teacher to interview you. Have that person ask you these questions:
  - a. What kind of experience have you had?
  - b. Have you had any experience in     (required      
    experience in ad)     ?
2. Ask your classmate or teacher to listen to your answers and check the items below.
 

a. relevant job(s)?	yes	no
b. the length of your job(s)?	yes	no
c. relevant duties?	yes	no
d. relevant training?	yes	no

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