

# I like working with people.

- ▶ Discuss job skills
- ▶ Discuss kinds of jobs

## 1 SNAPSHOT

### 21<sup>ST</sup> CENTURY SKILLS

- ☐ Can you use technology to find the information you need?
- ☐ Can you evaluate the information you find?
- ☐ Do you work well with different kinds of people?
- ☐ Can you communicate with people from different cultures?
- ☐ Are you good at analyzing and solving problems?
- ☐ Can you develop new ideas?
- ☐ Do you enjoy learning new things?
- ☐ Can you teach others how to do things?

21<sup>st</sup> century life skills  
 citizen creativity successful  
 digital effective ability global  
 technology effective knowledge critical  
 information responsibility thinking  
 network fluency collaborate  
 flexibility

Which of these skills do you think are most important for work? in life? Why?  
 Check (✓) the skills that you think you have.  
 Look at the skills you checked. What jobs do you think you might be good at?

## 2 CONVERSATION I love playing video games.

### ▶ A Listen and practice.

- Mai:** What are you doing this summer?  
**Jeff:** Nothing much. I'm broke. I need to find a job!  
**Mai:** So do I. Have you seen anything interesting?  
**Jeff:** No, not yet.  
**Mai:** Why don't you get a job at your uncle's restaurant?  
**Jeff:** No way. They're open evenings and weekends, and I hate working on weekends.  
**Mai:** Well, I don't mind working on weekends. Besides, I really enjoy working with people. Do you think he would give me a job?  
**Jeff:** Why don't you go over this weekend and talk to him?  
**Mai:** Yeah. I'll do that. Oh, I found one for you: video game tester.  
**Jeff:** That sounds like fun. I love playing video games. I'll check that one out.

### ▶ B Listen to the rest of the conversation. What is one problem with the job? What does Jeff decide to do?



## 3 GRAMMAR FOCUS

### ▶ Gerunds; short responses

#### Affirmative statements with gerunds

I love **playing** video games.  
 I hate **working** on weekends.  
 I'm good at **solving** problems.

#### Agree

So do I.  
 So do I.  
 So am I.

#### Disagree

I don't.  
 Really? I like it.  
 Oh, I'm not.

#### Other verbs or phrases followed by gerunds

like  
 enjoy  
 be interested in

#### Negative statements with gerunds

I don't mind **working** evenings.  
 I'm not good at **selling**.  
 I can't stand **commuting**.

#### Neither do I.

Neither do I.  
 Neither am I.  
 Neither can I.

#### I do.

I do.  
 Well, I am.  
 Oh, I don't mind it.

GRAMMAR PLUS see page 141

**A PAIR WORK** Match the phrases in columns A and B to make statements about yourself. Then take turns reading your sentences and giving short responses.

#### A

- I can't stand \_\_\_\_
- I'm not very good at \_\_\_\_
- I'm good at \_\_\_\_
- I don't like \_\_\_\_
- I hate \_\_\_\_
- I'm interested in \_\_\_\_
- I don't mind \_\_\_\_
- I enjoy \_\_\_\_

#### B

- working the night shift.
- solving other people's problems.
- working alone.
- sitting in long meetings.
- working on weekends.
- speaking in public.
- managing my time.
- learning foreign languages.

**A:** I can't stand sitting in long meetings.

**B:** Neither can I.

**B GROUP WORK** Complete the phrases in column A with your own information. Then take turns reading your statements. Ask questions to get more information.

## 4 PRONUNCIATION Unreleased and released /t/ and /d/

▶ **A** Listen and practice. Notice that when the sound /t/ or /d/ at the end of a word is followed by a consonant, it's unreleased. When it is followed by a vowel sound, it's released.

#### Unreleased

She's not good at dealing with stress.  
 I hate working on Sundays.  
 You need to manage money well.

#### Released

He's not a good artist.  
 They really hate it!  
 I need a cup of coffee.

**B PAIR WORK** Write three sentences starting with *I'm not very good at* and *I don't mind*. Then practice the sentences. Pay attention to the unreleased and released sounds /t/ and /d/.





## 5 SPEAKING Do what you love.

**A PAIR WORK** How does your partner feel about doing these things? Interview your partner. Check (✓) his or her answers.

How do you feel about . . . ?	I enjoy it.	I don't mind it.	I hate it.
dealing with the public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
working alone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
being part of a team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
meeting deadlines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
leading a team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
working on weekends	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
learning new skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
doing the same thing every day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
traveling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
making decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
helping people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
solving problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**B PAIR WORK** Look back at the information in part A. Suggest a job for your partner.

**A:** You enjoy dealing with the public, and you hate working alone. You'd be a good salesperson.

**B:** But I hate working on weekends.

**A:** Maybe you could . . .

## 6 LISTENING My ideal career

**A** Listen to people talk about the kind of work they are looking for. Then check (✓) each person's ideal job.

- |                                     |                                 |   |
|-------------------------------------|---------------------------------|---|
| 1. Alex                             | 2. Evelyn                       | 3. Edward                                 |
| <input type="checkbox"/> architect  | <input type="checkbox"/> banker | <input type="checkbox"/> marine biologist |
| <input type="checkbox"/> accountant | <input type="checkbox"/> doctor | <input type="checkbox"/> songwriter       |
| <input type="checkbox"/> teacher    | <input type="checkbox"/> lawyer | <input type="checkbox"/> flight attendant |

**B** Listen again. Write two reasons each person gives for his or her ideal job.

- |           |       |       |
|-----------|-------|-------|
| 1. Alex   | _____ | _____ |
| 2. Evelyn | _____ | _____ |
| 3. Edward | _____ | _____ |

## 7 INTERCHANGE 10 You're hired.

Choose the right person for the job. Go to Interchange 10 on page 124.

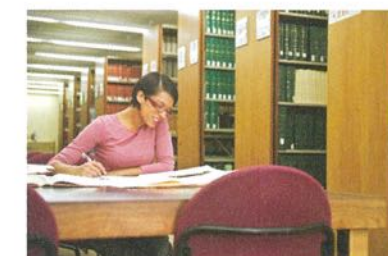
## 8 WORD POWER Personality traits

**A** Which of these adjectives are positive (P)? Which are negative (N)?

creative	P	impatient
critical		level-headed
disorganized		moody
efficient		punctual
forgetful		reliable
generous		short-tempered
hardworking		strict



disorganized



hardworking

**B PAIR WORK** Tell your partner about people you know with these personality traits.

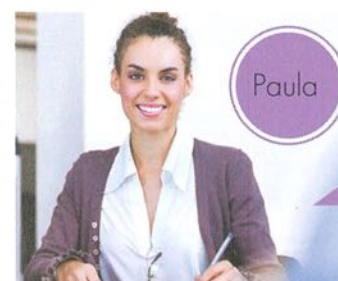
"My boss is very short-tempered. She often shouts at people . . ."

**C** Listen to four conversations. Then check (✓) the adjective that best describes each person.

- |                                    |                                     |                                      |   |
|------------------------------------|-------------------------------------|--------------------------------------|---|
| 1. a boss                          | 2. a co-worker                      | 3. a teacher                         | 4. a relative                           |
| <input type="checkbox"/> creative  | <input type="checkbox"/> unfriendly | <input type="checkbox"/> moody       | <input type="checkbox"/> short-tempered |
| <input type="checkbox"/> forgetful | <input type="checkbox"/> generous   | <input type="checkbox"/> patient     | <input type="checkbox"/> disorganized   |
| <input type="checkbox"/> serious   | <input type="checkbox"/> strange    | <input type="checkbox"/> hardworking | <input type="checkbox"/> reliable       |

## 9 PERSPECTIVES Making the right choice

**A** Listen to these people answer the question, "What kind of work would you like to do?" What job does each person talk about? Do they want that job?



Paula

"Well, I think I'd make a good journalist because I'm good at writing. When I was in high school, I worked as a reporter for the school website. I really enjoyed writing different kinds of articles."



Shawn

"I know what I don't want to do! A lot of my friends work in the stock market, but I could never be a stockbroker because I can't make decisions quickly. I don't mind working hard, but I'm terrible under pressure!"



Dalia

"I'm still in school. My parents want me to be a teacher, but I'm not sure yet. I guess I could be a teacher because I'm very creative. I'm also very impatient, so maybe I shouldn't work with kids."

**B PAIR WORK** Look at the interviews again. Who are you most like? least like? Why?



## 10 GRAMMAR FOCUS

### Clauses with *because*

The word **because** introduces a cause or reason.

I'd make a good journalist **because I'm good at writing**.

I could be a teacher **because I'm very creative**.

I wouldn't want to be a teacher **because I'm very impatient**.

I could never be a stockbroker **because I can't make decisions quickly**.

GRAMMAR PLUS see page 141

**A** Complete the sentences in column A with appropriate information from column B. Then compare with a partner.

**A**

- I'd like to be a physical therapist \_\_\_\_
- I would make a bad librarian \_\_\_\_
- I couldn't be a diplomat \_\_\_\_
- I wouldn't mind working as a veterinarian \_\_\_\_
- I could be a flight attendant \_\_\_\_
- I could never be a financial advisor \_\_\_\_

**B**

- because I'm very disorganized.
- because I love animals.
- because I enjoy helping people.
- because I'm not good at managing money.
- because I'm short-tempered.
- because I really enjoy traveling.

**B GROUP WORK** Think about your personal qualities and skills. Then complete these statements. Take turns discussing them with your group.

I could never be a ... because ...

I'd make a good ... because ...

I wouldn't mind working as a ... because ... The best job for me is ... because ...

## 11 WRITING An online cover letter for a job application

**A** Imagine you are applying for one of the jobs in this unit. Write a short cover letter for a job application.

To: Catherine West  
 Subject: News reporter position - ref. 04532

Dear Ms. West,

I was excited to see your opening for a news reporter, and I hope to be invited for an interview. I think I could make a great addition to your team because I'm very hardworking, and I really enjoy writing.

As you can see from my résumé, I've had a lot of experience writing for my high school newspaper and for my college website. I also worked ...

**B PAIR WORK** Exchange papers. If you received this cover letter, would you invite the applicant for a job interview? Why or why not?



## 12 READING

**A** Skim the advertisement. Which three cross-cultural problems does it mention?

### GLOBAL WORK SOLUTIONS

At GW Solutions, we recognize the importance of cross-cultural training for U.S. employees working abroad. Lack of cultural understanding results in lost contracts and less business. Here are some examples of what our courses can teach you.

In the U.S.A., we say that time is money. For American workers, punctuality and timetables are always important. At work, people concentrate on the task they are doing. They usually do not spend a lot of time on small talk. However, it's important to realize that not all cultures see time in this way. In many African countries, for example, getting work done isn't the only valuable use of time. Spending time at work to build close relationships with colleagues is equally important. It's important to ask about your colleague's personal life. Understanding these cultural differences is essential for working in a global team. If an American doesn't realize this, he or she might think that an African colleague who spends a lot of time chatting with co-workers is being lazy or avoiding doing his or her work. And an African worker might think their American colleague is the rudest person they've ever met!

In the U.S.A., written agreements are essential. Business deals are always agreed through a contract and once it has been signed, we consider it to be final. The conditions of the agreement don't usually change without the signing of another contract. But you may do business in places where this is not the case. In China, for example, people generally place more trust in a person's word than in a signed contract. Once a good relationship exists, a simple handshake might be enough to reach a business deal.

In the U.S.A., workers generally speak directly, and they openly disagree with colleagues. This kind of "straight talk" is seen as a mark of honesty. But where we see honesty, others may see rudeness. In some parts of Asia, open disagreement with colleagues may not be acceptable because it makes people feel embarrassed. Instead, you should stop and think for a while. Afterward you could say, "I agree in general, but could a different idea work in this situation?" And your body language is important, too. In the West, direct eye contact is good because it's a sign of honesty. In some Asian cultures, it's polite to avoid looking directly at your colleagues in order to show respect.

**Did you learn something new? Need to know more? Sign up for one of our training courses and learn how to do business wherever you go.**



**B** Read the advertisement. Then correct the sentences.

- Ideas about work time are the same in Africa and the U.S.A.
- Written contracts are more important in China than in the U.S.A.
- American and Asian workers have similar ways of communicating.

**C** Complete these sentences with words from the advertisement.

- In the U.S.A., being \_\_\_\_\_ is very important at work.
- African workers like to have strong \_\_\_\_\_ with their co-workers.
- In China, people might agree to a business deal with a \_\_\_\_\_.
- For Americans, it's normal to \_\_\_\_\_ openly when they have a different opinion.
- Some workers \_\_\_\_\_ making eye contact when talking to others.

**D** Look at the sentences in part C. Are they true for your country? What advice would you give to a foreigner coming to work in your country?