

Unit 4 – Vocabulary 1

Application – I filled out an application for a job as a maintenance worker.

Personal Information – The application asked me for personal information such as my full name, my address, and where I worked before.

Job skills - The application also asked me to identify my job skills. So I wrote down that I am good at organization and following a schedule.

Education – On the application, I had to write down what education I had. I had to think of all of the schools that I attended.

Employment history – The application asked for my employment history. I had to write down the names of the places that I worked in the past ten years.

References – The last thing the application asked me to write down was references. I had to think of the names of and the contact information for people who would say that I am a good worker.

Unit 4 – Vocabulary 2

In Columbia, Jose was an accountant. He kept records of a company's income and expenses.

Juana worked as a cook at Chipotle before she got a job at Tres Margaritas.

Kim was a mover in Denver. He is looking for a job in Colorado Springs to help people pack their belongings before they move to another city.

Sally was a sales clerk at Wal-Mart. Now she works at Kohl's helping people find items they are looking for at the store.

Sam worked in housekeeping at the Marriot. He cleaned rooms when the people left in the morning.

Susanne was a server at Village Inn. She took orders from diners, brought them their meals, and refilled their drinks.

Huy was a manicurist. She worked on people's fingernails and made them look nice.

Luz was a business owner. She owned a small grocery store in her neighborhood.

Quang owned a roofing company. He replaced roofs on homes that had storm damage.

Sylvia was a maintenance worker at an elementary school. She cleaned the classrooms after the students left school.

Lucas owned a landscaping company. His company installs trees, bushes, and grass at homes and businesses.

Matt works for a construction company. He builds new homes and offices.

Unit 4 - Reading

Peter and Sarah earn \$15.00 an hour at their jobs. They want to save more money and buy a house. During the year, they saved \$5,000, but they still need to borrow money from the bank. Peter and Sarah need to get a loan from the bank to buy their house.

Peter and Sarah will look for a house in the south part of town. They would like a house with a big backyard to have a patio and to grow vegetables in a garden. They want an old house that needs repairs because the price is cheaper than a newer house.

Peter and Sarah are worried about borrowing a lot of money, but they are excited about looking for a house. They will bring Sarah's mother to live with them after they buy a house.

Unit 4 – Conversation

Jose is having a job interview today.

Employer: Now, what job are you applying for?

Jose: The custodian position.

Employer: Do you have any experience?

Jose: Yes, I was a custodian at a school in Mexico for five years from 2002 to 2007. And I have been a custodian at Palmer High School in Colorado Springs for almost two years.

Employer: Can you tell me about your job skills.

Jose: Yes. I have general cleaning skills and can wax and buff floors.

Employer: Okay. And how much education do you have?

Jose: I graduated from high school in Mexico in 2001. And I took English classes at Adult and Family Education in School District 11.

Employer: That sounds good. And do you have any references?

Jose: Yes, I have two people who can recommend me. My boss at Palmer High School and my English teacher.

Employer: Well, thank you for interviewing today, Jose. I'll be in touch about the job. We'll call you Friday and let you know if you're hired.

Jose: Thank you very much. I'm very interested in the job and would like to work at your school. Good bye.

Employer: Good bye.