

# Lesson A Listening



**A** Complete the interview. Then read the interview with a partner.

Pleased to meet you.  
 I'm working for an Internet sales company.  
 Thank you.  
 For about a year.  
 I prefer the day shift.  
 I'm applying for the job of sales manager.



**Manager** Good morning. Please come in and sit down.

**Claudia** *Thank you.*

**Manager** My name is Andrew Gladstone. I'm the personnel manager.

**Claudia** \_\_\_\_\_

**Manager** Which job are you applying for?

**Claudia** \_\_\_\_\_

**Manager** I see. And what is your current job?

**Claudia** \_\_\_\_\_

**Manager** How long have you been working there?

**Claudia** \_\_\_\_\_

**Manager** Which shift do you prefer?

**Claudia** \_\_\_\_\_

**B** Continue the interview. Circle the best response.

1. **Manager** Tell me about your background.

**Claudia** a. I speak Portuguese.    **(b)**. I am from Brazil.    c. I get along with others.

2. **Manager** What are your strengths?

**Claudia** a. I am reliable.    b. I want to be a manager.    c. I'm studying English.

3. **Manager** What skills do you have?

**Claudia** a. I want to be a manager.    b. I have some sales experience.    c. I studied computers.



# Lesson A Listening

**A** Number the interview in the correct order. Then read the interview with a partner.

- \_\_\_\_\_ For about a year.
- \_\_\_\_\_ My name is Andrew Gladstone. I'm the personnel manager.
- \_\_\_\_\_ Pleased to meet you.
- 1 Good morning. Please come in and sit down.
- \_\_\_\_\_ Which job are you applying for?
- \_\_\_\_\_ Which shift do you prefer?
- \_\_\_\_\_ Thank you.
- \_\_\_\_\_ I'm working for an Internet sales company.
- 12 I prefer the day shift.
- \_\_\_\_\_ How long have you been working there?
- \_\_\_\_\_ I'm applying for the job of sales manager.
- \_\_\_\_\_ I see. And what is your current job?



**B** Continue the interview. Use the information below.

Claudia is from Brazil. She speaks Portuguese. She's a very reliable person. She gets along well with others. She wants to be a manager. She has some sales experience. She studied computers. She is studying English now.

**Manager** Tell me about your background.

**Claudia** *I am from Brazil.*

**Manager** What are your strengths?

**Claudia** \_\_\_\_\_

**Manager** What skills do you have?

**Claudia** \_\_\_\_\_

# Lesson A Listening



**A** Complete the interview. Use the information in the article. Then read the interview with a partner.

Claudia is from Brazil. She speaks Portuguese. She's applying for the job of sales manager. She's a very reliable person. She gets along well with others. She is working for an Internet sales company right now. She has been working there for about a year. She wants to be a manager. She has some sales experience. She studied computers. She is studying English now. She prefers the day shift.



**Manager** Good morning. Please come in and sit down.

**Claudia** Thank you.

**Manager** My name is Andrew Gladstone. I'm the personnel manager.

**Claudia** \_\_\_\_\_

**Manager** Which job are you applying for?

**Claudia** \_\_\_\_\_

**Manager** I see. And what is your current job?

**Claudia** \_\_\_\_\_

**Manager** How long have you been working there?

**Claudia** \_\_\_\_\_

**Manager** Which shift do you prefer?

**Claudia** \_\_\_\_\_

**B** Continue the interview. Use the information in the article. Use your own ideas to end the interview.

**Manager** Tell me about your background.

**Claudia** \_\_\_\_\_

**Manager** What are your strengths?

**Claudia** \_\_\_\_\_

**Manager** What skills do you have?

**Claudia** \_\_\_\_\_

**Manager** \_\_\_\_\_

**Claudia** \_\_\_\_\_

Lesson **B****Present perfect continuous**

**A** Put the time phrases in the correct column.

two days	three years	July 12th	2012
3:00 p.m.	September	a long time	an hour

<i>for</i>	<i>since</i>
<i>two days</i>	

**B** Rewrite the sentences so they have the same meaning.

1. I started working here six weeks ago.

I have been working here for six weeks.

2. We started using computers five years ago.

We \_\_\_\_\_ for five years.

3. Rick started looking for a job in July.

Rick \_\_\_\_\_ since July.

4. Serena started studying art in 2008.

Serena \_\_\_\_\_ since 2008.

5. Tina and Tam started fixing the car three hours ago.

Tina and Tam \_\_\_\_\_ for three hours.

6. You started talking on the phone 40 minutes ago.

You \_\_\_\_\_ for 40 minutes.

**C** Correct the sentences. Add the missing word.

1. How long <sup>have</sup> you been working here? (have)

2. Have you waiting for a long time? (been)

3. We been painting this house since Monday. (have)

4. Has Tran been studying a long time? (for)

5. How have we been waiting here? (long)

6. Denis and Jean have talking all morning. (been)

Lesson **B****Present perfect continuous**

**A** Put the time phrases in the correct column.

two days	three years	July 12th	2012	five hours	ten weeks
3:00 p.m.	September	a long time	an hour	yesterday	Friday

<i>for</i>		<i>since</i>	
<i>two days</i>			

**B** Rewrite the sentences so they have the same meaning.

1. I started working here six weeks ago.

I *have been working here* for *six weeks*.

2. We started using computers five years ago.

We \_\_\_\_\_ for \_\_\_\_\_.

3. Rick started looking for a job in July.

Rick \_\_\_\_\_ since \_\_\_\_\_.

4. Serena started studying art in 2008.

Serena \_\_\_\_\_ since \_\_\_\_\_.

5. Tina and Tam started fixing the car three hours ago.

Tina and Tam \_\_\_\_\_ for \_\_\_\_\_.

6. You started talking on the phone 40 minutes ago.

You \_\_\_\_\_ for \_\_\_\_\_.

**C** Correct the sentences. Add the missing word from the box.

been	been	for	have	have	long
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1. How long <sup>have</sup> you been working here?

2. Have you waiting for a long time?

3. We been painting this house since Monday.

4. Has Tran been studying a long time?

5. How have we been waiting here?

6. Denis and Jean have talking all morning.

**Lesson B** *Present perfect continuous*



**A** Put the time phrases in the correct column. Add two more time phrases.

two days	three years	July 12th	2012	five hours	ten weeks	a month
3:00 p.m.	September	a long time	an hour	yesterday	Friday	this morning

<i>for</i>		<i>since</i>	
<i>two days</i>			

**B** Rewrite the sentences so they have the same meaning. Use the present perfect continuous.

- I started working here six weeks ago.  
*I have been working here for six weeks.*
- We started using computers five years ago.  
\_\_\_\_\_
- Rick started looking for a job in July.  
\_\_\_\_\_
- Serena started studying art in 2008.  
\_\_\_\_\_
- Tina and Tam started fixing the car three hours ago.  
\_\_\_\_\_
- You started talking on the phone 40 minutes ago.  
\_\_\_\_\_

**C** Correct the sentences. Add the missing word.

- How long <sup>have</sup> you been working here?
- Have you waiting for a long time?
- We been painting this house since Monday.
- Has Tran been studying a long time?
- How have we been waiting here?
- Denis and Jean have talking all morning.

# Lesson C Phrasal verbs



## A Complete the sentences with the correct pronouns.

1. Victor is going to throw out some papers.

Victor is going to throw them out.

2. The teacher is handing out the homework.

The teacher is handing \_\_\_\_\_ out.

3. I am going to call my sister back.

I am going to call \_\_\_\_\_ back.

4. Alex is turning off the lights.

Alex is turning \_\_\_\_\_ off.

5. We are going to clean up the kitchen.

We are going to clean \_\_\_\_\_ up.

6. Can you please turn up the TV?

Can you please turn \_\_\_\_\_ up?

## B Match each phrasal verb with two nouns.

a form	a job application	old newspapers	the kitchen	the TV
a friend	a relative	the classroom	the music	trash

1. call back a friend, a relative

2. throw away \_\_\_\_\_

3. clean up \_\_\_\_\_

4. turn down \_\_\_\_\_

5. fill out \_\_\_\_\_

## C Complete the sentences using a phrasal verb and a pronoun.

1. You don't need the dictionary. Please put it away.

2. The kitchen is dirty. Please clean \_\_\_\_\_.

3. The TV is too loud. Please turn \_\_\_\_\_.

4. Your brother called this morning. Please call \_\_\_\_\_.

5. You don't need these old shoes. Please throw \_\_\_\_\_.

6. Here is the application. Please fill \_\_\_\_\_.