

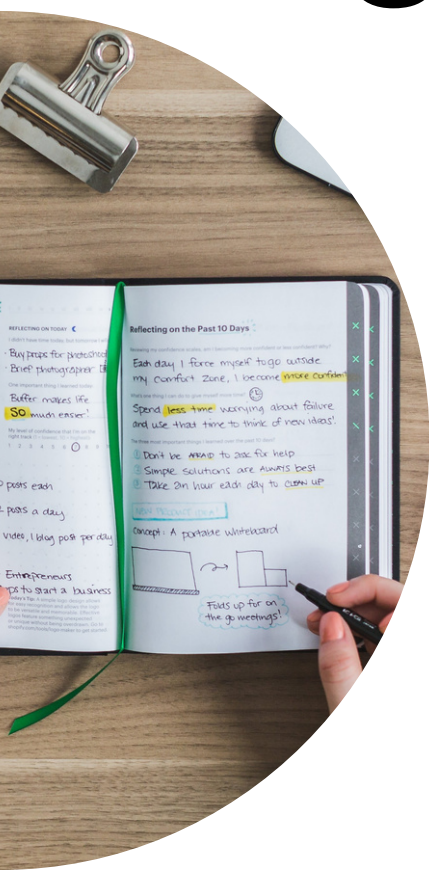
**E.E.M.P.A 1305 - Bachillerato libre para adultos Resolución Nro. 212/99**  
**Ministerio de Educación de la Provincia de Santa Fe**

# **ENGLISH**

# **WORKBOOK**

# **5th COURSE**

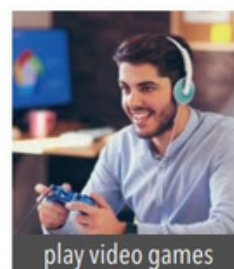
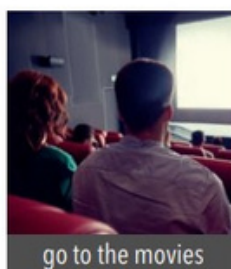
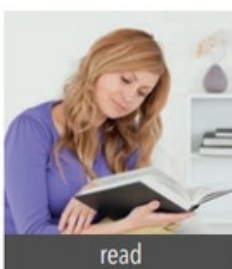
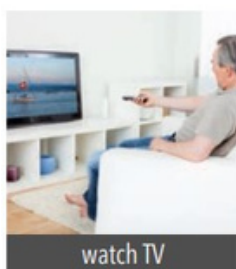
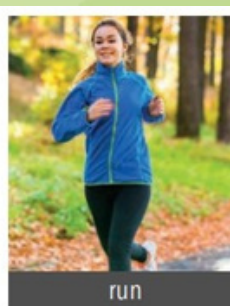
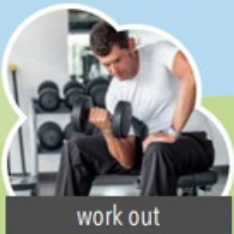
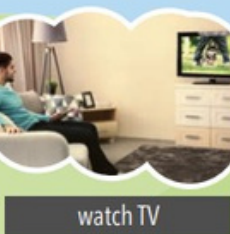
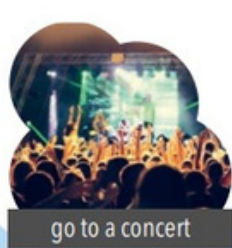
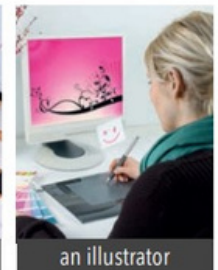
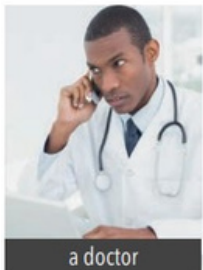
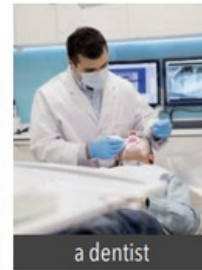
# **2023**



**Teacher: José Tomatis**

# VOCABULARY

## Jobs and free-time activities



# LESSON 1

# DESCRIBE YOUR WEEKEND



TINA ADAMS

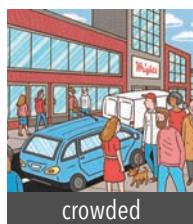
@TinaA

What a perfect weekend! Can't wait to show everyone the photos.

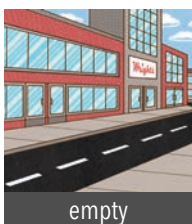


## 1 VOCABULARY Describing activities

**A** 10-01 Listen. Then listen and repeat.



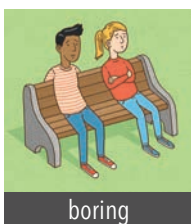
crowded



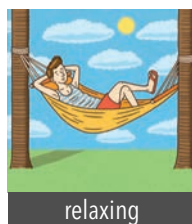
empty



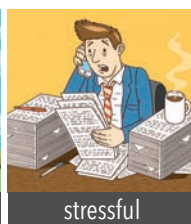
fun



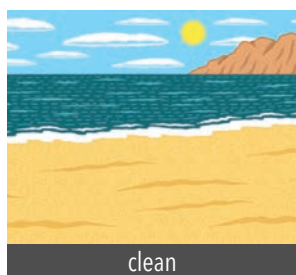
boring



relaxing



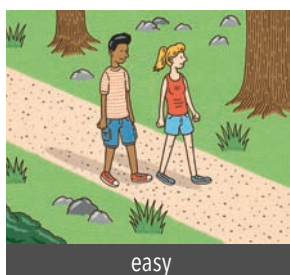
stressful



clean



dirty



easy



difficult

**B** Write five places and/or activities. Use one word from 1A to describe each one.

New York = crowded

football = fun

**C** **PAIRS** Student A, say one of your places or activities from 1B. Student B, guess the description. Keep score.



## 2 GRAMMAR Simple past with be

### Affirmative statements

Subject	Be	
I	was	happy.
She		
We		
They	were	
You		

### Negative statements

Subject	Be	Not	
I	was	not	sad.
She			
We			
They	were		
You			

**Note:** Use contractions in speaking and informal writing.

was + not = wasn't

were + not = weren't

### Yes/no questions

Be	Subject	
Was	I	wrong?
	he	
Were	we	
	they	

### Short answers

Affirmative			Negative		
Yes,	I	was.	No,	I	wasn't.
	he			he	
	we	were.		we	weren't.
	they			they	

Wh- questions				Answers
Wh- word	Be	Subject		
Who	was		at the party?	Kyle <b>was</b> at the party.
What		the problem?		The test <b>was</b> difficult.
Where	was	your hotel?		It <b>was</b> on Summit Avenue.
When	were	you	in Brazil?	I <b>was</b> in Brazil in 1999.
Why		they	late?	Because there <b>was</b> traffic.
How	was	your vacation?		It <b>was</b> relaxing.



>> FOR PRACTICE, GO TO PAGE 127

### 3 CONVERSATION



**A** ▶10-03 Listen or watch. Read the sentences. Write *T* for *True* and *F* for *False*.

- |  |   |
|--|---|
| ___ 1. Cole was at the beach.            | ___ 4. The beach was crowded.           |
| ___ 2. It's warm and sunny at the beach. | ___ 5. Tina likes to swim at the beach. |
| ___ 3. Tina was at the beach.            | ___ 6. Tina likes to sit in the sun.    |



**B** ▶10-04 Listen or watch. Complete the conversation.



Cole: \_\_\_\_\_ your weekend?  
Tina: It was wonderful! I was at the beach.  
Cole: Really? Lucky you.  
Tina: Yeah, it was beautiful but crowded. There were a lot of tourists.  
Cole: How was the weather?  
Tina: Perfect. It was warm and sunny.  
Cole: It sounds like \_\_\_\_\_ really relaxing.



**C** ▶10-05 Listen and repeat. Then practice with a partner.

### 4 TRY IT YOURSELF

**A** **MAKE IT PERSONAL** Talk about your weekend.

*A: How was your weekend? B: It wasn't very good. I was home all weekend.*

**B** **WALK AROUND** Talk to three classmates about their weekends. Complete the chart.

Name	Place	Description

**C** **CLASS** Tell the class about someone's weekend.

*Oscar's weekend was boring. He was at work. It was stressful.*

■ I CAN DESCRIBE MY WEEKEND.



# UNIT 10, LESSON 1 SIMPLE PAST WITH BE

**A** ▶ 10-02 Listen to the questions. Circle the correct answer.

1. a. Yes, it was.      b. No, they weren't.      5. a. Yes, they were.      b. Yes, it was.
2. a. Yes, I was.      b. In 2013.      6. a. Last weekend.      b. On Main Street.
3. a. No, it isn't.      b. Yes, it was.      7. a. No, it wasn't.      b. Yes, it is.
4. a. No, it wasn't.      b. Karl.      8. a. No, he wasn't.      b. Yes, they were.

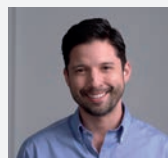
**B** Complete the conversation. Write *was* or *were*.

- A: Where were<sub>1</sub> you last night?
- B: The theater.
- A: Oh.                     <sub>2</sub> it good?
- B: Yes, it really                     <sub>3</sub> !
- A: Really? What was the play?
- B: *Romeo and Juliet*.
- A: Cool.                     <sub>4</sub> you there with friends?
- B: Yes, I                     <sub>5</sub> . Max, Amy, and Ryan                     <sub>6</sub> there.
- A: Fun.                     <sub>7</sub> Sam there, too?
- B: Sam                     <sub>8</sub> actually *in* the play.
- A: Really! Wow!
- B: Yes. He was Romeo! We                     <sub>9</sub> really excited.

**C** Complete the conversation. Write questions with *was* or *were*, using the words in parentheses.

1. A: Was the weather good  
(the weather / good) ?      B: Yes, it was.
2. A:     
(how / your weekend) ?      B: Good, thanks!
3. A:     
(you / home) ?      B: No, I wasn't. I was on a bike trip.
4. A:     
(where / the bike trip) ?      B: In Accord, New York.
5. A:     
(you / at Pine Park) ?      B: Yes, we were.
6. A:     
(it / beautiful) ?      B: Yes, it was.
7. A:     
(who / with you) ?      B: Terri, Josh, Taylor, and some other people.
8. A:     
(it / relaxing) ?      B: Yes, it was. But I was tired!!
9. A:     
(why / you tired) ?      B: Because we were on our bikes all day!

# LESSON 1 DESCRIBE A PLACE



DIEGO SALAS

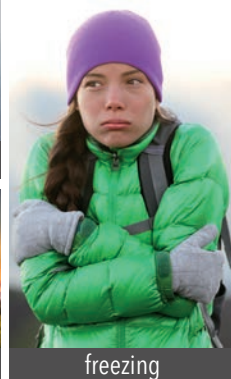
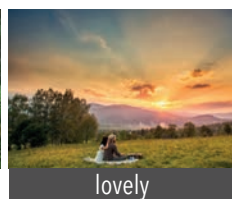
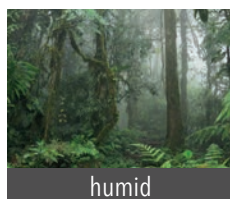
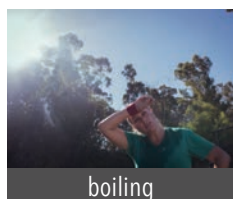
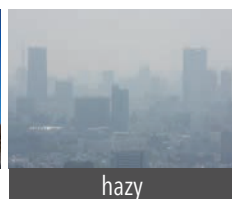
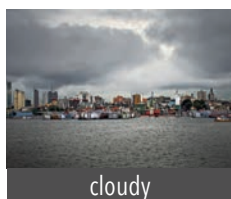
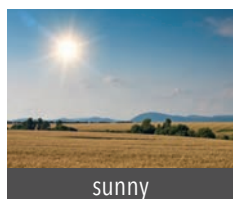
@DiegoS

So many nice co-workers asking how my vacation was... It wasn't great... 😞

## 1 VOCABULARY Weather and travel experience

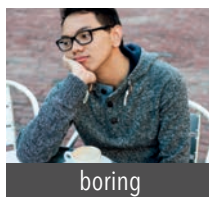
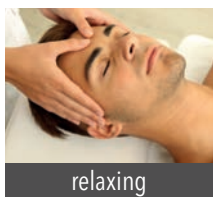


**A WEATHER** ▶08-01 Listen. Then listen and repeat.



**B PAIRS** Describe today's weather. Use the words from 1A.

**C TRAVEL EXPERIENCE** ▶08-02 Listen. Then listen and repeat.



**D PAIRS** Which words in 1C are positive? Which are negative? Make two lists.



## 2 GRAMMAR Simple past with *be*: Review

Affirmative statements				Negative statements		
Subject	Be			Subject	Be + not	
I	was	on vacation last week.		I	was not	at work.
We	were	at the beach.		We	were not	at home.
Questions				Answers		
Wh- word	Be	Subject		Affirmative	Negative	
	Was	it	fun?	Yes, it <b>was</b> .	No, it <b>was not</b> .	
	Were	you	in New York?	Yes, we <b>were</b> .	No, we <b>were not</b> .	
How	was	your trip?		It was great!		
Where	were	you?		In Central Park.		

### Notes

- We almost always use the contractions *wasn't* and *weren't* in speech and informal writing.
- Notice the past tense in sentences with *there + be* and *it + be*.

**There were** two restaurants in our hotel.

**Was there** a pool? Yes, **there was**.

**It was** sunny yesterday

**Was it** fun? No, **it wasn't**.

>> FOR PRACTICE, GO TO PAGE 142



### 3 PRONUNCIATION

- A** ▶ 08-04 Listen. Notice the pronunciation of *was* / *wasn't* and *were* / *weren't*. Then listen and repeat.

The weather was great. It wasn't humid.

We were away on vacation. We weren't home.

*Was* / *wasn't* and *were* / *weren't*

*Was* and *were* are usually unstressed when a stressed word (such as a noun or adjective) follows. *Wasn't* and *weren't* are always stressed. Notice: *Wasn't* has two syllables, but *weren't* has one syllable.

- B** ▶ 08-05 Listen. Circle the word you hear. Check your work with a partner. Then listen and repeat.
- Our hotel *was* / *wasn't* very good.
  - We *were* / *weren't* in Madrid.
  - There *were* / *weren't* a lot of people on the beach.
  - The food *was* / *wasn't* good, but I *was* / *wasn't* hungry.

- C** **PAIRS** For each sentence in 3B, change one or two words to make a new sentence.

1. Our hotel was very clean.

### 4 CONVERSATION



- A** ▶ 08-06 Listen or watch. Match the questions and the answers.

- |   |                        |
|---|------------------------|
| ___ 1. Where was Rosa yesterday?        | a. In London           |
| ___ 2. How was Rosa's day yesterday?    | b. Not good            |
| ___ 3. How was the weather in New York? | c. In New York         |
| ___ 4. Where was Diego last week?       | d. Sunny and clear     |
| ___ 5. How was Diego's vacation?        | e. Cloudy and freezing |
| ___ 6. How was the weather in London?   | f. Lovely              |



- B** ▶ 08-07 Listen or watch. Complete the conversation.



Diego: I \_\_\_\_\_ on vacation last week.

Rosa: Oh, yeah? \_\_\_\_\_ you?

Diego: I was in London.

Rosa: And \_\_\_\_\_ it?

Diego: Well, the weather \_\_\_\_\_ horrible! It \_\_\_\_\_ really cloudy and cold.  
And everything \_\_\_\_\_ really stressful. It \_\_\_\_\_ relaxing at all.



- C** ▶ 08-08 Listen and repeat. Then practice with a partner.

- D** **PAIRS** Make new conversations. Use these words or your own ideas. Use different names and places.

lovely

exciting

sunny and clear

boring

### 5 TRY IT YOURSELF

- A** **MAKE IT PERSONAL** Describe a place you visited recently. What was it like? How was the weather? Choose three words to describe it and tell your partner.

A: I was in Cartagena in February.

B: Oh, yeah? How was it?

A: It was lovely and relaxing. The weather was sunny and clear. ...

- B** **WALK AROUND** Describe the place to other classmates. Was anyone in the same place? Compare your descriptions.

■ I CAN DESCRIBE A PLACE.



# UNIT 8, LESSON 1 SIMPLE PAST WITH BE: REVIEW

**A** ▶ 08-03 Listen to the conversations. Are the speakers talking about the present or the past?

Conversation	1	2	3	4	5	6	7	8	9
Present									
Past	✓								

**B** Complete the conversations. Write *was* or *were*. Use contractions with *not*.

- Ann: Who was that on the phone?  
Bella: That was my brother.
- Paul: \_\_\_\_\_ you on vacation last week? You \_\_\_\_\_ (not) at work.  
Ben: No, I \_\_\_\_\_ (not) on vacation, I'm afraid. I \_\_\_\_\_ sick at home all week.  
Paul: That's too bad!
- Sara: Where \_\_\_\_\_ you this morning? You \_\_\_\_\_ (not) here for the meeting at 9:00.  
Marie: There \_\_\_\_\_ a problem with the subway. For 30 minutes, there \_\_\_\_\_ (not) any trains! So I \_\_\_\_\_ late.

**C** Complete the conversations. Use *was* or *were* and the words in parentheses. Use contractions with *not*.

- Elena: How was your visit to London ?  
(how / your visit to London)  
Sue: \_\_\_\_\_ !  
(it / horrible)  
Elena: I'm sorry to hear that.  
\_\_\_\_\_  
(why / it / so bad)  
Sue: \_\_\_\_\_ .  
(everything / really stressful)



- Bill: \_\_\_\_\_ ?  
(you / on vacation / last week)  
Ed: Yes, \_\_\_\_\_ ! And \_\_\_\_\_  
(we)  
(it / wonderful) ! We had perfect weather!  
Bill: Lucky you.  
\_\_\_\_\_  
(the weather here / not / very nice)  
Ed: \_\_\_\_\_ ?  
(it / hot)  
Bill: Yes! Hot, hazy, and humid.

# LESSON 2

## TALK ABOUT PAST ACTIVITIES



TINA ADAMS

@TinaA

Our usual Monday morning—talking about our weekends—wishing it was Friday.



### 1 VOCABULARY Weekend activities

**A** 10-06 Listen. Then listen and repeat.



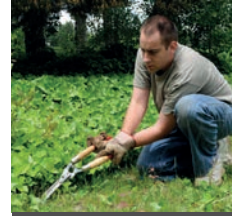
stay home



clean the house



wash the car



work in the yard



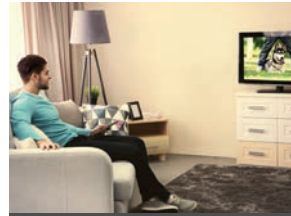
visit friends



text a friend



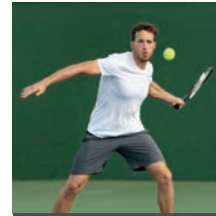
talk to a friend



watch movies on TV



go dancing



play tennis

**B** Circle the activities in 1A that you like to do.

**C** **PAIRS** Compare. Do you like to do the same activities?

**A:** I like to talk on the phone. **B:** I don't. I always text.



### 2 GRAMMAR Simple past: Statements and yes/no questions

Affirmative statements			Negative statements					Note: Use contractions in speaking and informal writing. <i>did + not = didn't</i>
Subject	Verb		Subject	Did	Not	Verb		
I You He She We They	<b>cleaned</b>	the kitchen.	I You He She We They	<b>did</b>	<b>not</b>	<b>clean</b>	the living room.	
Yes/no questions			Short answers					
Did	Subject	Verb	Affirmative			Negative		
<b>Did</b>	he you they	<b>help?</b>	Yes,	he I they	<b>did.</b>	No,	he I they <b>didn't.</b>	

#### Notes

- To form the simple past, use base form of the verb + **-ed**: *cleaned*.
- For verbs that end in **e**, use base form + **d**: *danced*.
- Use the base form of the verb with *did* / *didn't*: *I didn't walk to school*.



>> FOR PRACTICE, GO TO PAGE 128



### 3 PRONUNCIATION

**A** ▶10-08 Listen. Notice the pronunciation of *-ed*.

Then listen and repeat the past tense verbs.

no extra syllable

extra syllable /ɪd/

wash → washed

text → texted

talk → talked

need → needed

**B** ▶10-09 Listen. Circle the past tense verbs that have an extra syllable. Then listen and repeat.

1. played 2. watched 3. visited 4. worked 5. started 6. danced 7. stayed

**C** **PAIRS** Student A, say an activity from 1A. Student B, say the activity in the simple past.

A: Clean the house. B: Cleaned the house.

#### The simple past *-ed* ending

We pronounce the simple past *-ed* as an extra syllable /ɪd/ only after the sound /t/ or /d/. After other sounds, the e in *-ed* is silent.

### 4 CONVERSATION



**A** ▶10-10 Listen or watch. Circle the correct answer.

1. Cole's weekend was *stressful* / *fine* / *boring*.
2. On Saturday night, Cole *stayed home* / *cleaned the house* / *went to a club*.
3. Cole and his friends *waited* / *went to a movie* / *danced for hours*.
4. Tina thinks Cole's weekend was *boring* / *stressful* / *exciting*.



**B** ▶10-11 Read the Conversation Skill. Listen or watch. Complete the conversation.

Tina: \_\_\_\_\_ anything fun this weekend?

Cole: Not really. I just \_\_\_\_\_. I did some work around the house.

Tina: That's too bad.

Cole: No, it was good, actually. I washed the car, and I \_\_\_\_\_ the garage.

Tina: Well, sometimes that kind of work is relaxing.

Cole: I think so, too.



#### CONVERSATION SKILL

##### Agree with someone

To show that you have the same opinion and agree with someone, say:

- *I think so, too.*
- *I agree.*

Listen or watch the conversation in 4A. Raise your hand when you hear someone agree.

**C** ▶10-12 Listen and repeat. Then practice with a partner.

### 5 TRY IT YOURSELF

**MAKE IT PERSONAL** Student A, ask a yes/no question about last weekend.

Student B, give a short answer and add another sentence.

A: Did you clean the house last weekend?

B: No, I didn't. I worked in the yard. Did you go dancing?



■ I CAN TALK ABOUT PAST ACTIVITIES.

# UNIT 10, LESSON 2 SIMPLE PAST: STATEMENTS AND YES/NO QUESTIONS

**A** ▶ 10-07 Listen to the questions. Circle the correct answer.

1. a. No, he doesn't. **b.** No, he didn't.
2. a. Yes, she does. b. Yes, she did.
3. a. No, they don't. b. No, they didn't.
4. a. Yes, we do. b. Yes, we did.
5. a. No, you didn't. b. No, you don't.
6. a. Yes, I did. b. Yes, I do.
7. a. Yes, it does. b. Yes, it did.
8. a. No, we didn't. b. No, we don't.

**B** Complete the conversation. Use the simple past form of the verbs in parentheses.

A: Hey, Marta. Are you OK?

B: Yeah, I'm just tired!

A: Oh, too much fun this weekend?

Did you dance all night?  
**1 (you / dance)**

B: No, I didn't. I \_\_\_\_\_ home  
and \_\_\_\_\_ the house!  
**2 (stay)**  
**3 (clean)**

A: All weekend?

B: Well, I \_\_\_\_\_ in the yard,  
**4 (work)**  
too. And I \_\_\_\_\_ two cars  
and two dogs!  
**5 (wash)**

A: Did you cook, too?  
**6 (you / cook)**

B: No, I didn't. Not in my clean kitchen!  
How was your weekend?

A: I \_\_\_\_\_ my friends  
**7 (visit)**  
in the city.

B: \_\_\_\_\_?  
**8 (you / go out)**

A: Yes, we did.

B: So you \_\_\_\_\_ all night!  
**9 (dance)**

A: Yes, I did. It was great!

**C** Look at the list of things to do on Nazir's phone. Which things did he finish today? Write yes/no questions and answers. Use the words in parentheses.

1. A: Did Nazir return the books to the library?  
**(return the books to library)**

B: Yes, he returned the books to the library.

2. A: \_\_\_\_\_  
**(call his parents)**

B: \_\_\_\_\_

3. A: \_\_\_\_\_  
**(paint the garage)**

B: \_\_\_\_\_

4. A: \_\_\_\_\_  
**(clean the kitchen)**

B: \_\_\_\_\_

5. A: \_\_\_\_\_  
**(wash the car)**

B: \_\_\_\_\_

6. A: \_\_\_\_\_  
**(help Annie with homework)**

B: \_\_\_\_\_

7. A: \_\_\_\_\_  
**(work in the yard)**

B: \_\_\_\_\_

8. A: \_\_\_\_\_  
**(fix the computer)**

B: \_\_\_\_\_

10:01
🔋

< menu
Checklist
add +

Things to do	
<input checked="" type="checkbox"/>	return books to the library
<input checked="" type="checkbox"/>	clean kitchen
<input type="checkbox"/>	wash car
<input type="checkbox"/>	work in yard
<input checked="" type="checkbox"/>	call parents
<input type="checkbox"/>	fix computer
<input checked="" type="checkbox"/>	help Annie with homework
<input type="checkbox"/>	paint garage

# LESSON 2 TALK ABOUT A VACATION

## 1 VOCABULARY Things you do on vacation



**A** 08-09 Listen. Then listen and repeat.



walk on the beach



sunbathe



watch the sunrise



explore the city



go sightseeing



visit a tourist attraction



talk to local people



learn about local customs



shop for souvenirs

**B** Circle the phrase that does not belong.

- |                         |                            |                  |
|-------------------------|----------------------------|------------------|
| 1. talk to local people | learn about local customs  | sunbathe         |
| 2. walk on the beach    | shop for souvenirs         | watch the sunset |
| 3. watch the sunrise    | visit a tourist attraction | explore the city |

**C** **PAIRS** What do you like to do on vacation? What don't you like to do?

**A:** I like to walk on the beach.

**B:** I do, too. I also like to explore the city.



## 2 GRAMMAR Simple past, regular verbs: Review

Affirmative statements			Negative statements			
Subject	Verb		Subject	Did + not	Verb	
I	visited	Miami.	I			
She	watched	the sunset.	She	did not	like	the beaches.
			We			

### Notes

- We almost always use the contraction *didn't* in speech and informal writing.

### Spelling rules for regular verbs

- For most verbs, add *-ed* to the base form. enjoy → enjoyed walk → walked
- For verbs that end in *e*, add only *d*. like → liked love → loved
- For verbs that end in a consonant + *y*, change the *y* to *i* and add *-ed*. study → studied try → tried
- For most verbs that end in consonant + vowel + consonant, double the last consonant. stop → stopped plan → planned

>> FOR PRACTICE, GO TO PAGE 143



### 3 PRONUNCIATION

- A** ▶ 08-11 Listen. Notice the sound of the *-ed* ending. Then listen and repeat.

/t/	/d/	/ɪd/
talk <u>ed</u>	explor <u>ed</u>	rent <u>ed</u>
watch <u>ed</u>	stay <u>ed</u>	decid <u>ed</u>

#### Simple past *-ed* ending

We pronounce the simple past *-ed* ending as an extra syllable /ɪd/ only after the sound /t/ or /d/. After other sounds, we say the *-ed* ending as the sound /t/ or /d/ and do not add a syllable for the ending.

- B** ▶ 08-12 Listen. Write each verb in the correct column in 3A. Then listen and repeat.

1. enjoyed    2. visited    3. learned    4. sunbathed    5. walked    6. needed

- C** **PAIRS** Student A: Say a phrase from 1A. Student B: Use that phrase in the simple past.

A: watch the sunrise

B: We watched the sunrise before breakfast yesterday.

### 4 CONVERSATION



- A** ▶ 08-13 Listen or watch. Circle the correct answers.

- Rosa's vacation in Miami was *horrible* / *lovely*.
- Rosa was *on the beach* / *in the city* a lot during her vacation.
- Diego enjoyed his vacation in *Miami* / *Rio*.
- Diego was *on the beach* / *in the city* a lot during his vacation.



- B** ▶ 08-14 Listen or watch. Complete the conversation.



Diego: Last year, we were in Rio on vacation.  
I really \_\_\_\_\_ it.

Rosa: Ah, Rio! How exciting!

Diego: Yeah. We **visited tourist attractions**, and we **explored the city**.  
We also **learned about the local customs**.

Rosa: You're lucky. Rio is great.

Diego: We \_\_\_\_\_ any beaches, though. Next time!



- C** ▶ 08-15 Listen and repeat. Then practice with a partner.

- D** **PAIRS** Make new conversations. Use these words or your own ideas.

**sunbathed**

**talked to local people**

**went sightseeing**

### 5 TRY IT YOURSELF

- A** **MAKE IT PERSONAL** Describe your last vacation. Where did you go? Was it near or far? How was it? What did you do?

I visited Beijing last year. I loved it. I explored the city. ...

- B** **WALK AROUND** Find people who did the same activities as you.

A: I walked on the beach in Los Angeles on my last vacation.

B: Oh, cool. I walked on the beach in Bali!

■ I CAN TALK ABOUT A VACATION.



# UNIT 8, LESSON 2 SIMPLE PAST, REGULAR VERBS: REVIEW

**A** ▶ 08-10 Listen to the statement. Is the speaker talking about the present or the past?

	1	2	3	4	5	6	7	8	9
Present									
Past	✓								

**B** Complete Peter's email. Write the simple past of the verb in parentheses.

Hi Julie,

Hello from New Orleans! Today was the second day of my visit. Last night, I listened <sup>1 (listen)</sup> to some jazz at a club on Basin Street. This morning,

I visited <sup>2 (visit)</sup> the famous Café du Monde and enjoyed <sup>3 (enjoy)</sup> a great breakfast. Then I

walked <sup>4 (walk)</sup> around the French Quarter. I didn't plan <sup>5 (not / plan)</sup> to buy anything, but there was a T-shirt I really liked <sup>6 (like)</sup>, and it was only \$10. I tried <sup>7 (try)</sup> to visit a museum, but it was closed. I also wanted <sup>8 (want)</sup> to take a boat ride on the Mississippi River, but there wasn't time today. Maybe tomorrow.

Love, Peter



**C** Complete the conversation. Write the simple past of a verb in the box. Use contractions with *not*.

enjoy	need	not / look at	not / want
not / work	relax	stay up late	talk walk

George: How was your vacation?

Pat: Wonderful!

George: Well, I'm glad it was a good one.

Pat: Me, too. I was tired, and I really needed <sup>1</sup> a good vacation! So I just completely didn't <sup>2</sup>. I didn't <sup>3</sup> at all—not even for a minute.

George: Are you saying you didn't <sup>4</sup> any email from work?

Pat: No, I didn't! I walked <sup>5</sup> for miles on the beach, I met <sup>6</sup> to interesting people, I ate <sup>7</sup> great meals in lots of different restaurants, and I talked <sup>8</sup> every night. To be honest, I wanted <sup>9</sup> to come back!

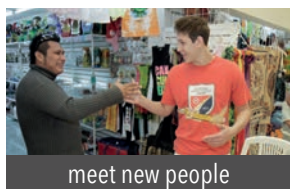
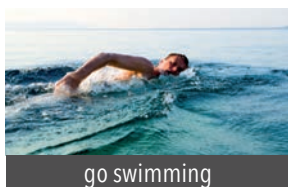
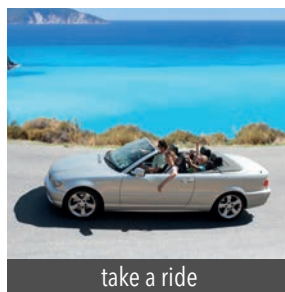
# LESSON 3

## TALK ABOUT A PAST VACATION



### 1 VOCABULARY Vacation activities

**A** ▶ 10-13 Listen. Then listen and repeat.



**B** ▶ 10-14 Listen and number the activities.

\_\_\_ take a tour      \_\_\_ go shopping      \_\_\_ take a boat ride      1 fly  
\_\_\_ take a train trip      \_\_\_ go swimming      \_\_\_ meet new people      \_\_\_ eat out

**C** **GROUPS** Act out one of the activities in 1A. The first person to guess correctly acts out a different activity.



### 2 GRAMMAR Simple past: *Wh-* questions and irregular verbs

Wh- questions			Answers	Irregular verbs			
Wh- word	Did			Base form of verb	Past	Base form of verb	Past
Who	did	she <b>see</b> ?	She <b>saw</b> Melissa.	become	became	go	went
What		you <b>buy</b> ?	I <b>bought</b> a gift.	bring	brought	have	had
Where		they <b>go</b> ?	They <b>went</b> to China.	buy	bought	know	knew
When		we <b>meet</b> ?	We <b>met</b> in 2015.	come	came	make	made
Why		you <b>fly</b> ?	I <b>flew</b> to get home today.	eat	ate	meet	met
How		you <b>get</b> here?	I <b>got</b> here by bus.	fall	fell	ride	rode
				fly	flew	see	saw
				get	got	swim	swam
				give	gave	take	took

>> FOR PRACTICE, GO TO PAGE 129



### 3 PRONUNCIATION

#### Blending *did you*

In questions with *did you*, we often blend *did* and *you* together. We pronounce *did* and *you* together as "didja" /dɪdʒə/.

- A** ▶10-16 Listen. Notice the blended pronunciation of *did you*. Then listen and repeat.

/dɪdʒə/                      /dɪdʒə/                      /dɪdʒə/

Where did you go? What did you do there? Did you do anything fun?

- B** ▶10-17 Listen. Write *do you* or *did you*. Then listen and repeat.

- \_\_\_\_\_ walk to school?
- \_\_\_\_\_ text your friends on Saturday?
- What \_\_\_\_\_ do on the weekend?
- Where \_\_\_\_\_ go on vacation?

- C** **PAIRS** Ask and answer the questions in 3B.

### 4 LISTENING

- A** ▶10-18 Listen to the radio show. Trudy describes this vacation because her parents \_\_\_\_.
- a. met in Europe                      b. went on vacation alone                      c. met her husband's parents

- B** ▶10-19 Listen again. Read the sentences. Write *T* for True and *F* for False.

- F   1. Trudy and her husband took a tour of Europe.  
 \_\_\_\_\_ 2. Trudy's parents met Don and Cindy in Europe.  
 \_\_\_\_\_ 3. Don and Cindy came to visit Trudy's family.  
 \_\_\_\_\_ 4. Trudy and her brother saw Don and Cindy every summer.  
 \_\_\_\_\_ 5. Trudy met Mark when she was 18 years old.

- C** ▶10-18 Read the Listening Skill. Listen. Make inferences to answer the questions. Explain your answers.

1. Why did Cindy give Trudy's mom her address?

\_\_\_\_\_  
 \_\_\_\_\_

2. Did the families live near each other?

\_\_\_\_\_  
 \_\_\_\_\_

#### LISTENING SKILL Make inferences

People don't always say everything they are thinking. Use your experience and your knowledge to figure out, or make an inference, about what is probably true.

### 5 TRY IT YOURSELF

- A** **MAKE IT PERSONAL** Think about a great vacation. Use real or imaginary information. Take notes.

Who? What? Where? When? How?

- B** **PAIRS** Prepare a radio show. Interview your partner about his or her great vacation. Take notes.

- C** **CLASS** Do a live interview for the class.



# UNIT 10, LESSON 3 SIMPLE PAST: WH- QUESTIONS AND IRREGULAR VERBS

**A** ▶ 10-15 Listen to the sentences. Are they in the present or past? Check (✓) the correct box.

	1	2	3	4	5	6	7	8
Present			✓		✓		✓	
Past	✓	✓		✓		✓		✓

**B** Complete the email. Use the correct form of the verbs in parentheses.

New email

From: Tanya Hart To: Melissa@georgio.com Mom Gina@Home.com Date: August 3

Hi, all.

We came back from vacation last night. It was great! We flew  
1 (fly)

to Madrid and then we took  
2 (take) the train to Portugal.

We saw  
3 (see) so many things along the way. The ocean in Portugal was beautiful. We swam  
4 (swim) every day. One day we went  
5 (go) shopping. We met  
6 (meet) some great people. Everyone was kind and friendly and made us feel at home. The food was so good! In Portugal we ate  
7 (eat) a lot of fish. I even took  
8 (get) lessons on how to cook fish! We really had  
9 (have) a relaxing vacation!

Have a look: [VacationPics / Tom&Tanya](#).

Love, Tanya



**C** Complete the conversations. Notice the underlined word or phrase in the answer. Then write a *wh-* question.

- A: Where did you go to school? B: I went to school in Cali.
- A: \_\_\_\_\_ ? B: I met the manager.
- A: \_\_\_\_\_ ? B: They went to Canada.
- A: \_\_\_\_\_ ? B: I gave Sue my notes because she needs to study.
- A: \_\_\_\_\_ ? B: I took photographs on vacation last month.
- A: \_\_\_\_\_ ? B: I came by car.
- A: \_\_\_\_\_ ? B: I bought the sweater online.
- A: \_\_\_\_\_ ? B: I took Mr. Potter to the airport.
- A: \_\_\_\_\_ ? B: Sara ate an apple.

**A** 08-18 Complete the conversation. Write the word or words you hear.

Peter: How was your vacation?

Sara: It was great. We got <sup>1</sup> a nice room at a hotel right on the beach. We \_\_\_\_\_ <sup>2</sup> every day, both at the beach and at the hotel. And every morning, we \_\_\_\_\_ <sup>3</sup> in a different café.

Peter: Nice!

Sara: And Michael \_\_\_\_\_ <sup>4</sup> a show—he loved that! But I \_\_\_\_\_ <sup>5</sup> with him.

Peter: You didn't?

Sara: No, I \_\_\_\_\_ <sup>6</sup> at the hotel spa instead. That was *wonderful*. We also \_\_\_\_\_ <sup>7</sup>.

Peter: Of course...

Sara: But we \_\_\_\_\_ <sup>8</sup> anything for ourselves! We \_\_\_\_\_ <sup>9</sup> postcards and souvenirs for friends and family.

**B** Look at Allen's list. It has all the things he wanted to do on vacation. Complete the statements about the activities he did and did not do.

- Allen swam in the ocean.
- He \_\_\_\_\_ on the beach.
- He \_\_\_\_\_ a tour.
- He \_\_\_\_\_ a new bathing suit.
- He \_\_\_\_\_ a massage.
- He \_\_\_\_\_ a movie.
- He \_\_\_\_\_ souvenirs.
- He \_\_\_\_\_ dancing.
- He \_\_\_\_\_ a lot of fresh fish.

- ✓ *Swim in the ocean*
- ✓ *Hang out on the beach with Sara*
- ✓ *Take a tour*
- Buy a new bathing suit*
- Get a massage*
- See a movie*
- ✓ *Buy souvenirs*
- Go dancing*
- ✓ *Eat a lot of fresh fish*

**C** Rewrite the sentences using the simple past and the past time expression in parentheses.

- I usually take a vacation in the summer. I took a vacation last summer.  
(last summer)
- I see a movie with my friends every weekend. \_\_\_\_\_  
(last Saturday)
- I usually sleep 7 hours at night. \_\_\_\_\_  
(last night)
- I often go to Miami on business. \_\_\_\_\_  
(last month)
- I often make presentations for work. \_\_\_\_\_  
(last week)
- I have a doctor's appointment today. \_\_\_\_\_  
(yesterday)
- I usually sit by the window on the plane. \_\_\_\_\_  
(last Friday)
- I sometimes spend a lot of money on clothes. \_\_\_\_\_  
(yesterday afternoon)
- I write a lot of emails. \_\_\_\_\_  
(last weekend)

# LESSON 1

# TALK ABOUT IMPORTANT LIFE EVENTS



YUKI OGAWA

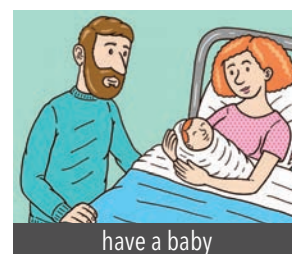
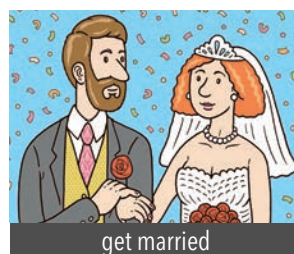
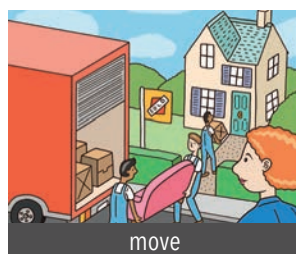
@YukiO

Almost done with my first trip to the U.S.!  
Big experience for me! #winning

## 1 VOCABULARY Milestones



**A** ▶ 10-01 Listen. Then listen and repeat.



**B** ▶ 10-02 Listen to Inez talk about milestones in her life. Then check the events she talks about.

- ☒ She was born in Tampico. ☐ She grew up in Monterrey. ☐ She went to college.  
☐ She learned to play the piano. ☐ She moved to Monterrey. ☐ She started working.

**C** **GAME** Student A: Say two true milestones and one lie.

Student B: Guess which thing is a lie.

**A:** I was born in São Paulo. I grew up in Rio de Janeiro. I had a baby in 2017.

**B:** That's not true! You don't have a child!



## 2 GRAMMAR Simple past, yes / no and wh- questions

Yes / no questions				Short answers	
Did	Subject	Verb		Affirmative	Negative
Did	you	learn	English at school?	Yes, I <b>did</b> .	No, I <b>didn't</b> .
	she	grow up	in Seoul?	Yes, she <b>did</b> .	No, she <b>didn't</b> .
Wh- questions				Answers	
Wh- word	Did	Subject	Verb		
When		he	start	working?	In 2015.
Where	<b>did</b>	they	get	married?	In Bogotá.
Why		you	move	to Brazil?	For work.

### Notes

- We almost always use the contraction *didn't* in informal writing and speaking.
- To ask questions with *born*, you can say *Where were you born?* or *Were you born in New York?*

>> FOR PRACTICE, GO TO PAGE 148

# UNIT 10, LESSON 1 SIMPLE PAST, YES / NO AND WH- QUESTIONS

**A** ▶10-03 Listen to Andrea and Elena's conversation. Complete the questions and answers.

Write the words you hear.

1. Andrea: Did you grow up in Peru?  
Elena: \_\_\_\_\_.
2. Andrea: \_\_\_\_\_?  
Elena: In Lima. I went to school there, too.
3. Andrea: \_\_\_\_\_ here?  
Elena: Five years ago.
4. Elena: What about you? \_\_\_\_\_?  
Andrea: In Texas.
5. Elena: \_\_\_\_\_ in Texas?  
Andrea: Yes, I did.

**B** Maria is asking her friend Franco about his family. Write her questions. Use the words in parentheses and the simple past.

1. Did you grow up here in Rio? (you / grow up / here in Rio)
2. \_\_\_\_\_ (where / you and your brothers / go / to school)
3. \_\_\_\_\_ (they / teach / English at your school)
4. \_\_\_\_\_ (what sports / you / play / at school)
5. \_\_\_\_\_ (when / your mother / learn / to play the piano)
6. \_\_\_\_\_ (what / she / study / in college)
7. \_\_\_\_\_ (where / she / get / her degree)
8. \_\_\_\_\_ (your brothers / go / to college / in Brazil)
9. \_\_\_\_\_ (when / they / move / to Canada)

**C** Complete the simple past questions and short answers. Use the words in parentheses.

- Tom: Did you grow up in Miami?  
**1 (you / grow up)**
- Mateo: No, I grew up in California. But I wasn't born there.
- Tom: \_\_\_\_\_?  
**2 (where / you / born)**
- Mateo: In Colombia. My family is from Cartagena.
- Tom: \_\_\_\_\_ to California?  
**3 (when / you / move)**
- Mateo: When I was five.
- Tom: So, you grew up in California?
- Mateo: That's right. \_\_\_\_\_ in Miami?  
**4 (you / born)**
- Tom: \_\_\_\_\_. I was born in New York.  
**5 (no)**
- Mateo: \_\_\_\_\_ in New York and go to school there?  
**6 (you / grow up)**
- Tom: \_\_\_\_\_.
- Mateo: What about college? \_\_\_\_\_ your degree?  
**8 (where / you / get)**
- Tom: I went to George Washington University in Washington, D.C.



# LESSON 2

# DESCRIBE WHEN EVENTS HAPPENED



YUKI OGAWA

@YukiO

Michelle Obama is an amazing person! Definitely a hero of mine!

## 1 VOCABULARY Past time markers



**A** ▶10-07 Listen. Then listen and repeat.

a. from April to June

b. three months ago

c. last month (in November)

d. in October (two months ago)

e. today

f. last week

g. three days ago

h. the day before yesterday

i. yesterday

j. two weeks ago

k. for two weeks

**B** Look at a calendar. What was the date the day before yesterday? Five days ago? Last Saturday?

**C PAIRS** Compare your answers from 1B.

## 2 SPEAKING

**A** ▶10-08 Notice how we say dates. Then listen and repeat.

Hi. I'm Danielle. I was born in 1987.  
I went to college from 2005 to 2009.  
My son Oliver was born in March of 2018 (on the 14 of March, 2018).  
I started a new job the first week of January (the week of January 2).

**B** ▶10-09 Listen. Circle the correct dates.

- Don moved to Denver in **2014** / 2015.
- Susan started at her school in **2007** / 2017.
- Liz got married on June **3** / 13, 2016.
- Greg worked at a hotel from **2008** / 2009 to 2011.
- Eric came the **second** / third week of May.
- Kendra has exams the week of December **15** / 22.

**C** ▶10-10 Listen. Complete the sentences. Write the words you hear.

- I moved to Seoul \_\_\_\_\_.
- I started working at Green Tree \_\_\_\_\_.
- I got married \_\_\_\_\_.
- I worked in Nepal \_\_\_\_\_.
- I was in Madrid \_\_\_\_\_.
- My exams are \_\_\_\_\_.





### 3 PRONUNCIATION

- A** ▶10-11 Listen. Notice the different vowel sounds. Then listen and repeat.

/ər/ person first Thursday word  
/ɔr/ born more four story

- B** ▶10-12 Listen. Circle the word in each line that has a different vowel sound. Check your work with a partner. Then listen and repeat the words with the same sounds.

1. learned year university weren't  
2. morning forty important world  
3. third firm tired girl  
4. New York work before fourth

#### The sounds /ər/ and /ɔr/

The sound /ər/ has many spellings. It is usually spelled:

- er as in person
- ir as in first
- ur as in Thursday
- or (after w) as in word

The sound /ɔr/ is usually spelled or or sometimes our:

- or as in born
- our as in your

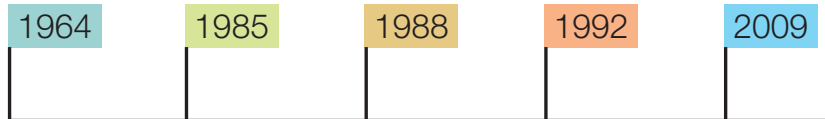
### 4 LISTENING

- A** ▶10-13 Listen to the podcast. Which dates does the podcast cover?

1964–\_\_\_\_\_

- B** ▶10-14 Listen again. Write the letters of the events under the years on the timeline.

- gets her degree from Princeton
- is born
- marries Barack Obama
- starts working at a law firm
- becomes First Lady



- C PAIRS** What did you learn about Michelle Obama from the podcast?

**A:** What did you learn about Michelle Obama?

**B:** She was born on January 17, 1964.



#### LISTENING SKILL Listen for time order

When people talk about someone's life, they often use dates to organize their ideas. Listening for the dates can help you understand milestones in a person's life.

### 5 TRY IT YOURSELF

**PROJECT** Work in a group. Choose a friend, family member, or other person you know well. Talk about important milestones in the person's life. What important things did the person do and when? Then give a presentation to the class.

■ I CAN DESCRIBE WHEN EVENTS HAPPENED.



# LESSON 2 TALK ABOUT YOUR FAMILY



SARAH GOLD

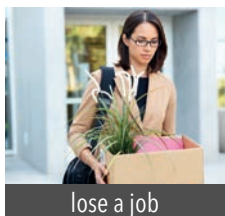
@SarahG

Having a great time at the conference. I'm learning so much about my co-workers.

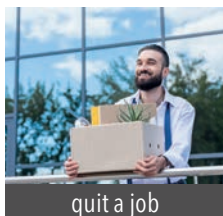


## 1 VOCABULARY Life events

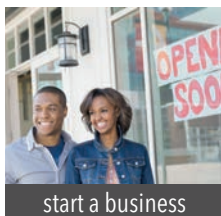
**A** 01-08 Listen. Then listen and repeat.



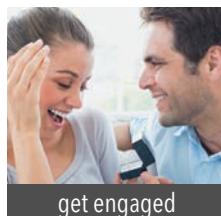
lose a job



quit a job



start a business



get engaged



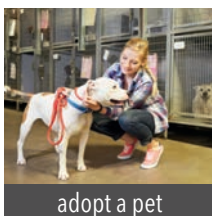
graduate from college



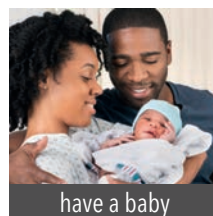
apply to graduate school



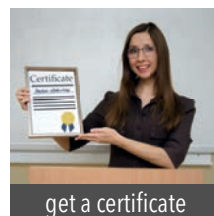
change careers



adopt a pet



have a baby



get a certificate

**B** Look at the life events in 1A. Put the events into the groups below.

School	Career	Personal
	lose a job	

**C PAIRS** Tell your partner about three things from 1A that you or a family member has done.



## 2 GRAMMAR Simple past + when, before, and after

Use *when*, *before*, and *after* to introduce a time clause. Use *when* or *after* to introduce the action that happened first. Use *before* to introduce the action that happened second.

### Affirmative statements

Main clause	Past time clause
They <b>moved</b> to a new house	<b>when</b> they <b>had</b> a baby. ( <i>They had a baby first.</i> )
He <b>took</b> some classes	<b>before</b> he <b>opened</b> the café. ( <i>He opened the café second.</i> )
She <b>went</b> to Kyoto	<b>after</b> she <b>visited</b> Tokyo. ( <i>She visited Tokyo first.</i> )

Yes / No question		Short answers	
Main clause	Past time clause	Affirmative	Negative
Did he <b>take</b> classes	<b>before</b> he <b>opened</b> the café?	Yes, he <b>did</b> .	No, he <b>didn't</b> .

Information question		Answer	
Main clause	Past time clause	Subject	Verb
What did he <b>do</b>	<b>after</b> he lost his job?	He	<b>started</b> a business.

**Note:** The time clause comes after a main clause or at the beginning of the sentence. The meaning does not change. When it is at the beginning of the sentence, put a comma at the end of the clause. **Before** he opened the café, he took some classes.

>> FOR PRACTICE, GO TO PAGE 126



### 3 PRONUNCIATION

- A** ▶01-10 Listen. Notice how we divide the sentences into thought groups. Then listen and repeat.

He took some **clás**ses / before he opened the **café**.

He started his own **busi**ness / after he lost his **job** / a few **months** ago.

- B** ▶01-11 Write a line ( / ) after each thought group. Then listen and check your answers.

1. I was really upset when I heard the news.
2. Did you learn Korean before you moved to Seoul?
3. I applied to graduate school after I quit my job.
4. She studied Italian for a year before she went to Italy.
5. We moved to a house in the country after we had the baby.

- C** **PAIRS** Practice saying the sentences in 3B. Underline the main stress in each thought group.

#### Thought groups

We break long sentences into thought groups. Each thought group has a main stress. We often pause (stop) a little between each group.

### 4 CONVERSATION



- A** ▶01-12 Listen or watch. Put a checkmark (✓) next to the correct name.

	Living with parents	Started a business	Lost his job	Quit his job	Took business classes
Eddie					
Mark					



- B** ▶01-13 Listen or watch. Complete the conversation.



Sarah: How's your brother?

Mario: OK. He **quit his job** \_\_\_\_\_ his office moved.

Sarah: Oh. That's too bad.

Mario: Yeah. He's doing all right. How's your husband?

Sarah: He's great. He **started his own business** \_\_\_\_\_ he took some classes.

Mario: Wow! Good for him.

- C** ▶01-14 Listen and repeat. Then practice with a partner.

- D** **PAIRS** Make new conversations. Use these words or your own ideas. **lost his job** **changed careers**

### 5 TRY IT YOURSELF

- A** **MAKE IT PERSONAL** Think about what your family's been doing. Complete the chart.

	when	
	after	
	before	

- B** **PAIRS** Talk about your family. Ask questions to get more information.

**A:** My sister got engaged after she graduated from college.

**B:** That's great. When is she getting married?

■ I CAN TALK ABOUT MY FAMILY.



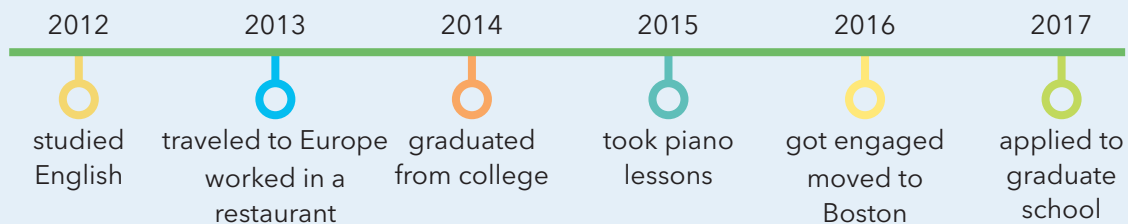
# UNIT 1, LESSON 2    SIMPLE PAST + *WHEN*, *BEFORE*, AND *AFTER*

# UNIT 1, LESSON 2    SIMPLE PAST + *WHEN*, *BEFORE*, AND *AFTER*

**A**  01-09 Listen to the sentences. Check (✓) the sentence that happened first.

- |  |   |
|--|---|
| 1. <input type="checkbox"/> David was upset.                 | 5. <input type="checkbox"/> Miriam started her own business.  |
| <input checked="" type="checkbox"/> He heard the news.       | <input type="checkbox"/> She got engaged.                     |
| 2. <input type="checkbox"/> Oscar looked for a new job.      | 6. <input type="checkbox"/> Nora adopted a pet.               |
| <input type="checkbox"/> He got married.                     | <input type="checkbox"/> She moved to a larger apartment.     |
| 3. <input type="checkbox"/> Kevin took some classes.         | 7. <input type="checkbox"/> Jim and Ann moved to a new house. |
| <input type="checkbox"/> He found a new job.                 | <input type="checkbox"/> They had a baby.                     |
| 4. <input type="checkbox"/> Dina applied to graduate school. | 8. <input type="checkbox"/> Mark changed careers.             |
| <input type="checkbox"/> She graduated from college.         | <input type="checkbox"/> He got a certificate in teaching.    |

**B** The timeline shows important events in Mike's life. Complete the sentences with *before*, *after*, or *when*. More than one answer may be possible.



1. Mike studied English before he graduated from college.
2. \_\_\_\_\_ Mike graduated from college, he traveled to Europe.
3. Mike took piano lessons \_\_\_\_\_ he graduated from college.
4. \_\_\_\_\_ Mike traveled to Europe, he worked in a restaurant.
5. Mike traveled to Europe \_\_\_\_\_ he took piano lessons.
6. Mike graduated from college \_\_\_\_\_ he got engaged.
7. Mike moved to Boston \_\_\_\_\_ he got engaged.
8. \_\_\_\_\_ Mike moved to Boston, he applied to graduate school.

**C** Combine the sentences into one sentence. Add commas when necessary.

1. First: I graduated from college.  
Then: I got engaged.  
I got engaged after  
I graduated from college .
2. First: Hiro lost his job.  
Then: Hiro changed careers.  
\_\_\_\_\_ when  
\_\_\_\_\_ .
3. First: Jane went to the conference.  
Then: Jane met some old friends.  
\_\_\_\_\_ when  
\_\_\_\_\_ .
4. First: Jackie didn't finish her homework.  
Then: Jackie ate dinner.  
\_\_\_\_\_ before  
\_\_\_\_\_ .
5. First: We took an online course.  
Then: We learned a lot about computers.  
When \_\_\_\_\_  
\_\_\_\_\_ .
6. First: The president walked into the room.  
Then: Everyone stood up.  
When \_\_\_\_\_  
\_\_\_\_\_ .
7. First: The office moved to another city.  
Then: Many employees quit.  
After \_\_\_\_\_  
\_\_\_\_\_ .
8. First: Lee didn't study English.  
Then: Lee moved to San Francisco.  
Before \_\_\_\_\_  
\_\_\_\_\_ .

# LESSON 5 WRITE A RÉSUMÉ



SIMON HARRIS

@SimonH

Interested in working for TSW Media?  
We need people! Send us your résumé.

## 1 BEFORE YOU WRITE

- A** Read part of a résumé. How many jobs do you see? Which job did Omar have first?

### Omar Sayed

1317 52nd Ave N.  
Nashville, TN 37209  
Omar.Sayed.22@epiklink.net

Education	University of Tennessee B.S. Business Administration 2017
Experience	<p>Good Shoes Company, Nashville, TN Market Researcher: 2017–Present</p> <ul style="list-style-type: none"> <li>• Make presentations</li> <li>• Help clients</li> <li>• Supervise other workers in the office</li> </ul> <p>Buena Vista Hotel, Knoxville, TN Manager: 2015–2017</p> <ul style="list-style-type: none"> <li>• Help guests</li> <li>• Write reports</li> <li>• Order supplies</li> </ul>

- B** Read the résumé again. Take notes in the chart.

Job title		
Dates		
Place of work		
Work activities		

- C** Read the résumé again. Choose the correct answers.

- Where does Omar put his education?
  - before his experience
  - after his experience
- Where does Omar put his name and address?
  - at the bottom of the page
  - at the top of the page
- Where does Omar put his work activities?
  - before the dates he worked at the job
  - after the dates he worked at the job

## 2 FOCUS ON WRITING

- A** Read the Writing Skill.
- B PAIRS** Reread the résumé. Circle all the capital letters. Tell your partner the reason for each of the capital letters.

### WRITING SKILL Capitalize proper nouns (review)

Use capital letters for names of people, streets, cities, states, countries, companies, schools, days, and months. Capitalize the first word in a sentence. We also capitalize job titles on résumés. For example:

- Manager
- Market Researcher

## 3 PLAN YOUR WRITING

- A** Think about the job you have now or a job you had in the past. Use your own information to make a chart like the one in 1B.

Job title	
Dates	
Place of work	
Work activities	

- B PAIRS** Tell your partner about your job.  
*I'm a nurse. I help patients.*

## 4 WRITE

Start a résumé. Include your name, address, and email. Then write about one job. Remember to use capital letters. Use the example in 1A as a model.

## 5 REVISE YOUR WRITING

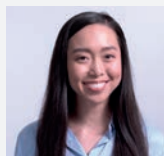
- A PAIRS** Exchange résumés and read your partner's résumé.
1. Circle the capital letters.
  2. Did your partner use capital letters for the names of people, schools, months, streets, cities, states, companies, and job titles?
  3. Did your partner include a job title, place, dates, and work activities?
- B PAIRS** Can your partner improve his or her résumé? Make suggestions.

## 6 PROOFREAD

Read your résumé again. Can you improve your writing?

Check your

- spelling
- punctuation
- capitalization



YUKI OGAWA

@YukiO

My friend just asked me to look at her cover letter. Hope she gets the job!

## 1 BEFORE YOU WRITE

**A** Read the cover letter. What job does Ana want?

Ms. Joan Carter  
Director, City Tours  
121 North Point Street  
San Francisco, CA 94109

September 21, 2018

Dear Ms. Carter:

I am interested in the tour guide job for international visitors advertised on your website. I love San Francisco, and I hope to share my knowledge with visitors from around the world.

I have the experience and skills for this job. I grew up in São Paulo, and I was a tour guide there for two summers. I speak four languages—Portuguese, Japanese, Spanish, and English—and I love working with people from different countries. I studied history in college, and I learned about the history of San Francisco when I moved here. Also, I love telling visitors about new places.

Please see my résumé for more details about my work history. Thank you for your consideration, and I hope to hear from you soon.

Sincerely,  
Ana Melo

Ana Melo  
494 56th Street  
Oakland, CA 94609

**B** Read the letter again. Take notes in the chart.

Experience	Skills

**C PAIRS** Do you think Ana can be a good tour guide? Why or why not?

**D PAIRS** Do you think you can be a good tour guide? Why or why not?

## 2 FOCUS ON WRITING

- A** Read the Writing Skill.
- B** Read the letter in 1A again. Label each part of the letter with the bullets from the Writing Skill.

### WRITING SKILL Organize a cover letter

In a cover letter, you should:

- Use a formal greeting
- Say why you're writing
- Say why you want the job
- Say why you will be good at the job
- Thank the person for reading
- Use a formal closing

## 3 PLAN YOUR WRITING

- A** Choose a job you would like to apply for. Why are you a good person for the job? Complete the chart with your experiences and skills.

Job:	
Experience	Skills

- B PAIRS** Tell your partner why you will be good at this job.  
*I am a good person for this job because ...*

## 4 WRITE

Write a cover letter to apply for a job that you want. Use the sentences in the model to help you begin and end your letter. Follow the organization in the writing skill.

## 5 REVISE YOUR WRITING

- A PAIRS** Exchange letters and read your partner's letter.
1. Did your partner name the job that he or she wants?
  2. Did your partner give reasons why he or she is a good person for the job?
  3. Did your partner follow the organization in the writing skill?
- B PAIRS** Can your partner improve his or her letter? Make suggestions.

## 6 PROOFREAD

Read your cover letter again. Can you improve your writing?

Check your

- spelling
- punctuation
- capitalization

☐ I CAN WRITE A COVER LETTER.