**2. NOTE-TAKING SKILL Writing key words and main ideas**

|  |  |
| --- | --- |
| 1. Managers thought communication skills were the most important job skills. | communication skills/most important |
| 2. Managers thought college graduates could improve their communication skills. | college graduates/ improve/ communication skills |
| 3. Most managers were happy with how organized college graduates were. | college graduates/organized |
| 4. Managers reported that college graduates were good at meeting goals. | college graduates/meet goals |

**4. VOCABULARY 1 PRACTICE**

1.  Please write your full name on the application .

2.  You need a college degree to be a teacher.

3.  Many people start a new career later in life.

4.  I have to go. I have an interview at 3:00 today.

5.  Lee is a very organized person. His desk is always very neat.

6.  Do you have basic office skills, like typing reports and answering the telephone?

7.  Saud is a new employee at our company.

8.  Being on time is a(n) requirement for any job.

**5. CRITICAL THINKING VIDEO Comparing and contrasting**

1. They are both located downtown.
2. Braxton Books sells books in the store and online, but World Books only sells in the store.
3. to say how two or more things are the same and different
4. Braxton Books’ café sells food, but World Books’ café only sells coffee.
5. Both Braxton Books and World Books have a lot of books.
6. Both action novels and romance novels are popular with young people.
7. Both apples and oranges are round.
8. how birds and fish are similar and different

**6. LISTENING COMPREHENSION What makes a good manager?**

1. a boss and an employee
2. nervous
3. Michael's future with the company
4. joining a team of managers
5. has the right personality
6. he has interesting ideas
7. listening to others
8. spring
9. yes

**7. LISTENING SKILL Listening for key words and phrases**

* future plans
* team of managers
* friendly and honest
* organized
* interesting new ideas
* good leader
* right person for the job

**9. VOCABULARY 2 PRACTICE**

1. assistant
2. manager
3. major
4. graduate
5. advertising
6. résumé

**10. VOCABULARY SKILL Distinguishing between words with similar meanings**

1.  Tim got a great new job. His boss is the owner of the company.

2.  For this job, you need basic computer skills.

3.  There's an open salesperson position at my company.

4.  I work for a very small company . We only have ten employees.

5.  This copy machine is very simpleto use.

6.  Jim worked as an assistant for five years before he became a manager .

7.  Jane will graduate from college and start her career next year.

8.  Jim is the president of a large corporation with hundreds of offices around the world.

**12. GRAMMAR EXPANSION Simple past of be**

|  |  |  |
| --- | --- | --- |
| Quality | Job | Place |
| * Ivanka was tired last night. * We weren't very hungry. * I was worried about you. * Our son's hair was blond. | * My brother was a manager for three years. * My father was an engineer. * I was a waitress for two years. | * My mother was in Italy last week. * Tina wasn't in school yesterday. * Paul was at work on Monday. * We were in Tokyo for two weeks. |

**13. PRONUNCIATION The simple past with -ed**

1. /ed/
2. /ed/
3. /t/
4. /ed/
5. /t/
6. /t/
7. / d/
8. / d/
9. / d/

**17. TRACK YOUR SUCCESS Vocabulary review**

|  |  |
| --- | --- |
| **﻿Nouns** | **﻿Adjectives** |
| * application * career * degree * requirement * résumé * manager * assistant * advertising * employee | * ﻿basic * organized |