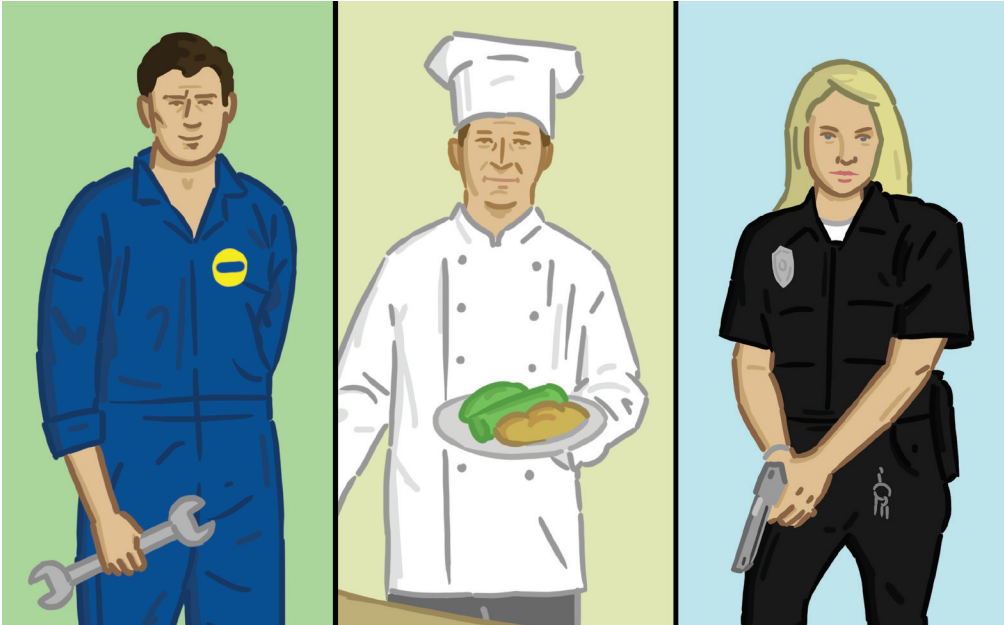


# Employment



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# Group Discussion

## EMPLOYMENT

### A. Discuss

Discuss the following questions in groups.

1. Do you have a job now? If so, where do you work?
2. How many hours per week do you work?
3. What did you do in your country?
4. Did you belong to a union?
5. If you could choose any occupation, what would it be? Why?
6. Which jobs do you think are the most stressful? Why?
7. Which jobs in your country are considered the most prestigious (highest status and respect)?
8. Do most women work outside the home in your country?
9. Do men and women receive equal pay for the same job?
10. At what age do people generally retire in your country?
11. How many hours per week do people generally work in your country?
12. How much paid vacation time do people generally have in your country?

### B. Complete the Chart

Complete the chart below by asking your classmates questions.

**Example:** *What did you do in your country? Where did you work?*

<b>Classmate's Name</b>			
<b>Occupation in own country</b>			
<b>Place of work</b>			
<b>Number of hours per week</b>			
<b>Job description / responsibilities</b>			
<b>Skills, training, and education required for the job</b>			
<b>Frequency of payment</b>			
<b>How long at that job</b>			

# Vocabulary Worksheet #1

## OCCUPATIONS

### A. Matching

Match the occupations on the left with the job descriptions on the right.

- |                            |   |
|----------------------------|---|
| _____ 1. mechanic          | a) designs houses and buildings                     |
| _____ 2. real estate agent | b) writes for magazines and newspapers              |
| _____ 3. accountant        | c) helps people with family problems                |
| _____ 4. secretary         | d) installs and fixes lights, wiring, etc.          |
| _____ 5. tailor            | e) sells houses, property, buildings                |
| _____ 6. plumber           | f) builds furniture, houses                         |
| _____ 7. nanny             | g) keeps financial records, does tax forms          |
| _____ 8. carpenter         | h) looks after children                             |
| _____ 9. receptionist      | i) works as a cashier in a bank                     |
| _____ 10. architect        | j) repairs car engines                              |
| _____ 11. waiter           | k) answers the phone and greets people in an office |
| _____ 12. journalist       | l) takes orders, serves people in restaurants       |
| _____ 13. social worker    | m) makes and alters clothes                         |
| _____ 14. teller           | n) fixes water pipes, toilets, sinks                |
| _____ 15. electrician      | o) types letters, files office information          |

### B. Choose the Correct Word

Read the sentences below and write the name of the described occupation in the blanks.

1. This person works in a flower shop and arranges flowers. \_\_\_\_\_
2. This person works in a courthouse. \_\_\_\_\_
3. This person makes and sells breads, cakes, cookies, etc. \_\_\_\_\_
4. This person works in a hospital, looks after patients, and helps the doctors. \_\_\_\_\_
5. This person wears a uniform and patrols buildings. \_\_\_\_\_
6. This person fills prescriptions in a drugstore. \_\_\_\_\_
7. This person is an animal doctor. \_\_\_\_\_
8. This person cleans and looks after apartment buildings. \_\_\_\_\_
9. This person gives religious guidance. \_\_\_\_\_
10. This person prepares meals in a restaurant. \_\_\_\_\_

# Vocabulary Worksheet #2

## PERSONAL QUALITIES

### A. Matching

Match each quality with the correct definition.

- |                               |   |
|-------------------------------|---|
| _____ 1. responsible/reliable | a) comes on time  |
| _____ 2. punctual             | b) doesn't tire easily  |
| _____ 3. energetic            | c) acts like an adult, not a child  |
| _____ 4. mature               | d) does what he/she says that he/she will do                              |
| _____ 5. honest               | e) has good manners   |
| _____ 6. conscientious        | f) works well with others   |
| _____ 7. polite               | g) tells the truth, doesn't lie or steal                                  |
| _____ 8. cooperative          | h) takes the job seriously  |
| _____ 9. thorough             | i) orderly, works according to plans                                      |
| _____ 10. patient             | j) can accept new or different ideas                                      |
| _____ 11. organized           | k) stays with the job, doesn't give up easily, can wait without being mad |
| _____ 12. open-minded         | l) does a good job, doesn't forget anything, pays attention to details    |
| _____ 13. neat                | m) correct  |
| _____ 14. flexible            | n) can accept change easily   |
| _____ 15. accurate            | o) clean and tidy, not messy  |
| _____ 16. motivated           | p) pushes him/herself to do a good job                                    |
| _____ 17. creative            | q) not lazy   |
| _____ 18. hardworking         | r) can control him/herself  |
| _____ 19. resourceful         | s) has a talent for making new things and new ideas                       |
| _____ 20. disciplined         | t) good at solving problems with whatever is available                    |
| _____ 21. well-groomed        | u) sociable, not shy  |
| _____ 22. articulate          | v) neat and clean in appearance   |
| _____ 23. self-confident      | w) feels good about him/herself   |
| _____ 24. outgoing            | x) speaks well  |

### B. Make a List

Some qualities are very important for all jobs. Others are important for certain jobs, but not for others. Give three or four qualities that you think are desirable for all jobs. Make a list of ten occupations and write two qualities that you feel are most important for each. Share your ideas with your classmates.

**Example:**

child-care worker – *patient, energetic*

# Vocabulary Worksheet #3

## REVIEW OF PERSONAL QUALITIES

### Choose the Correct Word

Fill in the blanks with the correct word from the list on the right.

1. A person who can adapt to change easily is \_\_\_\_\_ .
2. Mary is a very \_\_\_\_\_ person. I can always depend on her.
3. Artists and musicians are usually very \_\_\_\_\_ people.
4. It is important for an accountant to be \_\_\_\_\_ in his/her work.
5. You don't have to be very \_\_\_\_\_ if you work in construction. It is different if you are working with the public.
6. He is rarely on time. He is not a very \_\_\_\_\_ person.
7. An \_\_\_\_\_ person plans things carefully and keeps things in order.
8. A \_\_\_\_\_ student likes to learn and doesn't have to be pushed to do it.
9. She is a very \_\_\_\_\_ worker.  
She completes everything and pays attention to detail.
10. He is not very \_\_\_\_\_. He doesn't work well with his coworkers.
11. His desk is never \_\_\_\_\_. He can never find anything on it.
12. She is a very \_\_\_\_\_ cook. If she doesn't have one of the ingredients, she just substitutes something else.
13. He hates waiting in lines. He is not a very \_\_\_\_\_ person.
14. He is a very \_\_\_\_\_ person.  
He can work long hours without getting tired.
15. Even though he is still a teenager, he is very \_\_\_\_\_ and responsible.
16. When an interviewer asks you about your \_\_\_\_\_ ,  
he wants to know about your good qualities.

### WORD LIST

- well groomed
- mature
- reliable
- strengths
- motivated
- neat
- flexible
- creative
- punctual
- thorough
- energetic
- organized
- patient
- cooperative
- resourceful
- accurate

# Abbreviations Found in Help Wanted Ads

Newspapers usually use abbreviations in the advertisements in order to save space. There are different ways of forming abbreviations.

Some abbreviations may use the first few letters of the word.

**Example:** *nec.* – *necessary*

Others are formed by using consonants without any vowels.

**Example:** *afts.* – *afternoons*

When there is a compound word or an expression with two or more words, often the abbreviation is formed from the initial letter of each word.

**Example:** *w.p.m.* – *words per minute*

There may be slight variations in abbreviations in want ads from one region of the country to another. By reading the want ads in your local newspaper, you will become familiar with many of the abbreviations commonly used.

Abbreviation	Word	Abbreviation	Word	Abbreviation	Word
afts.	afternoons	jr.	junior	p.o.	post office
appt.	appointment	lic.	license	pref.(d)	preferred
approx.	approximately	ltd.	limited	ref.	references
asst.	assistant	max.	maximum	req.(d)	required
cert.	certified	mech.	mechanical	resp.	responsible
co.	company	med.	medical	rge.	range
comm.	commission	m/f	male or female	sal.	salary
dent.	dental	mfg.	manufacturing	sr.	senior
eves.	evenings	min.	minimum	temp.	temporary
exc.	excellent	mo.	month	vic.	vicinity
exp.	experience	nec.	necessary	w.	with
fin.	financial	neg.	negotiable	wk.	week or work
f/t	full-time	nr.	near	w.p.m.	words per minute
hr.	hour	pd.	paid	wtd.	wanted
immed.	immediately	p/t	part-time	yr.	year
incl.	include	perm.	permanent		
info.	information	ph.	phone		

# Reading

## HELP WANTED ADS

1. **Waiters / Waitresses**  
Wtd. immed. for busy new rest., f/t and p/t, ref. & exp. req; must be well groomed. Call between 9:00 & 11:00, wkdays. 457-0987
2. **Secretary**  
Large law office needs exp. resp. sec. Typing 60 w.p.m., exec. tel. skills, min. 5 yrs. exp. Send resume to ABC Law Firm, 120 Main St., Toronto, Ontario
3. **St. Regis Hotel Cook**  
Exp. cook wanted to work 12 noon to 8pm f/t inc. wkends. Perm. position. Ph. btw. 10 & 4pm. 964-3452
4. **Nanny**  
Live-in nanny for young busy family, some housework req. Mature, resp., exp. nec. Driv. lic. an asset. Ref. req. Sal. neg. Call 489-2098.
5. **Req. exp. receptionist**  
For busy doctor's office. 15 hrs. weekly, 3 days/wk. Good organ. skills, good tel. manner essential, typing 45 w.p.m. Email resume to dr.smith@abc.net
6. **Service Station Attendant**  
P/T eves. & wkends., must be polite, hardworking, no exp. nec., will train. \$10 per hr. Apply in person to 123 Pembina Ave. wkdays btw. 9:00 & 4:00.

### A. Discuss

Read the ads.

With your partner, discuss the following for each ad:

1. **Job Description**  
kind of work, hours, salary, benefits, etc.
2. **Qualifications / Requirements**  
skills, qualities, education, experience, etc.
3. **How to Apply**  
in person, by phone, fax or email, in writing

### B. Answer the Questions

Read the ads again and answer the following questions:

1. Are there any jobs that do not require experience? If so, which one(s)? \_\_\_\_\_
2. For which job(s) do you need to have references? \_\_\_\_\_
3. Which jobs are full-time? \_\_\_\_\_
4. Explain the term "asset" in ad #4.  
\_\_\_\_\_  
\_\_\_\_\_
5. Which job requires a neat appearance? \_\_\_\_\_
6. Which job mentions salary? \_\_\_\_\_
7. Which ad says the employer will teach you how to do the job? \_\_\_\_\_
8. Two ads ask for two similar qualifications. Which ads are they? \_\_\_\_\_
9. What are the two similar qualifications?  
\_\_\_\_\_

# Pair Work

## APPLICATION FORM – STUDENT A

You and your partner each have the same application form, but some information is missing from each one. Complete the form by asking your partner questions.

**Examples:**

*What is the applicant's surname (last name)?  
Is the applicant male or female?*

### Application for Employment

**Date:** April 10 / 03 **Position Applied For:** bartender

**Name:** Sampson LAST \_\_\_\_\_ FIRST

**Address:** 745 NO., STREET Victoria CITY \_\_\_\_\_ POSTAL CODE / ZIP CODE

**Phone No.:** \_\_\_\_\_ **Sex:**  Male  Female

**Are you legally able to work in this country?**  Yes  No

**Social Insurance Number:** \_\_\_\_\_

**Are you bondable?**  Yes  No

**Do you have a driver's license?**  Yes  No

**EMPLOYMENT HISTORY:**

Employment Dates	Company Name & Address	Job Title	Duties
Jan. '12 – Dec. '14	Blue Moon Rest., Vancouver		
Feb. '08 – Dec. '12	Joe's Pizza	bus boy	delivered pizzas

**EDUCATION & TRAINING:**

**University:** University of the North West – B.A. 2004

**High School:** \_\_\_\_\_

**Other:** Bartending School – Jan. 2005

**Other Skills:** \_\_\_\_\_

**Signature:** \_\_\_\_\_



# Pair Work

## APPLICATION FORM – STUDENT B

You and your partner each have the same application form, but some information is missing from each one. Complete the form by asking your partner questions.

**Examples:**

*What is the applicant's surname (last name)?  
Is the applicant male or female?*

### Application for Employment

**Date:** \_\_\_\_\_ **Position Applied For:** \_\_\_\_\_

**Name:** \_\_\_\_\_ Leslie \_\_\_\_\_  
LAST FIRST

**Address:** Brock St. \_\_\_\_\_ V8X 7B9 \_\_\_\_\_  
NO., STREET CITY POSTAL CODE / ZIP CODE

**Phone No.:** (205) 362-1254 \_\_\_\_\_ **Sex:**  Male  Female

**Are you legally able to work in this country?**  Yes  No

**Social Insurance Number:** 6780987891111 \_\_\_\_\_

**Are you bondable?**  Yes  No

**Do you have a driver's license?**  Yes  No

**EMPLOYMENT HISTORY:**

Employment Dates	Company Name & Address	Job Title	Duties
		waiter	served customers
	Big Apple Restaurant		cleared tables
April '05 – Jan. '08		pizza deliverer	

**EDUCATION & TRAINING:**

**University:** \_\_\_\_\_

**High School:** River Bend High School, Victoria, BC, 2004 \_\_\_\_\_

**Other:** \_\_\_\_\_

**Other Skills:** Bilingual – speak English and French \_\_\_\_\_

**Signature:** \_\_\_\_\_

# Application for Employment

Complete the following application form. Filling out an application form for a job is very important. The application must be neat, accurate, and complete. Print clearly and check your spelling. Do not leave out any important information. Make sure that all the information you give is correct. If there is something you don't understand on the form, ask about it.

## Application for Employment

**Date:** \_\_\_\_\_ **Position Applied For:** \_\_\_\_\_

**Name:** \_\_\_\_\_  
LAST FIRST

**Address:** \_\_\_\_\_  
NO., STREET CITY POSTAL CODE / ZIP CODE

**Phone No.:** \_\_\_\_\_ **Sex:**  Male  Female

**Are you legally able to work in this country?**  Yes  No

**Social Insurance Number:** \_\_\_\_\_

**Are you bondable?**  Yes  No

**Do you have a driver's license?**  Yes  No

### EMPLOYMENT HISTORY:

Employment Dates	Company Name & Address	Job Title	Duties

### EDUCATION & TRAINING:

**University:** \_\_\_\_\_

**High School:** \_\_\_\_\_

**Other:** \_\_\_\_\_

**Other Skills:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

# Vocabulary Worksheet #4

## APPLICATION FORM

### Matching

Match the expressions on the left with the correct meanings on the right.

- |                                   |   |
|-----------------------------------|---|
| _____ 1. position desired         | a) place you last worked  |
| _____ 2. surname                  | b) abilities, things you can do   |
| _____ 3. maiden name              | c) not applicable, doesn't apply in this situation                        |
| _____ 4. bondable                 | d) money earned per hour  |
| _____ 5. valid                    | e) late-night work period   |
| _____ 6. previous employer        | f) last name or family name   |
| _____ 7. legally entitled to work | g) money earned per month or year   |
| _____ 8. duties                   | h) no criminal record, so employer can get insurance on the employee      |
| _____ 9. skills                   | i) person applying for a job  |
| _____ 10. qualifications          | j) effective, current, legal  |
| _____ 11. salary                  | k) woman's surname before marriage  |
| _____ 12. wages                   | l) allowed by law to work   |
| _____ 13. graveyard shift         | m) job wanted or applied for  |
| _____ 14. references              | n) skills, experience, education needed for a job                         |
| _____ 15. applicant               | o) move to a different place  |
| _____ 16. job title               | p) responsibilities, things employee must do at work                      |
| _____ 17. relocate                | q) name of the work position  |
| _____ 18. N/A                     | r) names of the people who can give positive opinions about the applicant |

# Vocabulary Worksheet #5

## EMPLOYMENT TERMS

### Choose the Correct Word

Fill in the blanks with the correct word or expression from the list on the right.

1. His previous employer gave him a very good \_\_\_\_\_ because he was an excellent worker.
2. You don't need experience for that job. The company will \_\_\_\_\_ you.
3. You shouldn't hire a cleaning company to clean your home unless their workers are \_\_\_\_\_.
4. The restaurants will \_\_\_\_\_ many waiters when the tourist season is over.
5. When you write your \_\_\_\_\_, you should include your education, skills, and work experience.
6. Mario wants to quit his job. He doesn't like working the night \_\_\_\_\_.
7. When Joe applied at the store, the manager told him there were no jobs \_\_\_\_\_.
8. Knowing a second language is an \_\_\_\_\_ if you work in a hotel.
9. Besides a good salary, the company offers many \_\_\_\_\_ such as medical insurance, a pension plan, and a three-week paid holiday.
10. He works at a fast food restaurant. His hourly \_\_\_\_\_ is eight dollars.
11. He won't get the job. He doesn't have the necessary \_\_\_\_\_.
12. A \_\_\_\_\_ is an organization of workers.
13. It is \_\_\_\_\_ to have a car if you are a traveling salesman.
14. John earns \$10.00 an hour, but his boss promised to give him a \_\_\_\_\_ in a few months. He'll probably be making \$11.50 an hour then.
15. Most workers \_\_\_\_\_ by the age of 65.
16. You should apply to ABC Co. right away.  
I hear they are planning to \_\_\_\_\_ 20 new employees.
17. The boss is going to \_\_\_\_\_ John because he is always late.

### WORD LIST

- hire
- fire
- lay off
- available
- reference
- resume
- retire
- asset
- essential
- bondable
- train
- shift
- wage
- benefits
- union
- qualifications
- raise

## Class Activity

### FIND SOMEONE WHO...

Walk around the classroom and ask your classmates questions. Write the questions in the spaces provided below, and write your classmate's name on the right if he/she answers "yes."

### FIND SOMEONE...

1. ...who can type well.

---

---

2. ...who was laid off recently.

---

---

3. ...who prefers manual work to office work.

---

---

4. ...who has worked a night shift at some time in his/her life.

---

---

5. ...who has belonged to a union.

---

---

6. ...who likes working outdoors.

---

---

7. ...who is willing to train for a new occupation.

---

---

8. ...who enjoys working with computers.

---

---

9. ...who reads the want ads in the newspaper regularly.

---

---

10. ...who has written a resume in English.

---

---

11. ...who looks for jobs on the Internet.

---

---

12. ...who is very resourceful.

---

---

13. ...who always tries to be punctual.

---

---

## Teachers' Notes

These activities are designed for low-intermediate level ESL learners; however, with some modification, they may also be suitable for upper-beginner through upper-intermediate levels.

### Recommended flashcards to accompany the unit:

Jobs and Occupations, People in Medicine, People in Schools

.....

### Group Discussion

Break the class into groups of three to discuss the questions in exercise **A** and to complete the chart in exercise **B**. There are some new words you may need to teach in advance of these activities, such as: *union, stressful, prestigious, retire*, etc. It's a good idea to teach the new words in context, using several examples, and ask students to give sentences of their own to illustrate meaning. Before students do exercise **B**, ask them to form the questions for the highlighted words to ensure they are asking them correctly. After the students have completed both activities, you may have them report back to the whole class to share their ideas.

### Vocabulary Worksheet #1

This worksheet can be used to introduce names of occupations or as a review after occupations and job descriptions have already been taught (with flashcards, for example).

#### A. MATCHING

- |      |      |      |       |       |
|------|------|------|-------|-------|
| 1. j | 4. o | 7. h | 10. a | 13. c |
| 2. e | 5. m | 8. f | 11. l | 14. i |
| 3. g | 6. n | 9. k | 12. b | 15. d |

#### B. CHOOSE THE CORRECT WORD

- |                   |   |
|-------------------|---|
| 1. florist        | 6. pharmacist, druggist                     |
| 2. lawyer, judge  | 7. veterinarian                             |
| 3. baker          | 8. caretaker, janitor, custodian            |
| 4. nurse          | 9. clergyman, priest, minister, rabbi, etc. |
| 5. security guard | 10. chef, cook                              |

### Vocabulary Worksheet #2

Before beginning this worksheet, try to elicit vocabulary from the students. Ask them about qualities they think are important for certain jobs and why. Many of the words on the sheet may be new for the students; therefore, the matching exercise has been divided into groups of four.

#### A. MATCHING

- |      |      |       |       |       |       |
|------|------|-------|-------|-------|-------|
| 1. d | 5. g | 9. l  | 13. o | 17. s | 21. v |
| 2. a | 6. h | 10. k | 14. n | 18. q | 22. x |
| 3. b | 7. e | 11. i | 15. m | 19. t | 23. w |
| 4. c | 8. f | 12. j | 16. p | 20. r | 24. u |

#### B. MAKE A LIST

This exercise may be done first in pairs or small groups, but the information should later be shared with the whole class.

### Vocabulary Worksheet #3

- |                 |                 |               |
|-----------------|-----------------|---------------|
| 1. flexible     | 7. organized    | 13. patient   |
| 2. reliable     | 8. motivated    | 14. energetic |
| 3. creative     | 9. thorough     | 15. mature    |
| 4. accurate     | 10. cooperative | 16. strengths |
| 5. well groomed | 11. neat        |               |
| 6. punctual     | 12. resourceful |               |

### Abbreviations Found in Help Wanted Ads & Reading

Explain that want ads do not use sentences, but rather shortened forms and abbreviations. Explain the different ways abbreviations are made and give several examples. Have students take turns reading the words aloud to monitor pronunciation and check for comprehension. Have the students first read the want ads individually and then discuss them with a partner.

(continued...)

## Teachers' Notes cont.

### Reading

**A. DISCUSS** Individual answers.

### B. ANSWER THE QUESTIONS

1. Job #6 doesn't require experience.
2. References are required for jobs #1 and #4.
3. Jobs #1, #3, and #4 are full-time.
4. This means it is helpful to have but not required.
5. Job #1 requires a neat appearance.
6. Job #6. Job #4 mentions that the salary is negotiable.
7. Job #6 says the employer will teach you how to do the job.
8. Jobs #2 and #5 ask for similar qualifications.
9. The similar qualifications are good telephone manners and typing skills (45/60 w.p.m).

### Pair Work

Pair up students and have them ask each other for the missing information. Check to ensure they are forming the questions correctly.

**Date:** April 10 / 03

**Position Applied For:** bartender

**Name:** Leslie Sampson

**Address:** 745 Brock St., Victoria V8X 7B9

**Phone No.:** (205) 362-1254

**Sex:** male

**Are you legally able to work in this country?** yes

**Social Insurance Number:** 6780987891111

**Are you bondable?** yes

**Do you have a driver's license?** yes

#### **Employment History:**

Jan. '12 – Dec. '14: Blue Moon Rest., Vancouver,  
waiter, served customers.

Feb. '08 – Dec. '12: Big Apple Restaurant,  
bus boy, cleared tables.

April '05 – Jan. '08: Joe's Pizza, pizza deliverer, delivered pizzas.

#### **Education and Training:**

University: University of the North West – B.A. 2004

High School: River Bend High School, Victoria, BC, 2004

Other: Bartending School – Jan. 2003

Other Skills: Bilingual – speak English and French

### Application for Employment

Have students fill in the form individually in class or assign it for homework.

### Vocabulary Worksheet #4

- |      |      |      |       |       |       |
|------|------|------|-------|-------|-------|
| 1. m | 4. h | 7. l | 10. n | 13. e | 16. q |
| 2. f | 5. j | 8. p | 11. g | 14. r | 17. o |
| 3. k | 6. a | 9. b | 12. d | 15. i | 18. c |

### Vocabulary Worksheet #5

- |              |                    |               |
|--------------|--------------------|---------------|
| 1. reference | 7. available       | 13. essential |
| 2. train     | 8. asset           | 14. raise     |
| 3. bondable  | 9. benefits        | 15. retire    |
| 4. lay off   | 10. wage           | 16. hire      |
| 5. resume    | 11. qualifications | 17. fire      |
| 6. shift     | 12. union          |               |

### Class Activity

Elicit question formation for the first few questions before beginning this activity. You can choose to have students write all the questions before they circulate or write them out as they go.

#### **SPELLING NOTE:**

This lesson shows the American spelling of the words *License* and *Traveling*. Most other English-speaking countries spell these words this way: *Licence* and *Travelling*. Make it a challenge for your students to find these words in the lesson and see if they know the alternate spellings.

#### **EDITOR'S NOTE:**

Make sure your students know that certain adjectives such as *well groomed* and *well known* use a hyphen before a noun but not after the Be verb.

E.g., *The well-groomed executive addressed the employees.*  
*It's important to be well groomed when you work in an office.*