I. Fill in the blank with the most appropriate word.

<table>
<thead>
<tr>
<th>car</th>
<th>carry</th>
<th>intersection</th>
<th>walking</th>
<th>rain</th>
</tr>
</thead>
<tbody>
<tr>
<td>walk</td>
<td>water</td>
<td>wait</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Mary needs groceries. She was going to drive to the grocery store, but her ________________ is out of gasoline. Because she lives near the store, Mary decides she will ________________.

2. Mary uses a purse to ________________ her money. She also takes ________________ to drink to keep her cool.

3. To get to the store, Mary must cross a busy street. At the ________________ she must stop and ________________ until no cars are coming.

4. At the store, Mary buys her groceries and starts home, but it begins to ________________.
   Mary doesn't want to get wet while she is ________________, so she decides to take a bus home.

II. Write a sentence about each picture.

1. __________________________________________________________________________________________

2. __________________________________________________________________________________________

3. __________________________________________________________________________________________

III. Probable (P) or improbable (I)?

1. _____ Driving a car is a common way for a person to commute to work.

2. _____ Sometimes walking is a nice way to cross the ocean.

3. _____ If the light is red, pedestrians and cyclists have to stop, but cars can cross the intersection.

4. _____ Sonia likes to walk alone, so she and Luke try to stay together.
I. Write a short story about the pictures using at least five words from the list.

- thirsty
- bike ride
- pump
- bike path
- tired
- water
- flat tire
- rest

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

II. In complete sentences, describe five differences between bicycles and cars. You might write about how they are used, how they look, and how much each one costs to buy and keep running.

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

III. Probable (P) or improbable (I)?

1. ______ This afternoon, Kate is walking from London to Mexico City.

2. ______ A book I needed was in another room of my house, so I biked down the hall and got it.

3. ______ Julie commutes to work every day on her bicycle.

4. ______ Flying in an airplane is the fastest way to cross the ocean.

5. ______ Biking across the ocean isn't the fastest way, but it can be the nicest.
I. Circle the most appropriate word or phrase. Use the corresponding picture to help you answer the question.

1. If you used a bus like this, you would probably be **going to school** / **using a round-trip ticket**.

2. If you saw this on your bus, you would probably be **taking a long trip** / **going to school**.

3. If you used this to catch the right bus, you might be going **across the country** / **across town**.

4. You would probably use this ticket to travel from **Chicago to New York** / **your house to the grocery store**.

5. If you purchase this ticket, you **will need** / **will not need** another ticket to get home.

II. Use the bus schedules to answer the questions.

<table>
<thead>
<tr>
<th>Bus Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM Service</td>
</tr>
<tr>
<td>Local</td>
</tr>
<tr>
<td>Express</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AM Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local</td>
</tr>
<tr>
<td>Express</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Last local bus leaves Water St. at 11:00 pm.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last express bus leaves High St. at 11:25 pm.</td>
</tr>
</tbody>
</table>

1. _____ The local bus...
   a. makes frequent stops.
   b. can take you home at 12:30 p.m.
   c. goes to the airport.

2. _____ Pretend you live in a house on Water Street and work at the High Street Restaurant. How long does it take you to get to work every morning?
   a. 15 minutes
   b. 20 minutes
   c. 40 minutes

3. _____ If I wanted to go to the airport from High Street, I would take the ______ bus.
   a. Local
   b. Express

4. _____ If I wanted to go to the airport from Water Street, I would have to ________ from one bus to another at High Street.
   a. ride
   b. purchase
   c. transfer
I. Complete the sentences.
1. You might call ahead for a cab when __________________________________________________________
   __________________________________________________________________________________________
2. You might take a cab a short distance if ______________________________________________________
   __________________________________________________________________________________________
3. It might be better to ride a bus instead of a cab if ___________________________________________
   __________________________________________________________________________________________
4. You will probably see a lot of cabs waiting at ________________________________________________
   __________________________________________________________________________________________
5. You will probably not have to give the cab driver specific directions if _________________________
   __________________________________________________________________________________________
6. You will need to use the trunk if _____________________________________________________________
   __________________________________________________________________________________________

II. Write a dialogue from the story.
1. Sarah and Liz are going to the opera. They live in a big city on a busy street with lots of buses and taxis. Liz
   thinks they should save money and ride the bus. Sarah doesn't want to because she feels they're too dressed
   up. She wants to take a taxi. Finally, Liz convinces Sarah to ride the bus, and they walk to the bus stop.
   Liz: __________________________________________________________________________________________
   Sarah: ____________________________________________________________________________________
   Liz: __________________________________________________________________________________________
   Sarah: ____________________________________________________________________________________
   Liz: __________________________________________________________________________________________

2. But they've missed the bus! If they wait for another, they'll be late for sure. Sarah hails a taxi, gives the driver
   the address, and they're off. Liz is still worried about how expensive it will be, but Sarah tells her not to worry.
   Sarah: ______________________________________________________________________________________
   Liz: ______________________________________________________________________________________
   Sarah: ______________________________________________________________________________________
   Liz: ______________________________________________________________________________________
   Sarah: ______________________________________________________________________________________

3. At the opera house Sarah pays the driver before getting out of the taxi. She is pleased to see they arrived at the
   opera right on time. Liz agrees that taking a cab was probably a better idea than catching a bus.
   Sarah: ______________________________________________________________________________________
   Liz: ______________________________________________________________________________________
Worksheet 1-05

I. Pretend you are a car dealer. Some of your customers are not sure what kind of vehicle they want. Match each customer with the best recommendation.

A. truck  B. new sport utility vehicle  C. old minivan  D. compact car  E. luxury sedan

1. ______ Frank and Jane have four children, so they need a lot of room. They want something fairly inexpensive.
2. ______ Kim needs to haul a piano across town. She would like something big enough to move the piano without too much trouble.
3. ______ John is a student who needs a small car to get to school. He doesn’t want to spend a lot of money on gas.
4. ______ George and Debbie live in the country, and the road they live on isn’t very good. They aren’t worried about cost, but they do want something big enough to drive on the bad roads.
5. ______ Joe and Emma are an older couple. They would like a very nice car; they aren’t worried about money.

II. Write the letter beside the correct term.

1. ______ brake lights
2. ______ right side mirror
3. ______ left side mirror
4. ______ driver’s seat
5. ______ glove compartment
6. ______ headlights
7. ______ windshield wipers
8. ______ radio/heater
9. ______ trunk
10. ______ hood
11. ______ passenger seat
12. ______ steering wheel
13. ______ door

III. You have just won a new car of your choice. In at least six sentences, describe what kind of car you would choose and why you like it.

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
I. In at least six complete sentences, write a short story about the pictures.

____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

II. Circle the most appropriate word.

1. When the road is under construction, you can usually park underground / take a detour.
2. Joe is heading out / commuting to the mountains for a vacation.
3. John was in a parade / an accident, so he had to take his car to a mechanic for repairs.
4. Normally you can drive fast on this highway, but if there are a lot of cars on the road, you can hardly move at all / should drive faster.
5. Cars in a funeral procession usually go slower / faster than cars in a race.

III. Change each sentence to make it correct.

1. There is only one way I can pay for gasoline.

____________________________________________________________________________________________

2. When the traffic light is red, I can drive through the intersection if nobody is around.

____________________________________________________________________________________________

3. Normally, you can drive fast on the road. Because of the bad weather, now you can drive even faster.

____________________________________________________________________________________________

4. Most people commute to work in a parade.

____________________________________________________________________________________________

5. You probably have to pay money to park in front of a house.

____________________________________________________________________________________________
I. Frances is going to fly on an airplane for the first time. Answer her questions in complete sentences.

1. What does this button do?
   ________________________________________________________________
   ________________________________________________________________

2. What is this for?
   ________________________________________________________________
   ________________________________________________________________

3. Can I smoke on the plane?
   ________________________________________________________________
   ________________________________________________________________

4. Will I be able to lie down in a bed while I’m on the plane?
   ________________________________________________________________
   ________________________________________________________________

5. What are some ways I can leave the airport once my plane arrives?
   ________________________________________________________________
   ________________________________________________________________

II. What should Frances do at the airport? Put the steps in chronological order (1, 2, 3, 4, 5).

1. _____ store luggage in overhead compartment
2. _____ check in
3. _____ board
4. _____ proceed to gate
5. _____ buckle seat belt

III. You have just won a vacation to anywhere in the world! In at least five complete sentences, describe your dream vacation.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
I. Fill in the blank with the most appropriate word.

round  fish  hobby  dining car  ocean
transfer  boat  credit card  luggage rack  subway

1. Sara lives in the city. This weekend she is going to visit her brother, Sam. He lives by the ________________, where he fishes for a living.

2. Sam loves to ___________________________. It was his favorite ___________________________ when he was young.

3. To get to Sam’s house, Sara must take the train. She likes to buy the ticket ahead of time, so she uses her ___________________________ to buy a ___________________________ trip ticket.

4. On the train, Sara stores her bags on the ___________________________ above her.

5. In the evening, she goes to the ___________________________ to eat.

6. Finally, the train arrives in Sam’s town. Sam is there in his car to pick her up. He must have come straight from the ___________________________. He smells like fish!

II. Use the pictures to answer the questions in complete sentences.

1. Pretend you have just arrived in the city. You came in on an airplane. What is a good way to get to your hotel?
____________________________________________________________________________________________________________________________________________

2. How many hours late is this train running?
____________________________________________________________________________________________________________________________________________

3. What are some commodities this boat might carry?
____________________________________________________________________________________________________________________________________________

III. Put the sentences in chronological order (1, 2, 3, 4, 5).

1. ______ James used his ticket to get to the platform.
2. ______ Then the subway arrived, and James was on his way.
3. ______ James looked at the map to see which train he needed to take.
4. ______ He had to wait a few minutes before the subway came.
5. ______ James bought a ticket for the subway from a machine.
Worksheet 1-09

I. Pretend you are a travel agent. Match each customer with the best recommendation.

A. a suite at a beach resort
B. a room with a kitchenette
C. several rooms at a downtown hotel
D. a room at a youth hostel in Germany
E. one room with two beds at an inexpensive hotel

1. ______ Sonia and Ben have five children. They are going to the city for the weekend and need a place to stay. The children would like to stay in their own room.

2. ______ Sara is traveling in Europe during the summer. She is a college student and likes to stay with other young people.

3. ______ Jim wants to surprise his wife for her birthday. He would like to take her on a nice vacation.

4. ______ John and Ted are driving across the United States to see their friends. They don’t want to stay somewhere that costs a lot of money.

5. ______ Beth is moving to the city but does not have a place to live yet, so she will stay at a hotel until she finds a house. She thinks she might be there a long time.

II. Write a narration from this dialogue.

1. Sam: Well, here we are at the airport! Chicago is big! Let’s take a taxi to our hotel.
   Ben: Which hotel did you make reservations at?
   Sam: What do you mean? I thought you made the reservations.
   Ben: Oh no! I thought you did! Well, let’s see if any of the hotels around here have vacancies.

2. Sam: I’ll call the first one on our list.
   Desk clerk at hotel: Hello, Drake Hotel. May I help you?
   Sam: Hello. Are any of your rooms still available?
   Desk clerk: What sort of room are you looking for?
   Sam: There are two of us, so we could stay in the same room. But we would like two beds.
   Desk clerk: Hmm…let me check. No, I don’t think any of our empty rooms have two beds in them.
   Sam: Thanks anyway.
   Desk clerk: Thank you.

3. Sam: Let’s try the youth hostel—maybe they would have room. And they aren’t as expensive as a hotel.
   Ben: Yes. I can call this time.
   Hostel clerk: Hello, Chicago Youth Hostel.
   Ben: Hello. Do you have any rooms available? We need two beds, but we could share a room.
   Hostel clerk: Yes… I think we have that. I can reserve it for you if you would like it. What is your name?
   Ben: Ben. How much will it cost?
   Hostel clerk: $18 a night for each of you.
   Ben: That’s fine. Thanks!
   Sam: Whew…. I’m glad we have a place to stay. I was getting nervous!
Worksheet 1-10

I. Complete the sentences.
1. William got a flat tire, so he couldn’t ______________________________________________________________
2. Mary couldn’t speak the language, so she couldn’t __________________________________________________
3. Jane didn’t get a wake-up call, so________________________________________________________________
4. Ben made sure he had his ticket and personal identification because ____________________________________
5. I had a car accident because ____________________________________________________________________

II. Using the map, answer each question in complete sentences.

1. Sara calls you from the train station. She wants to know how to get to the library.
   ____________________________________________________________________________________________
   ____________________________________________________________________________________________

2. Kate wanted to go to the museum, but she got lost. She is calling you from the phone booth for directions.
   ____________________________________________________________________________________________
   ____________________________________________________________________________________________

3. You are at the grocery store. Go out the door and turn right. Walk to the end of the block and turn left. Walk for two blocks and at the corner, turn right and walk one more block. Where are you?
   ____________________________________________________________________________________________

III. Match each sentence with the most appropriate picture.

1. ______ I know French, but I would like to go to a place where I could practice Chinese.
2. ______ I should have stopped at a gas station.
3. ______ Jim’s luggage is very heavy. This will make things easier for him.
4. ______ Mary is from Beijing. She needs a passport to get through immigration when she visits this place.
Worksheet 2-01

I. Using this screen, answer the questions in complete sentences.

<table>
<thead>
<tr>
<th>Flight</th>
<th>From</th>
<th>Arrival Time</th>
<th>DEPARTURES</th>
</tr>
</thead>
<tbody>
<tr>
<td>678</td>
<td>Dublin</td>
<td>2:30 pm</td>
<td>548</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(on time)</td>
<td>Paris</td>
</tr>
<tr>
<td>246</td>
<td>Amsterdam</td>
<td>5:15 pm</td>
<td>376</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(delayed)</td>
<td>Buenos Aires</td>
</tr>
<tr>
<td>773</td>
<td>Tokyo</td>
<td>9:48 pm</td>
<td>465</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(delayed)</td>
<td>Moscow</td>
</tr>
</tbody>
</table>

1. You are flying in from Dublin. When is your plane expected to arrive?
   _________________________________________________________________

2. Greta is flying to Paris. What is her flight's departure time?
   _________________________________________________________________

3. It's 10:00, and Sam is here to pick up a friend from Tokyo. Why can't Sam find her?
   _________________________________________________________________

4. George is the pilot for flight 465. Where is he going, and when is he leaving?
   _________________________________________________________________

5. I am traveling from Amsterdam to Buenos Aires. Will I still make my connecting flight?
   _________________________________________________________________

II. Pretend you are returning from a long vacation. Write a short paragraph about arriving at the airport. Use at least six words from the list.

ride        flight number        time        vacation        baggage claim        home        luggage

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

ENGLISH
Arriving at the Airport
I. What would you do if you couldn’t find your friend at the airport? Write at least four complete sentences using words from the list.

intercom cell phone information desk early

waited late meet

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

II. Pretend you are packing your suitcase for a vacation. Write two sentences about where you are going and why you chose that location. Then write three sentences about what you are packing.

1. __________________________________________________________________________________________

__________________________________________________________________________________________

2. __________________________________________________________________________________________

__________________________________________________________________________________________

3. __________________________________________________________________________________________

__________________________________________________________________________________________

4. __________________________________________________________________________________________

__________________________________________________________________________________________

5. __________________________________________________________________________________________

__________________________________________________________________________________________

III. Where are three places you might keep a cell phone? Write a sentence about each place and why it is or is not convenient.

1. __________________________________________________________________________________________

2. __________________________________________________________________________________________

3. __________________________________________________________________________________________
Worksheet 2-03

I. Pretend you work at the information desk of an airport in New York. Answer the questions in complete sentences.

1. Can you give me directions to the restaurant?

______________________________________________________________________________________________

2. I’m flying to London. Where should I go to catch my flight?

______________________________________________________________________________________________

3. I’m here to meet my sister, but I’m a little late. She doesn’t have a cell phone. Can you help?

______________________________________________________________________________________________

4. I need to go downtown, but I don’t have a car. Any suggestions?

______________________________________________________________________________________________

5. Where am I? How do I get to Gate 1 from here?

______________________________________________________________________________________________

6. I can’t find my bags. Where should I look for them, and how do I get there?

______________________________________________________________________________________________

ENGLISH At the Information Desk
II. Bill was late because his car broke down on the way to the airport. Check four other reasons a person might be delayed if they were driving.

1. ______ ran out of gasoline
2. ______ nice weather
3. ______ didn’t have directions
4. ______ construction
5. ______ good roads
6. ______ heavy traffic
7. ______ no detours
8. ______ flat tire

III. In at least five complete sentences, write about why you might go to the information desk.

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
I. You are at the airport, and you need to get home. You decide to rent a car. Fill out the form. Your license number is 609 47 873.

<table>
<thead>
<tr>
<th>Cars and Prices</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sports car</td>
<td>$30</td>
</tr>
<tr>
<td>SUV</td>
<td>$30</td>
</tr>
<tr>
<td>Minivan</td>
<td>$25</td>
</tr>
<tr>
<td>Sedan</td>
<td>$20</td>
</tr>
<tr>
<td>Compact car</td>
<td>$15</td>
</tr>
<tr>
<td>All cars rental price plus $10/day</td>
<td></td>
</tr>
</tbody>
</table>

Fast Car Rental Agency

Name of driver: ___________________________________________

Address: __________________________________________________

City: __________________ State: _______ Zip Code: _______

Phone: ___________________ (Home) ___________________ (Work)

Car: _________________________________ Cost of car: __________

Number of Days Rented: _________________ Cost of Rental Time: __________

Dates of Rental: ______/_____/_____

License Number: ___________________

Age: ____________

Subtotal: __________

Prepaid gas ($20)  □ no  □ yes __________

Insurance ($20)  □ no  □ yes __________

Total: __________

Signature of Driver: ___________________________________________________________
Worksheet 2-05

I. Write five sentences about taking the bus. What do you need to do to be prepared? What do you say and to whom do you say it?

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

II. Pretend you need to get home from the airport. Write a short story using at least four of the words below.

arrive  try to find  count change
look for  trouble  progress

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Trying the Bus  ENGLISH
I. Pretend you are taking a cab home. Write a dialogue between the cab driver and yourself. Use at least five of the words from the list.

right left straight blocks
apartment house street address

Cab driver: Where would you like to go?
You: _____________________________________________________________

Cab driver: ______________________________________________________
You: _____________________________________________________________

Cab driver: ______________________________________________________
You: _____________________________________________________________

Cab driver: ______________________________________________________
You: _____________________________________________________________

Cab driver: ______________________________________________________
You: _____________________________________________________________

II. Write a short paragraph about the differences between buses and cabs. Use at least six of the words from the list below.

long distance short distance expensive inexpensive
stop hail directions schedule

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
Worksheet 3-01

I. Give an example.
1. ____________________________ Something I find soothing
2. ____________________________ Something I find amusing
3. ____________________________ Something that might be useful during a long trip
4. ____________________________ A reason I might be late for my flight
5. ____________________________ Something on the flight that I might avoid
6. ____________________________ Something I might put in my carry-on luggage

II. Write a diary entry about traveling by airplane. You can write about your own experience, or you can write about an imaginary trip. Write at least six complete sentences.

Date ____________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________
Worksheet 3-02

I. Pretend you are on an airplane. Answer each question with a complete sentence.

1. What magazine will you read?
______________________________________________________________________________________________

2. What book did you bring along?
______________________________________________________________________________________________

3. What is something you’re looking forward to?
______________________________________________________________________________________________

4. What beverage will you order from the flight attendant?
______________________________________________________________________________________________

II. Write a diary entry about your own travel experiences. How far away from home have you been? Where did you go, and what did you do? Do you prefer short trips or long trips? Write at least six sentences.

Date ____________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
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__________________________________________________________________________________________
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__________________________________________________________________________________________

Jim’s Diary

ENGLISH
I. **Answer the question in complete sentences.**

1. Your plane is delayed for several hours because of bad weather. What might you do to pass the time?
   
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

2. You’re in a city far from home, and you’ve missed the last train. What are three things you might do?
   
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

3. You are flying to London soon. What are three things you can do to make the trip go more smoothly?
   
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

II. **In at least five complete sentences, describe a trip—long or short—in which something went wrong and how you took care of it.**

   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
I. Answer each question in complete sentences.

1. When might it be convenient to have a car?

______________________________________________________________________________________________

2. When might it be nice to walk?

______________________________________________________________________________________________

3. When might you prefer a taxi to the subway?

______________________________________________________________________________________________

4. When might an airplane be the best way to travel?

______________________________________________________________________________________________

5. When might you take a bus?

______________________________________________________________________________________________

6. When would you probably want to buy a new car?

______________________________________________________________________________________________

II. Write at least six complete sentences about the different forms of transportation that you use to get around your own area. What are some forms of transportation that you don’t or can’t use?

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________
I. Answer each question using complete sentences.
1. Write three sentences about a place you would like to visit and why.

____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

2. Pretend it is 1200 CE. There are no airplanes, buses, trains, or cars. Would you still like to travel to the place you described in question one? Write three sentences about how your trip would change.

____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

II. When and how did you or your family come to live where you are now? Write at least five complete sentences.

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
I. Rewrite each sentence as a negative one.
1. I can find the plane tickets.
   ______________________________________________________________________________________________

2. James wanted all of the beverages.
   ______________________________________________________________________________________________

3. You will need that suitcase.
   ______________________________________________________________________________________________

II. Rewrite each sentence with a different negative construction. Use the words from the list.
   anything    hardly    any    neither / nor    never
1. I will not ever go there again.
   ______________________________________________________________________________________________

2. Sara wanted nothing from the menu.
   ______________________________________________________________________________________________

3. I want none of those.
   ______________________________________________________________________________________________

4. James couldn't hear Grace.
   ______________________________________________________________________________________________

5. Emma likes flying and sailing.
   ______________________________________________________________________________________________

III. Write two negative sentences that mean the same thing but use different constructions.
1. ____________________________________________________________________________________________
2. ____________________________________________________________________________________________
I. Rewrite each of these direct quotations as indirect speech.

1. “Is this the train to Boston?” Grace asked Ben.

2. “No, this train is going to Washington D.C.,” Ben told her.


4. “No, I don’t think so,” answered Ben.

5. “But the train to Boston hasn’t left yet,” he told her. “You won’t miss it if you hurry.”

II. Remember a recent conversation of your own. Write five sentences using indirect speech to retell who said what.

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________
I. Complete the chart by filling in the verbs and writing an example sentence.

<table>
<thead>
<tr>
<th>Verb</th>
<th>Used with</th>
<th>Describes</th>
<th>Voice</th>
<th>Example sentence</th>
</tr>
</thead>
<tbody>
<tr>
<td>to have</td>
<td>infinitive form without “to”</td>
<td>the person who is to act</td>
<td>active</td>
<td>1.</td>
</tr>
<tr>
<td></td>
<td>past participle</td>
<td>the object of the action</td>
<td>passive</td>
<td>2.</td>
</tr>
<tr>
<td>to make</td>
<td>an adjective instead of a verb</td>
<td>the person or thing caused to be or feel that way</td>
<td>active</td>
<td>3.</td>
</tr>
<tr>
<td>to get</td>
<td>infinitive form including “to”</td>
<td>the person who is to act</td>
<td>active</td>
<td>4.</td>
</tr>
<tr>
<td></td>
<td>past participle</td>
<td>object of the action</td>
<td>passive</td>
<td>5.</td>
</tr>
<tr>
<td>to need</td>
<td>infinitive form without “to”; always negative</td>
<td>the person who is to act; always negative and present</td>
<td>active</td>
<td>6.</td>
</tr>
<tr>
<td></td>
<td>and present tense</td>
<td>appropriate tense and gerund; always negative and</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>present tense</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

II. Change each sentence to make it correct.

1. Mary to get the flight attendant to bring her a cup of tea.

2. Ted made the bus driver stopped the bus.

3. At the restaurant last night, David have the check brought to him.

4. I don’t need take the subway.
I. Sara is getting ready in the morning. Change each sentence to make it correct.
1. Sara wants to boil water for a cup of tea, so she puts the kettle on the toaster.
2. She gets a bowl for cereal out of the refrigerator.
3. At the table, Sara pours coffee on her cereal and eats it with a knife.
4. Sara likes sweet tea, so she adds a little salt.
5. After breakfast, Sara washes her dishes with the broom.

II. What can you do with this appliance? Write a sentence about each picture.

1. __________________________________________________________________________________________
2. __________________________________________________________________________________________
3. __________________________________________________________________________________________
4. __________________________________________________________________________________________

III. Pretend you are fixing a meal for a friend. Describe what you would make and how you would prepare it. Use at least six words from the list.

bake  defrost  salt  boil  sugar  table  toast  refrigerator  bake  place setting  roast  freeze  fry

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
I. Write two sentences about each: life in the city, suburbs, and country. Use at least one word from the list in each sentence.

flowers    watered    often    hectic    skyscraper    lawn
mailbox    hedges    garage    freight elevator    lawnmower    birds

A. City
1. __________________________________________________________________________________________
2. __________________________________________________________________________________________

B. Suburb
1. __________________________________________________________________________________________
2. __________________________________________________________________________________________

C. Country
1. __________________________________________________________________________________________
2. __________________________________________________________________________________________

II. Fill in the blank with the most appropriate word.

doorman rake elevator garden hectic
shed city quiet mow marigolds

1. Maria lives in the suburbs. She has a big lawn that she has to _________________________ in the summer and _________________________ in the fall.
2. Maria stores her tools in a _________________________ behind her house.
3. Rebecca lives in a skyscraper in the _________________________.
4. She does not have a lawn, but she does have pots of _________________________ in her apartment.
5. When Maria visits Rebecca, the _________________________ at Rebecca’s building calls Rebecca’s apartment to make sure she is expecting someone.
6. In the building, Maria takes the _________________________ to Rebecca’s floor because walking up the stairs will take too long.
7. Rebecca likes to visit Maria in the suburbs when she needs a rest from the _________________________ city life.
8. Rebecca likes to help Maria water the flower _________________________.
9. But Rebecca soon misses the city; country life is a little too _________________________ for her.
I. Below is Peter’s electric bill. Use it to answer the questions in complete sentences.

<table>
<thead>
<tr>
<th>ACCOUNT NAME</th>
<th>SERVICE LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>PETER MEADOWS</td>
<td>32 NEW YORK ST</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACCOUNT NUMBER</th>
<th>RATE CODE</th>
<th>POWER COST ADJ. FACTOR</th>
<th>BILLING DATE</th>
<th>DATE OF LAST PAYMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>11147-10017</td>
<td>01</td>
<td>0.000077</td>
<td>05-03</td>
<td>04-04</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>READING PERIOD</th>
<th>METER NUMBER</th>
<th>TYPE</th>
<th>METER READINGS</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM</td>
<td>TO</td>
<td>DAYS</td>
<td>PRESENT</td>
</tr>
<tr>
<td>04-01</td>
<td>04-31</td>
<td>31</td>
<td>6778</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACCOUNT RECEIVABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>PREVIOUS</td>
</tr>
<tr>
<td>00.00</td>
</tr>
</tbody>
</table>

1. When did the electric company send this bill? _____________________________

2. Today is May 8. How much is the total bill if Peter pays right now? _____________________________

3. What happens if Peter forgets and doesn’t pay the bill until June 19? _____________________________

4. What are five things Peter couldn’t use if his electricity got turned off? _____________________________

II. How often will this be delivered to you? Match each picture with the best time.

A. one a year  B. monthly  C. daily  D. six days a week

1. ______________  2. ______________  3. ______________  4. ______________

III. In four sentences, write a short story about the pictures.
Worksheet 4-04

I. Probable (P) or improbable (I)?

1. ______ James will dry his laundry in the closet.

2. ______ This shirt has a tear in it, but I can mend it with a needle and thread.

3. ______ Gretchen has shampoo, soap, and a towel. She must be going to bed.

4. ______ I need to get up early tomorrow morning. I will turn my alarm clock off now.

5. ______ Sylvia just has one pair of pants because she likes to wear skirts.

II. Write a short story about each group of pictures. Write at least five complete sentences in each story.

1. __________________________________________________________________________________________________
   __________________________________________________________________________________________________
   __________________________________________________________________________________________________
   __________________________________________________________________________________________________
   __________________________________________________________________________________________________

2. __________________________________________________________________________________________________
   __________________________________________________________________________________________________
   __________________________________________________________________________________________________
   __________________________________________________________________________________________________
   __________________________________________________________________________________________________
Worksheet 4-05

I. Write a short paragraph about renting and buying. Use at least four words from the list.

<table>
<thead>
<tr>
<th>townhouse</th>
<th>attached garage</th>
<th>homeowner's insurance</th>
<th>neighborhood</th>
</tr>
</thead>
<tbody>
<tr>
<td>floor plan</td>
<td>lease</td>
<td>key</td>
<td></td>
</tr>
</tbody>
</table>

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

II. Who am I? Write if the person is a renter, a landlord, or a home-owner.

1. __________________________ Jane owns a large building that lots of people live in. The rent she collects from them each month pays for the living space and covers electricity bills.

2. __________________________ Elizabeth is celebrating because she has finished paying back the loan she took out thirty years ago.

3. __________________________ John is looking forward to moving at the end of the year when his lease is up.

4. __________________________ Lydia needs to remember to save a little money each week so that she has enough to pay the landlord at the end of the month.

5. __________________________ I will use some money from the Bennets’ security deposit to fix the broken window in their house.

III. Write a newspaper ad for each of the following places. Make up any information you don’t know from the picture.

1. __________________________________________________________________________________________________
2. __________________________________________________________________________________________________
3. __________________________________________________________________________________________________
4. __________________________________________________________________________________________________
5. __________________________________________________________________________________________________
I. Pretend you are a real-estate agent. Which home would you recommend for each client?

<table>
<thead>
<tr>
<th></th>
<th>A.</th>
<th>B.</th>
<th>C.</th>
<th>D.</th>
<th>E.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Housing 608</strong></td>
<td><strong>Housing 608</strong></td>
<td><strong>Housing 608</strong></td>
<td><strong>Housing 608</strong></td>
<td><strong>Housing 608</strong></td>
</tr>
<tr>
<td></td>
<td>Townhouse/2 bdrms/2.5 baths/laundry/big yard/875 James St., Rolling Acres, Maryland</td>
<td>Furnished studio apt./1 rm with kitchen/1 bath/parking garage/downtown Washington, D.C.</td>
<td>2 bdrm apt./1 bath with laundry/top floor/parking garage/downtown Washington, D.C.</td>
<td>Brick house/4 bdrm./2.5 bath/two stories and big attic/fenced yard/safe neighborhood/15 min. away from downtown D.C./877 James St., Rolling Acres, Maryland</td>
<td>Sunny apt./3 bdrms/1.5 baths/lots of space/balcony/in good neighborhood, near grade school/Washington, D.C.</td>
</tr>
</tbody>
</table>

1. ______ John and Sylvia both have jobs in the city, and they would like to live near their work. They don't want noisy upstairs neighbors who might wake their baby. They would also prefer not to park on the street.

2. ______ Claire lives in the city, but she's ready to get out. She has a large dog that needs room to run. She likes neighbors, but an apartment building seems too crowded. She thinks a house would be too big, but she would like some space for guests.

3. ______ Helen is a student at a university in the city. She doesn't want a very big apartment, and she would prefer not to move any furniture because she will be moving again in two years.

4. ______ Karin and James are looking for a place to live for a long time. They have four children, a dog, and a cat. The pets need a yard in which to run, but James is worried that the youngest child, who is very small, might walk into the street. They would like at least two bathrooms so everyone doesn't have to share just one. Karin would like storage space for some extra furniture and a few boxes.

5. ______ Ben is looking for an apartment in the city. His wife, Sarah, works downtown, and their two children need a good school. Ben's mother, Margaret, will also be living with them. Ben would like to get a big apartment so that nobody feels crowded. Ben and Sarah love plants and would like to bring all of theirs with them.

II. Draw a floor plan for your dream house. In five sentences describe it: how it is furnished, who will live with you, and where it is located.

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Looking for a New Residence ENGLISH
I. Fill in the blank with the most appropriate word.

natural light  scratch  surprised  hanging  forget

1. I was worried that moving the table would __________________________ the hardwood floor, but no damage was done.
2. David likes the picture __________________________ on the living room wall better than the one in the dining room.
3. Emily prefers rooms with lots of windows because she likes _______________________.
4. If I __________________________ my key and lock myself out of the house, I can always use my cell phone to call someone.
5. Janie did not expect her new house to be so big. She is _________________________ by how big it is.

II. Label each picture: dining room, living room, or study.

1. ______________  2. ______________  3. ______________  4. ______________

5. ______________  6. ______________  7. ______________  8. ______________

III. Choose three pictures and write a sentence about each picture. The sentences should have different information. Use at least one word from the list in each sentence.

couch  wall  file cabinet  blinds  computer  curtains  bookcase  decorated  plant  tablecloth  high ceilings  stain

1. __________________________

____________________________________________________________________

2. __________________________

____________________________________________________________________

3. __________________________

____________________________________________________________________
Worksheet 4-08

I. Things are falling apart at Grace’s house! Write a sentence about how she could fix each problem or whom she could call for help.

1. My sink is leaking, and I don’t know what’s wrong.

2. The heat is turned up high, but my house is still very cold.

3. I want to hang this picture, but I’m not sure how.

4. I need to change the light bulb in the living room, but the light is on the ceiling and I can’t reach it.

II. All of these sentences are false. Change them to make them correct.

1. Margaret will drill a nail into the wall so that she can hang a picture from it.

2. Rob’s ceiling has a leak. He needs an electrician to fix his roof!

3. Mary is thinking about painting the ceiling blue and wallpapering the floor yellow.

4. I use a truck to carry a little water for my flowers.

5. I will use a rake to clear the snow off of my driveway.

III. In at least three sentences, describe what is happening in this group of pictures.

____________________________________________________________________________________________________

____________________________________________________________________________________________________

____________________________________________________________________________________________________

____________________________________________________________________________________________________

____________________________________________________________________________________________________

Repairs and Maintenance
Worksheet 4-09

I. What tools would you need for each project?

![Image 1] 1.

![Image 2] 2.

![Image 3] 3.


1. __________________________________________________________________________________________________________________________________________
2. __________________________________________________________________________________________________________________________________________
3. __________________________________________________________________________________________________________________________________________
4. __________________________________________________________________________________________________________________________________________

II. Fill in the blank with the words given.

<table>
<thead>
<tr>
<th>winter</th>
<th>summer</th>
<th>day</th>
<th>week</th>
</tr>
</thead>
<tbody>
<tr>
<td>year</td>
<td>smoke</td>
<td>fresh air</td>
<td></td>
</tr>
</tbody>
</table>

1. I like to be by the pool in the _________________________.
2. I like to be by the fire in the _________________________.
3. Jeanne lives in a big city. Once a _________________________, she takes a vacation to the mountains.
4. It's important to eat breakfast every _________________________.
5. Grace usually cleans her house once a _________________________, on Saturday mornings.
6. I left the cake in the oven too long and the room filled with so much _________________________ that I had to go outside to get some _________________________.

III. Match each situation with something that will provide a solution.

A. fan  B. space heater  C. lawn mower  D. new fuse  E. rake

1. _____ None of your lights work.
2. _____ You would like fresh air in your house.
3. _____ It is fall, and there are leaves all over your lawn.
4. _____ You are very cold, but you don't want to turn your thermostat up.
5. _____ The grass in your lawn is getting very long.
I. Change each sentence to make it correct.

1. It is strange to park your car in the living room, but it is unusual to park it on the street.

2. Jane and Frank are repainting a shed so that they will have room for the new arrival.

3. Steven prefers winter to summer because he doesn’t like to shovel snow off of his driveway.

II. Below is David’s list of things to do in the next week. Use it to answer the questions.

1. What time of year is it?
   a. winter
   b. spring
   c. summer
   d. fall

2. Will David spend any time in the garage this week?

3. What will David do in the kitchen?

4. What are three things David will probably need to paint the house?

III. Write a sentence about what the object or room is used for.

1. __________________________

2. __________________________

3. __________________________

4. __________________________

5. __________________________
Worksheet 5-01

I. Give an example.
1. ____________________________________ Something you might fix for dinner
2. ____________________________________ Something you might cook in a pot
3. ____________________________________ Something you think is delicious
4. ____________________________________ Something that is discouraging
5. ____________________________________ Something you might do if you’re exhausted

II. Pretend you are cooking dinner for a friend. Write a paragraph about your plans. Use at least five of the words from the list.

<table>
<thead>
<tr>
<th>pot</th>
<th>plan</th>
<th>open</th>
<th>lid</th>
<th>rice</th>
<th>fast</th>
<th>discouraged</th>
<th>hungry</th>
<th>cupboard</th>
</tr>
</thead>
</table>

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
I. How do you spend your time? Give an example.

1. ____________________________________ Something you like to do on a weeknight at home
2. ____________________________________ Your favorite place to go on a Friday night
3. ____________________________________ Something you like to do on a Saturday night
4. ____________________________________ Your favorite place to eat
5. ____________________________________ Something you like to do during the week

II. You don’t feel like cooking so you decide to call the Water Street Café, a local restaurant, to order take-out. Write a dialogue between you and the waiter.

---

**THE WATER STREET CAFÉ**

<table>
<thead>
<tr>
<th>Sandwiches......$3.00</th>
<th>Soup ..................$3.00</th>
<th>Salad.....................$3.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken</td>
<td>Tomato</td>
<td>Chicken Caesar</td>
</tr>
<tr>
<td>Grilled Cheese</td>
<td>Chicken Noodle</td>
<td>Black Bean</td>
</tr>
<tr>
<td>Roasted Vegetables</td>
<td>Vegetable and Beef</td>
<td>Spinach</td>
</tr>
<tr>
<td>Hamburger</td>
<td>Potato</td>
<td>Garden</td>
</tr>
</tbody>
</table>

Sandwiches, soups, and salads come with a side of your choice.

<table>
<thead>
<tr>
<th>Sides .............$1.00</th>
<th>Beverages.............$1.00</th>
<th>Dessert .............$2.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Onion Rings</td>
<td>Lemonade</td>
<td>Custard</td>
</tr>
<tr>
<td>French Fries</td>
<td>Coffee</td>
<td>Carrot Cake</td>
</tr>
<tr>
<td>Small Salad</td>
<td>Tea</td>
<td>Apple Tart</td>
</tr>
<tr>
<td>Humus and Pitas</td>
<td></td>
<td>Ice Cream</td>
</tr>
</tbody>
</table>

**Special!** Combinations of soup, salad, and sandwich — Two for $5.00 or Three for $7.50

Waiter: ________________________________________________________________

You: _____________________________________________________________________

Waiter: ________________________________________________________________

You: _____________________________________________________________________

Waiter: ________________________________________________________________

You: _____________________________________________________________________

Waiter: ________________________________________________________________

You: _____________________________________________________________________

Waiter: ________________________________________________________________

You: _____________________________________________________________________

---

A Carryout Dinner
I. In at least six sentences, describe your bedroom. What do you like about it? What would you change?

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

II. Pretend you have moved to a new house and are unpacking. Write a paragraph about where everything goes. Use at least six words from the list.

dresser 
closet 
couch 
hang 
bed 
throw 
floor 
fold 
clothes 
pot 
living room 
kitchen

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________
Worksheet 5-04

I. Describe the house or apartment that you live in now. Where is it located? How many rooms are there? Who lives with you? Write at least five complete sentences.

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

II. Pretend you are a landlord. In at least five complete sentences, describe the apartment below to a potential renter. How much would you charge for rent? Who would pay the electric bill? What is the neighborhood like? Make up anything you don’t know from the picture.

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Finding an Apartment ENGLISH
Worksheet 5-05

I. Pretend you’re making dinner. Give an example.

1. ____________________________ Something you might do at the counter
2. ____________________________ Something you might get out of cabinet
3. ____________________________ Something you bake in the oven
4. ____________________________ Something you put in the refrigerator
5. ____________________________ Something you cook on the stove
6. ____________________________ Something you do at the sink

II. Pretend you are thinking about moving. Write at least six sentences about why you might want a new house or apartment.

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
Worksheet 5-06

I. In complete sentences, list four things that you might look for in a new house.

1. __________________________________________________________________________________________
2. ____________________________________________________________________________________________
3. ____________________________________________________________________________________________
4. ____________________________________________________________________________________________

II. What are three reasons you might want a backyard?

1. ____________________________________________________________________________________________
2. ____________________________________________________________________________________________
3. ____________________________________________________________________________________________

III. Answer each question in full sentences.

1. Who would sleep in a crib?
   ______________________________________ because ______________________________________

2. Who might sleep in the master bedroom?
   ______________________________________ because ______________________________________

3. Who would probably like to sleep in a bunk bed?
   ______________________________________ because ______________________________________

4. Who might sleep in a king-sized bed?
   ______________________________________ because ______________________________________

5. Who would probably sleep in the extra bedroom?
   ______________________________________ because ______________________________________
Worksheet 5-07

I. Give an example.

1. ____________________________  Something you pay the landlord
2. ____________________________  Something the landlord might pay
3. ____________________________  A place used for storage
4. ____________________________  Something you might put into storage

II. Pretend you are looking at a new house or apartment. What are four things you might want to ask the landlord? Use complete sentences.

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

III. Would you rather rent a house or buy one? In at least four complete sentences, explain why.

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
Worksheet 6-01

I. Pretend you are moving soon. Answer each question in a complete sentence.

1. What is something you will be sure to take along? Why?
   ________________________________________________________________________________

2. What is something you will leave behind?
   ________________________________________________________________________________

3. What is something from the living room you will be sure to pack?
   ________________________________________________________________________________

4. What is something from the kitchen you will be sure to pack?
   ________________________________________________________________________________

5. What is one thing you might miss about your old neighborhood?
   ________________________________________________________________________________

6. What is one thing you won’t miss about your old house?
   ________________________________________________________________________________

II. In at least six complete sentences, write a diary entry about your dream home.
    What kind of house or apartment is it? Where is it located? How is it decorated?

Date ____________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
I. Answer each question with a complete sentence.

1. What is your favorite thing about the house or apartment you are living in right now?

______________________________________________________________________________________________

2. What is one thing about the house or apartment that you would like to change?

______________________________________________________________________________________________

3. Is your house or apartment usually clean or messy? Which do you prefer?

______________________________________________________________________________________________

4. Where do you usually eat your meals?

______________________________________________________________________________________________

5. What is your favorite food?

______________________________________________________________________________________________

II. Write a diary entry about where you live. In at least seven complete sentences, describe your neighborhood, town, or area. What do you like about it? Do you enjoy living there, or are you ready to move somewhere else?

Date ____________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________
Worksheet 6-03

I. Complete each sentence.

1. I would like to live in _______________________________________________________________________________________

2. I wouldn’t like to live in ______________________________________________________________________________________

3. I think renting is a good idea because ____________________________________________________________________________

4. A disadvantage to renting might be ________________________________________________________________________________

5. I think owning is a good idea because ______________________________________________________________________________

6. A disadvantage to owning might be ________________________________________________________________________________

II. Pretend you’re moving and need to sell the house you live in now. In at least six complete sentences, write an advertisement describing your house, the location, and the financial details.

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

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__________________________________________________________________________________________

__________________________________________________________________________________________

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__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________
I. Write a sentence about each structure. You might write about who built it, when the structure was built, what it is made of, or what it was used for.

1. The Great Wall
   ______________________________________________________________________________________

2. Pyramids in Egypt
   ______________________________________________________________________________________

3. Pyramids in Mexico
   ______________________________________________________________________________________

4. Stonehenge
   ______________________________________________________________________________________

5. The Cathedral at Chartres
   ______________________________________________________________________________________

6. Versailles
   ______________________________________________________________________________________

7. Skyscrapers
   ______________________________________________________________________________________

8. Boeing factory
   ______________________________________________________________________________________

II. Answer the questions in complete sentences.

1. Write three sentences about a famous building. Where is it located? What is it known and used for?
   ______________________________________________________________________________________
   ______________________________________________________________________________________
   ______________________________________________________________________________________

2. Write three sentences about your favorite building. Where does it fit in to history? Where is it located and what is it used for? Have you ever been there?
   ______________________________________________________________________________________
   ______________________________________________________________________________________
   ______________________________________________________________________________________
I. Fill in the chart. You will need to use one word more than once.

<table>
<thead>
<tr>
<th>Type of Article</th>
<th>Articles used with singular words</th>
<th>Articles used with plural words</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indefinite</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Definite</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

II. Change each sentence to make it correct.

1. Henry didn’t want all supper; he wasn’t hungry.
2. There is space in bedroom for my dresser and my bed.
3. If you want rice, there is any in the cupboard.
4. Sara wanted an desk in her office.
5. Those dishes need the washing.

III. Write a sentence for each word.

1. room

2. a room

3. the room

4. some room

5. some rooms
I. Fill in the chart. Use it to help you answer the questions below.

<table>
<thead>
<tr>
<th>Number</th>
<th>Person</th>
<th>Subject</th>
<th>Object</th>
<th>Possessive adjective</th>
<th>Possessive pronoun</th>
<th>Reflexive</th>
</tr>
</thead>
<tbody>
<tr>
<td>Singular</td>
<td>First</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Second</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Third (masculine)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Third (feminine)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Third (neutral)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plural</td>
<td>First</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Second</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Third</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

II. Replace the words in italics with the correct pronoun.

1. “I won’t be able to help you tonight. Can you do it by your own power?”

2. “Sara and Rebecca, can Sara and Rebecca come to dinner tonight?”

3. “Hi John, this is Peter speaking. Can you tell Peter how to get to your house?”

4. “I’m looking for Beth’s key. Does anyone know which is Beth’s key?”
I. Fill in the chart below.

<table>
<thead>
<tr>
<th>Verb Form</th>
<th>Construction</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>future progressive</td>
<td>Past tense of “to have” with past participle of main verb</td>
<td>Used when action is completed in the past.</td>
</tr>
<tr>
<td>future perfect</td>
<td>Present tense of “to have” with past participle of main verb</td>
<td>Used when action is completed in the present.</td>
</tr>
<tr>
<td>near future</td>
<td>Future tense of “to have” with past participle of main verb</td>
<td>Used when an action is to be completed in the future.</td>
</tr>
<tr>
<td>past perfect</td>
<td>Past tense of “to be” with present participle of main verb</td>
<td>Describes an extended action that was going on in the past.</td>
</tr>
<tr>
<td>past perfect</td>
<td>Present tense of “to be” with present participle of main verb</td>
<td>Describes an extended action that is going on presently.</td>
</tr>
<tr>
<td>past perfect</td>
<td>Future tense of “to be” with present participle of main verb</td>
<td>Describes an extended action that will be going on in the future.</td>
</tr>
<tr>
<td>past progressive</td>
<td>Special form of present tense that uses past tense of “to go” with infinitive</td>
<td>Used when something will happen in the very near future.</td>
</tr>
<tr>
<td>past progressive</td>
<td>Special form of present tense that uses past tense of “to go” with infinitive</td>
<td>Used when something has happen in the very near past.</td>
</tr>
</tbody>
</table>

II. Change each sentence to make it correct. Beside each correct sentence, write which verb tense you have used.

1. Jane have put the couch in the living room by the time we get home.
   ____________________________________________________________
   Present perfect

2. I is looking for the car right now.
   ____________________________________________________________
   Present progressive

3. George ate some of the cake that Ben had bake.
   ____________________________________________________________
   Past perfect

4. Grace am going to move, but then she decided not to.
   ____________________________________________________________
   Future perfect
I. Plan a perfect weekend. Complete the sentence
1. What would you do on Friday night?
   I would __________________________________________________________________________.

2. What would you do on Saturday?
   I would __________________________________________________________________________.

3. What would you do on Saturday night?
   I would __________________________________________________________________________.

4. What would you do on Sunday?
   I would __________________________________________________________________________.

II. A friend is coming to visit you for the weekend, and you are planning the entertainment.
    Check the three least expensive options.
1. ______ Go to opening night at the opera.
2. ______ Watch a local baseball game in the stadium.
3. ______ Play soccer with your friends.
4. ______ Watch a rock concert on television.
5. ______ Sit on the beach.
6. ______ Play golf.

III. Give an example.
1. A place where you can see wild animals ________________________________________________
2. A new way to listen to music _________________________________________________________
3. A way to go down a snowy mountain ________________________________________________
4. Something written hundreds of years ago ______________________________________________
5. A place where you can watch a comedy ________________________________________________
6. Something you can do on a rainy day ________________________________________________
I. Pretend you won a $2000 shopping spree at stores of your choice. In a paragraph, describe where you would go and what you would buy. Use at least five of the words from the list.

bakery  sporting goods store  computer store  music store
shoe store  hardware store  florist  furniture store
jewelry store  toy store  camera store  bookstore

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

II. Where should you go?

pet store  paint store  bakery  shoe store  pharmacy

1. __________________________ You need to get a birthday cake.
2. __________________________ Your head hurts and you want some medicine.
3. __________________________ You want to give your mother some flowers.
4. __________________________ You want to get a present for your dog.
5. __________________________ You want to change the color of your kitchen.
6. __________________________ Your child needs bigger shoes.

III. Complete the sentences.

1. The mechanic is a good place to go when __________________________.
2. Angie went to the hardware store because __________________________.
3. Ryan needed to go to the baker because __________________________.
4. Amy had to go to the hairdresser because __________________________.
Worksheet 7-03

I. Give an example.
1. Something you’ll want to try on before you buy ________________________________________________
2. Something that might break down ____________________________________________________________
3. Something romantic that is not useful _________________________________________________________
4. Something you won’t try on before you buy ____________________________________________________
5. Something that tastes good and is sweet _______________________________________________________

II. Write five sentences about shopping, using words from the list.

breaks down  exchange  special purpose  warranty  test drive
wear  try on  style  size  sample
refund  fit  solution  choice  repair

1. ____________________________________________________________________________________________
2. ____________________________________________________________________________________________
3. ____________________________________________________________________________________________
4. ____________________________________________________________________________________________
5. ____________________________________________________________________________________________

III. Probable (P) or improbable (I)?
1. ______ The shirt is too small for Ryan. He will try on something smaller.
2. ______ The boy is growing. He will need bigger shoes.
3. ______ Angie is hungry for something salty. She’s going to eat a cookie.
4. ______ The chair is broken. Jen will take it to the clothing store.
5. ______ Susan wanted something romantic for her birthday. Robert gave her a lawn mower.
Worksheet 7-04

I. You are going on vacation and you want to order some T-shirts for the trip. You receive a catalog through the mail with your customer number 053-7782. You don’t have a credit card, but you have checks. Make your order using the form below.

Order Form

Colors Available:  
Blue  
Brown  
Green  

Sizes Available:  
S (Small) $8.00  
M (Medium) $10.00  
L (Large) $12.00  

We’re sorry, green is no longer available.

Shipping Address

Name: __________________________________________________________
Address: ___________________________________________________________________________
City: __________________ State: ____________ Zip Code: ____________
Phone: ___________________ (Home) __________________ (Work)

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Size</th>
<th>Color</th>
<th>Item Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


10% OFF ORDERS OVER $20!

*Add $2 shipping and handling per item.  *Shipping

<table>
<thead>
<tr>
<th>Subtotal</th>
<th>Discount</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Customer Number ______ - _______

Credit card number: ____________________________
Signature ________________________________ Exp. date ___ / ___

Check (✓) your form of payment.

☐ Check  ☐ VISA  ☐ MasterCard
Worksheet 7-05

I. Probable (P) or improbable (I)?

1. ______ Nicole takes her dog to the kennel when she travels.

2. ______ Angie gets a caterer because she prefers to spend money than to cook for the party.

3. ______ An orthopedic surgeon helps you lose weight.

4. ______ A real-estate agent helps you get life insurance.

5. ______ Carol takes advantage of the good price to buy lots of tickets.

6. ______ Jen is seeing her accountant about financial matters.

7. ______ A stockbroker helps you with your headache.

8. ______ You don’t have to go anywhere special to play golf.

II. It’s the weekend and you have six errands to do before you can relax at the spa. In a paragraph, describe where you would go and what you would do. Use at least six of the words from the list.

stockbroker  optometrist  life insurance  doctor  car insurance
hospital     tickets       accountant  lawyer  fitness center
caterer      interpreter   real-estate agent  kennel  swimming pool

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
I. Give an example.

1. A restaurant where you don’t need reservations

2. A place where you can order fast food

3. Something to drink to warm you up

4. Something that can happen when you’re careless

5. Something to eat when you’re trying to gain weight

6. The daily special of a restaurant

II. Pretend you are the waiter or waitress. What do you recommend for dinner?

1. ________________________________________________________________________________
   Michelle is cold. She wants something to warm her up.

2. ________________________________________________________________________________
   Steve is trying to lose weight.

3. ________________________________________________________________________________
   Steve’s brother has only ten dollars to spend on dinner.

4. ________________________________________________________________________________
   Michelle’s sister is very hungry.

5. ________________________________________________________________________________
   Michelle’s brother isn’t hungry. He just wants a drink.

6. ________________________________________________________________________________
   Steve’s father wants to eat as much as possible for one price.

---

Worksheet 7-06

THE BIG GRILL

<table>
<thead>
<tr>
<th>Light Fare</th>
<th>Main Dishes</th>
<th>Beverages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tomato Soup</td>
<td>All-You-Can-Eat Buffet</td>
<td>Coffee</td>
</tr>
<tr>
<td></td>
<td>.. $6.95</td>
<td>............. $1.50</td>
</tr>
<tr>
<td>Onion Soup</td>
<td>Roast Lamb and Rice</td>
<td>Tea</td>
</tr>
<tr>
<td></td>
<td>.. 7.50</td>
<td>.................. 1.00</td>
</tr>
<tr>
<td>Garden Salad</td>
<td>Seafood Pasta</td>
<td>Hot Cocoa</td>
</tr>
<tr>
<td></td>
<td>.. 4.95</td>
<td>.................. 2.00</td>
</tr>
<tr>
<td>Chef Salad</td>
<td>Vegetable Stir-fry</td>
<td></td>
</tr>
<tr>
<td></td>
<td>.. 6.50</td>
<td>7.95</td>
</tr>
<tr>
<td>Turkey Sandwich</td>
<td>Roast Chicken</td>
<td></td>
</tr>
<tr>
<td></td>
<td>.. 5.00</td>
<td>8.50</td>
</tr>
<tr>
<td>Side Order of Bread</td>
<td>... 1.00</td>
<td></td>
</tr>
</tbody>
</table>

– Ask us about our Daily Special –
I. Complete the sentences using comparative words.

1. Pasta in small packages is usually _________________________ than pasta in bulk.

2. Buying a used truck is usually _________________________ than a new truck.

3. Buying retail is usually _________________________ wholesale.

4. Growing tomatoes is usually _________________________ than buying them in the produce department.

II. Give an example.

1. Something you can get at a department store that you can’t get at a grocery store _________________________

2. Something that is cheaper per ounce in large quantities than small quantities _________________________

3. Somewhere you can buy bread, a purse, and dishes all in the same place _________________________

4. Somewhere you’re likely to find a bargain _________________________

5. Something you might borrow money to purchase _________________________

6. Something you could make yourself instead of buying _________________________

III. You want to start your own restaurant. In a paragraph, describe buying your equipment and supplies. Use at least five of the words listed below.

grocery store  department store  borrow money  superstore
more economical  quantities  on sale  bargains
comparison shop  wholesale  retail  collateral
Worksheet 7-08

I. You work at the information desk in the mall. Give the customers your best recommendation.

<table>
<thead>
<tr>
<th>Superstore</th>
<th>Music Store</th>
<th>Department Store</th>
</tr>
</thead>
<tbody>
<tr>
<td>produce department</td>
<td>classical section</td>
<td></td>
</tr>
<tr>
<td>automotive department</td>
<td>rock section</td>
<td>men's clothing section</td>
</tr>
<tr>
<td>housewares department</td>
<td></td>
<td>women's clothing section</td>
</tr>
</tbody>
</table>

1. “Excuse me—I’m looking for a classical CD for a friend of mine.”
   You can find one in the __________

2. “Hi, I’m looking for a present for my nephew’s tenth birthday.”
   You can look in the __________________________

3. “Can you help me? I’m in a hurry. I need to pick up some oil for my car and some snacks.”
   You should look in the __________

4. “I need to get something for my father for Father’s Day. Where should I look?”
   You could try the __________

5. “I’m a secretary. I need to find something to wear on my first day of work.”
   You can look in the __________

6. “I want to dress up for Halloween. Is there somewhere I can get some used clothing?”
   Sorry.____________

II. List two favorite things you can purchase in the following locations.

1. ____________ ____________  thrift shop
2. ____________ ____________  classifieds
3. ____________ ____________  sporting goods department
4. ____________ ____________  produce department
5. ____________ ____________  car dealership
6. ____________ ____________  frozen-food aisle
I. Your son is leaving home and is asking you for advice. He likes to travel a lot and to spend a lot of time on the Internet. He is single with no children, and drives an old cheap car. Is the advice good or bad?

1. _____ “Get a frequent-flyer account next time you fly.”
2. _____ “You don’t need an expensive life insurance policy.”
3. _____ “Always record your checks so you can balance your checking account.”
4. _____ “Pay your ISP a per-minute charge instead of a single fee for unlimited access.”
5. _____ “If the bank is closed, don’t forget you can manage your accounts on-line.”
6. _____ “Don’t throw away your receipts in case you want to return something.”
7. _____ “Save money for the future!”

II. Use the bill to answer the questions.

1. What is the due date? _________________________
2. What is the amount due? _________________________
3. What is the account number? ________________________
4. What is the number to call for questions? _________________________

III. Pretend you can only have four things in your wallet. In four sentences, describe what they would be and how you would use them.

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
Worksheet 7-10

I. Your friend Angie wants to buy a house, but she never has money to deposit in her savings account. In four sentences, describe what she could do to save money.

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

II. What is an appropriate method for moving these items?

<table>
<thead>
<tr>
<th>pickup truck</th>
<th>tow truck</th>
<th>shopping cart</th>
<th>pet carrier</th>
<th>mail</th>
</tr>
</thead>
</table>

1. A car that doesn’t run
__________________________________________________________________________________________

2. A new refrigerator
__________________________________________________________________________________________

3. A lot of groceries
__________________________________________________________________________________________

4. A new puppy
__________________________________________________________________________________________

5. A catalog order
__________________________________________________________________________________________

III. Give an example.

1. An expensive way to have fun with your family
__________________________________________________________________________________________

2. A fast way to get home from the grocery store
__________________________________________________________________________________________

3. A place to eat with a lot of choices
__________________________________________________________________________________________

4. A way to save money on gas
__________________________________________________________________________________________

5. A company you might pay monthly
__________________________________________________________________________________________

6. An expensive way to have fun with your friends
__________________________________________________________________________________________

7. Something you use daily
__________________________________________________________________________________________
I. You are going to make breakfast for a friend. In the kitchen you have a little bit of cereal, lots of milk, two bananas, some yogurt, a loaf of bread, and plenty of eggs. In five complete sentences, describe what you are going to prepare for breakfast.

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

II. Your child wants to help you make breakfast. He has lots of questions. Write a dialogue using at least five of the words from the list.

sink    fridge
counter  egg   breakfast
tost    cabinet
bread   cereal   cook

Child:____________________________________________________________________________________
You: ______________________________________________________________________________________
Child:____________________________________________________________________________________
You: ______________________________________________________________________________________
Child:____________________________________________________________________________________
You: ______________________________________________________________________________________
Child:____________________________________________________________________________________
You: ______________________________________________________________________________________
Child:____________________________________________________________________________________
You: ______________________________________________________________________________________
I. Make your own grocery list.

II. You take your child grocery shopping with you. You want to get ingredients for a salad, but your child wants to get ice cream and soda. Write a dialogue using at least five of the words from the list.

<table>
<thead>
<tr>
<th>produce section</th>
<th>frozen</th>
<th>shopping cart</th>
<th>fresh</th>
</tr>
</thead>
<tbody>
<tr>
<td>grocery store</td>
<td>fast</td>
<td>stack</td>
<td>pretty good</td>
</tr>
<tr>
<td>find</td>
<td>all right</td>
<td>stop</td>
<td>let's see</td>
</tr>
</tbody>
</table>

Child:____________________________________________________________________________________

You: ______________________________________________________________________________________

Child:____________________________________________________________________________________

You: ______________________________________________________________________________________

Child:____________________________________________________________________________________

You: ______________________________________________________________________________________

Child:____________________________________________________________________________________

You: ______________________________________________________________________________________

Child:____________________________________________________________________________________

You: ______________________________________________________________________________________
I. Give an example.
1. ____________________________________ A product you can find in the grocery store that's dried
2. ____________________________________ A vegetable you can find in the grocery store that's frozen
3. ____________________________________ A food that has a lot of vitamins
4. ____________________________________ Something delicious to eat that's sweet
5. ____________________________________ Your favorite cereal
6. ____________________________________ Your favorite fruit
7. ____________________________________ A brand of food you like
8. ____________________________________ A kind of candy you like

II. Write a sentence about each picture.

1. ____________________________________________________________________
   ____________________________________________________________________

2. ____________________________________________________________________
   ____________________________________________________________________

3. ____________________________________________________________________
   ____________________________________________________________________

4. ____________________________________________________________________
   ____________________________________________________________________

5. ____________________________________________________________________
   ____________________________________________________________________

6. ____________________________________________________________________
   ____________________________________________________________________
I. You are going to make the soup from the recipe below. In at least five sentences, write about getting the ingredients in the grocery store.

**Corn Soup**
- 1/4 cups butter
- 3 1/2 cups corn cut from cob
  - 1 onion
- 2 cups milk
  - 2 green peppers
- 4 oz cheese
  - 1 large tomato
  - oregano
- salt
Worksheet 8-05

I. Give an example.
1. ____________________________________ A product you might find in the deli case
2. ____________________________________ A product you might buy in a package
3. ____________________________________ A food you might purchase by the pound
4. ____________________________________ Your favorite kind of pie
5. ____________________________________ A kind of cold cuts

II. You and your friend Ryan are going to have a picnic. You are in a hurry to go, but Ryan wants to get lots of food. Write a dialogue.

<table>
<thead>
<tr>
<th>turkey</th>
<th>pie</th>
<th>pretzels</th>
<th>time to spare</th>
<th>delicious</th>
<th>upset</th>
</tr>
</thead>
<tbody>
<tr>
<td>roast beef</td>
<td>bread</td>
<td>pound</td>
<td>out of time</td>
<td>favorite</td>
<td>relax</td>
</tr>
</tbody>
</table>

Ryan: ________________________________________________________________
You: __________________________________________________________________
Ryan: __________________________________________________________________
You: __________________________________________________________________
Ryan: __________________________________________________________________
You: __________________________________________________________________
Ryan: __________________________________________________________________
You: __________________________________________________________________
Ryan: __________________________________________________________________
You: __________________________________________________________________
I. Put the sentences in chronological order (1, 2, 3, 4, 5).

1. ______ “Here’s a driver’s license.”

2. ______ “Can I pay by check?”

3. ______ “Can I see some identification?”

4. ______ “Your total’s $19.72.”

5. ______ “Have a nice day!”

II. Your child wants to pay the clerk at the grocery store but needs your help. Write a dialogue using at least five of the following words.

don’t forget  big help  put away  almost  money  rules  
remember  right here  make sure  ready  careful  another

Child: ______________________________________________________________________________________

You: ______________________________________________________________________________________

Child: ______________________________________________________________________________________

You: ______________________________________________________________________________________

Child: ______________________________________________________________________________________

You: ______________________________________________________________________________________

Child: ______________________________________________________________________________________

You: ______________________________________________________________________________________

Child: ______________________________________________________________________________________

You: ______________________________________________________________________________________
I. Answer the questions in complete sentences.

1. Do you prefer to go shopping alone or with friends? Why?

____________________________________________________________________________________________

2. Do you prefer to buy in bulk? Why or why not?

____________________________________________________________________________________________

3. Do you like to use coupons? Why or why not?

____________________________________________________________________________________________

4. Do you prefer plastic or paper grocery bags? Why?

____________________________________________________________________________________________

5. What do you collect or would you like to collect?

____________________________________________________________________________________________

II. In at least five complete sentences, write a diary entry about the last time you went shopping at your favorite store.

Date ____________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________
Worksheet 9-02

I. Answer the questions in complete sentences.

1. What do you like to buy in the bakery department?

____________________________________________________________________________________________

2. What type of peanut butter do you prefer?

____________________________________________________________________________________________

3. What type of yogurt do you prefer?

____________________________________________________________________________________________

4. What's your favorite time of day and week to go to the grocery store?

____________________________________________________________________________________________

5. Do you like to read the nutritional information on packages? Why or why not?

____________________________________________________________________________________________

II. In at least five complete sentences, write a diary entry about the last time you went grocery shopping.

Date ____________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________
I. Answer the questions in complete sentences.
1. Do you enjoy shopping? Why or why not?

______________________________________________________________

2. Do you prefer going to several little downtown stores or one big superstore? Why?

______________________________________________________________

3. Do you make a list before you go to the store? Why or why not?

______________________________________________________________

4. Do you prefer to buy things from a Web site or in person? Why?

______________________________________________________________

5. Do you buy something you weren’t planning to get if it’s a bargain? Why or why not?

______________________________________________________________

II. In at least five complete sentences, write a story about someone who went to the store for one thing and came home with something different.

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________
I. Answer the questions in complete sentences.

1. Do you prefer money in coins, bills, or checks? Why?
   
2. What did you like to buy when you were little?
   
3. Do you prefer to cash your paycheck or deposit it in the bank? Why?
   
4. Is it a good idea to keep a credit card balance? Why or why not?
   
5. Do you like to pay taxes? Why or why not?
   
II. You rent an apartment by yourself. Your paycheck is $1500 a month. In five sentences, describe how you spend your paycheck.
Worksheet 9-05

I. When did it develop? (pre-19th, 19th, or 20th century)

1. __________________________ village markets
2. __________________________ mail-order catalogs
3. __________________________ shopping over the internet
4. __________________________ traveling merchants
5. __________________________ department stores

II. In at least five sentences, describe how shopping is different today from before. Some words you might use are listed below.

<table>
<thead>
<tr>
<th>fixed price</th>
<th>negotiate</th>
<th>specialized</th>
<th>shopping malls</th>
<th>shopkeeper</th>
</tr>
</thead>
<tbody>
<tr>
<td>peddlers</td>
<td>door to door</td>
<td>common</td>
<td>superstores</td>
<td>customer</td>
</tr>
<tr>
<td>order</td>
<td>advances</td>
<td>trade</td>
<td>markets</td>
<td>telephone</td>
</tr>
</tbody>
</table>

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Worksheet 9-06

I. Give an example

1. _____________________________ Something you might have traded before money was invented
2. _____________________________ A valuable commodity used as early money
3. _____________________________ A type of metal used as money
4. _____________________________ A coin used by the Greeks or Romans a long time ago
5. _____________________________ A nation where fiat money is used today

II. In at least five sentences, describe how money is different today from long ago. Some words you might use are listed below.

<table>
<thead>
<tr>
<th>offer</th>
<th>trade</th>
<th>payment</th>
<th>commodity</th>
<th>valuable</th>
<th>represent</th>
<th>produce</th>
<th>exchange</th>
<th>fiat money</th>
<th>drachma</th>
<th>denarius</th>
</tr>
</thead>
<tbody>
<tr>
<td>sell</td>
<td></td>
<td>coins</td>
<td></td>
<td>checks</td>
<td></td>
<td>amount</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

__________________________________________________________________________________________
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__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
I. Fill in the blanks.

<table>
<thead>
<tr>
<th>every-</th>
<th>some-</th>
<th>any-</th>
<th>no-</th>
</tr>
</thead>
<tbody>
<tr>
<td>people</td>
<td>-body</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>-one</td>
<td></td>
<td></td>
</tr>
<tr>
<td>things</td>
<td>-thing</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Do the pronouns listed above take a singular or plural verb? __________________________

II. Fill in the blanks with the words from the list.

Both each many one some all

<table>
<thead>
<tr>
<th>Singular</th>
<th>Plural</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

III. Circle the four pronouns that are used in questions and negative statements.

All any anyone anything
Both each anybody none

IV. Write questions and answers. Use at least one indefinite pronoun in each sentence.

1. ___________________________? ___________________________.
2. ___________________________? ___________________________.
3. ___________________________? ___________________________.
4. ___________________________? ___________________________.

Grammar: Indefinite Pronouns
I. Fill in the blanks with the words from the list.

<table>
<thead>
<tr>
<th>Verbal</th>
<th>Form</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>to (sometimes)</td>
<td>Robby wanted to drive his car.</td>
</tr>
<tr>
<td></td>
<td>-ing</td>
<td>Going on foot is better.</td>
</tr>
<tr>
<td></td>
<td>-ed</td>
<td>Finished with work, he went home.</td>
</tr>
<tr>
<td></td>
<td>having -ed</td>
<td>Having finished the shopping, he stopped for dinner at a restaurant.</td>
</tr>
</tbody>
</table>

II. Fill in the blanks using an infinitive verbal.

1. Jim was so hungry that he wanted _________________________ five pizzas.
2. He would _________________________ to the store for groceries every Saturday morning.

III. Combine the following sentences using a present participle verbal.

Example: Jim was comparing the price on the two boxes. He decided which cereal he would buy.

Comparing the price on the two boxes, Jim decided which cereal he would buy.

1. Bobby was stacking the boxes. He noticed that some were missing.

____________________________________________________________________________________________

2. Kate almost ran into a shopping cart. She was running through the store.

____________________________________________________________________________________________

IV. Combine the following sentences by changing one of the verbs to a past participle verbal.

Example: Bobby was finished stacking the shelves. Bobby went to the produce section.

Finished with stacking the shelves, Bobby went to the produce section.

1. Laura was done with shopping for the week. Laura went home to relax.

____________________________________________________________________________________________

2. He was taught to buy the cheapest thing. He didn’t always buy the best quality.

____________________________________________________________________________________________

V. Fill in the blanks using a present perfect participle verbal

1. [TRY] ____________________________ that brand of cereal before, she decided she wouldn’t buy it again.

2. [WISH] ____________________________ for a bicycle for a long time, she decided it was finally time to buy one.
I. Fill in the blanks with the words from the list.

- conjunctive adverb
- correlative conjunctions
- subordinating conjunctions
- coordinating conjunctions

<table>
<thead>
<tr>
<th>Conjunction</th>
<th>Use</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>to connect elements of equal importance</td>
<td>and</td>
</tr>
<tr>
<td></td>
<td>to connect an independent clause with a subordinate clause</td>
<td>because</td>
</tr>
<tr>
<td></td>
<td>to connect words, phrases, or clauses in pairs</td>
<td>if / then</td>
</tr>
<tr>
<td></td>
<td>to connect independent clauses while saying something about their relationship to each other</td>
<td>however</td>
</tr>
</tbody>
</table>

II. Fill in the blanks with the words from the list.

- because
- but/also
- besides
- however
- although
- indeed
- but
- when
- and
- either/or
- or
- neither/nor

<table>
<thead>
<tr>
<th>Coordinating conjunctions</th>
<th>Subordinating conjunctions</th>
<th>Correlative conjunctions</th>
<th>Conjunctive adverbs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

III. Use at least one of each type of conjunction in writing complete sentences.

1. __________________________________________________________________________________________
   __________________________________________________________________________________________

2. __________________________________________________________________________________________
   __________________________________________________________________________________________

3. __________________________________________________________________________________________
   __________________________________________________________________________________________

4. __________________________________________________________________________________________
   __________________________________________________________________________________________
I. Give an example.

1. ___________________________ A job where you need a good voice
2. ___________________________ A job where you have to clean
3. ___________________________ A job where you are around cars
4. ___________________________ A job where you have to talk to a lot of people
5. ___________________________ A job where you make things
6. ___________________________ A job where you need to be strong
7. ___________________________ A job where you need to sit a lot
8. ___________________________ A job where you are outside
9. ___________________________ A job that involves food
10. ___________________________ A job where you travel a lot

II. Think of five jobs you would like to do. Write a sentence about what you would enjoy about each of them.

1. I would enjoy being a __________________ because ____________________________________________________________.
2. I would enjoy being a __________________ because ____________________________________________________________.
3. I would enjoy being a __________________ because ____________________________________________________________.
4. I would enjoy being a __________________ because ____________________________________________________________.
5. I would enjoy being a __________________ because ____________________________________________________________.
Worksheet 10-02

I. Complete the sentences.

1. I want to be a doctor because ________________________________________________________________.

2. I want to be a construction worker because ____________________________________________________.

3. I don’t want to be a gardener because __________________________________________________________.

4. I don’t want to be a cook because ______________________________________________________________.

5. I don’t want to be a veterinarian because ________________________________________________________.

II. Make the best job recommendation using the words from the list.

race-car driver  fisherman  painter  teacher  construction worker

1. ____________________________________ I love the ocean and don’t like to work in an office.

2. ____________________________________ I like colors.

3. ____________________________________ I like to go fast.

4. ____________________________________ I have a lot of tools and like to use them.

5. ____________________________________ I like being with children.

III. What should I be? Make an appropriate recommendation for a new job.

1. ____________________________________ I’m a writer, but I’d rather work with children.

2. ____________________________________ I’m a software engineer, but I’d rather use tools.

3. ____________________________________ I’m a painter, but I’d rather be a white-collar employee.

4. ____________________________________ I’m a hair stylist, but I prefer to be on the ocean.

5. ____________________________________ I cook food, but I’d rather grow food.
I. In complete sentences, describe the perfect job. Use at least three of the words from the list.

salary  health insurance  people  overtime

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II. You are interviewing people for jobs as delivery person. Check the two best people for the job.

1. _____ I’m clumsy sometimes, but I’m always friendly and outgoing.

2. _____ I’m not a good driver, but I love to drive anyway.

3. _____ I’m creative and artistic and can start in three weeks.

4. _____ I’m a fast but careful driver.

5. _____ I have lots of work experience in delivery.

III. Pretend you are applying for an office job. Fill in the blanks in the resume.

<table>
<thead>
<tr>
<th>Katherine Harrison</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 Dogwood Drive</td>
</tr>
<tr>
<td>(540) 555-5555</td>
</tr>
</tbody>
</table>

TRAINING

1. _________________________________________

2. _________________________________________

WORK EXPERIENCE

3. _________________________________________

4. _________________________________________

ACTIVITIES

5. _________________________________________

6. _________________________________________
I. In five sentences, describe what job you would like to do and how you would like to train for that job. Use at least five words from the list.

<table>
<thead>
<tr>
<th>college</th>
<th>technical school</th>
<th>medical school</th>
<th>law school</th>
</tr>
</thead>
<tbody>
<tr>
<td>on the job</td>
<td>teach myself</td>
<td>apprentice</td>
<td>distance learning</td>
</tr>
<tr>
<td>read a book</td>
<td>teacher's certificate</td>
<td>obedience school</td>
<td>special driver's license</td>
</tr>
</tbody>
</table>

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II. Give an example.

1. ________________________________________ A job that requires a special driver’s license
2. ________________________________________ A job that requires a standard driver's license
3. ________________________________________ A job you can do with only a high school degree
4. ________________________________________ A job you can only do with a medical school degree
5. ________________________________________ A job where cooking experience is helpful
6. ________________________________________ A job where teaching experience is helpful
7. ________________________________________ A job where you could train as an apprentice
8. ________________________________________ A job that requires very little training
9. ________________________________________ A place where you could train your pet
10. ________________________________________ A place where you could train to be a mechanic
I. Fill in the blank with the most appropriate phrase.

- made a profit
- broke even
- suffered a loss
- made a good deal
- made a bad deal

1. Angie traded her old shoes to Jen for new jewelry. Angie ____________________________.
2. Nicole spent $50 making jewelry and sold it for the same. She ____________________________.
3. Susan bought lemons for $10 and sold $100 worth of lemonade. She ____________________________.
4. Robert traded his expensive car for a cooking lesson. He ____________________________.
5. There was such little demand for the product that Ryan was selling that he ____________________________.

II. You have made a new product and want to sell it. In five sentences, describe how you would run your business. Use at least five of the words from the list.

- advertising
- product
- make a profit
- demand
- retail
- trade
- suffer a loss
- producing
- wholesale
- good deal
- break even
- door-to-door

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Worksheet 10-06

I. Who is speaking, the employee or the customer?
1. ____________________________________ “Hello. Can I take your order?”
2. ____________________________________ “Excuse me, do you have anything like this, only smaller?”
3. ____________________________________ “Welcome. Can I help you find something?”
4. ____________________________________ “Here are your tickets and your receipt.”
5. ____________________________________ “I’d like to get this. Could you please ring it up for me?”

II. Give two examples.
1. ____________________________ __________________________ A job where you write
2. ____________________________ __________________________ A job where you drive
3. ____________________________ __________________________ A job where you supervise
4. ____________________________ __________________________ A job where you speak to customers
5. ____________________________ __________________________ Something a secretary does

III. What does she say?
1. ________________________________________________________
2. __________________________________________________________________
3. __________________________________________________________________
4. __________________________________________________________________

Serving and Assisting
I. You are going to build or make something. In a paragraph, describe what you would do. Use at least six of the words from the list.

- safety helmet
- lumber
- ideas
- production
- frame
- safety goggles
- bricks
- design
- technology
- siding
- painting
- mortar
- testing
- foundation
- energy

__________________________________________________________________________________________
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II. Give an example.

1. ____________________________________ Humans have been making these for a long time
2. ____________________________________ Something produced in a factory
3. ____________________________________ Something that can be handcrafted
4. ____________________________________ Something you can do with a tool
5. ____________________________________ Something you can make with bricks and mortar
6. ____________________________________ Something you can make with lumber
7. ____________________________________ Something you would take to a body shop
8. ____________________________________ Safety equipment required on a job
Worksheet 10-08

I. Circle the greater amount.

1. the salary of a beginning employee the salary of an important executive
2. the price of a product after inflation the price of a product after deflation
3. the price of stocks during a bull market the price of stocks during a bear market
4. the money in your account after interest the money in your account after a monthly fee
5. your annual salary your hourly wage
6. your net income your gross income
7. your wages after a pay cut your wages after a raise
8. your income taxes your gross income

II. Use the deposit slip to answer the questions.

1. What is the date of the deposit? ________________________________________________
2. How much cash will Laura take out? ________________________________________________
3. How much money will Laura deposit? ________________________________________________
4. What is the amount of the check? ________________________________________________
Worksheet 10-09

I. Probable (P) or improbable (I)?

1. ______ Ryan likes to sleep during the day. He prefers to work the day shift.

2. ______ Robert has retired from work. He will go back to work tomorrow.

3. ______ Nicole works year-round. Her job is seasonal.

4. ______ Their work morale is high. They are going on strike.

5. ______ Susan is a new mother. She uses the company child care.

6. ______ Angie telecommutes. She must always be ready to leave for work.

7. ______ Carol is the president of the company. She has many subordinates.

8. ______ Ted needs a lot of open space. He asked his boss for a cubicle.

II. You are interviewing a possible employee. You want him to be interested in working for you. In a paragraph, describe his future job situation. Use at least six of the words from the list.

punch in  workday  vacation time  childcare  hired
punch out private space  health plan  coffee break  day shift
lunch break  cubicle  pension plan  morale  telecommute
Worksheet 10-10

I. Give an example.
1. ____________________________________ A job you can do at home
2. ____________________________________ A job you can't do at home
3. ____________________________________ Something a carpenter might use
4. ____________________________________ Something a janitor might use
5. ____________________________________ A reason not to go to work
6. ____________________________________ Another reason not to go to work
7. ____________________________________ A job where you earn tips
8. ____________________________________ A job where you earn a commission

II. Answer the questions in complete sentences.
1. Do you like to work at home? Why or why not?
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

2. Do you like to work in other people's homes? Why or why not?
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

3. Is work important to you? Why or why not?
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

4. Is money important to you? Why or why not?
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
Worksheet 11-01

I. Answer the questions in complete sentences.

1. What kind of job would you like?

____________________________________________________________________________________________

2. What would you enjoy photographing?

____________________________________________________________________________________________

3. How would you feel if you didn’t like your job?

____________________________________________________________________________________________

4. What makes you laugh?

____________________________________________________________________________________________

II. Your son, Ted, wants to make some money, but he doesn’t know what kind of job he would like. Write a dialogue using at least five of the words from the list.

creative especially try weekend long
perfect always make problem
wrong enough show never

Ted: ______________________________________________________________________________________________
You: __________________________________________________________________________________________
Ted: ______________________________________________________________________________________________
You: __________________________________________________________________________________________
Ted: ______________________________________________________________________________________________
You: __________________________________________________________________________________________
Ted: ______________________________________________________________________________________________
You: __________________________________________________________________________________________
Ted: ______________________________________________________________________________________________
You: __________________________________________________________________________________________
Ted: ______________________________________________________________________________________________
You: __________________________________________________________________________________________
Ted: ______________________________________________________________________________________________
You: __________________________________________________________________________________________
Ted: ______________________________________________________________________________________________
You: 

problems with Jim’s Job
Worksheet 11-02

I. Use the classified section to answer the questions.

CLASSIFIED

<table>
<thead>
<tr>
<th>Help Wanted 810</th>
<th>Help Wanted 810</th>
<th>Help Wanted 810</th>
<th>Help Wanted 810</th>
<th>Help Wanted 810</th>
</tr>
</thead>
<tbody>
<tr>
<td>BICYCLE MECH./ SALESPERSON</td>
<td>CONSTRUCTION SUPERVISOR</td>
<td>MUSIC PROF.</td>
<td>SECRETARY</td>
<td>WAITRESS</td>
</tr>
<tr>
<td>Immediate start. 1+ yrs experience desired. Outgoing, customer service-oriented person wanted. $10/hr Some benefits. Send resume and references to Wheels 4U Bike Shop, 790 N. Main St. Anytown, VA. Attn: Steve</td>
<td>Must have business construction experience. Need to be energetic and hardworking. Bilingual a plus. Salary and benefits. Resume to Cornerstone Builders, 103 S. Main St. Anytown, VA.</td>
<td>Master's degree and previous teaching experience desired. Application deadline April 15 or until position is filled. Resume and 2+ letters of recommendation to Music Search Committee <a href="mailto:searchcomm@college.edu">searchcomm@college.edu</a></td>
<td>Part time. Need good telephone and communication skills. Word processing and spreadsheet skills a must. Benefits: insurance, paid vacation, competitive salary, retirement plan. Call now for a confidential interview. 555-6827</td>
<td>Part-time, weekends. Apply in person at the Main Street Café 6am-1:30 pm.</td>
</tr>
<tr>
<td>WORK AT HOME! Make money in your spare time! Up to $1500/week. Tried and true success. Send business-sized self-addressed stamped envelope and $10 to Dept A-1075 for your free starter information.</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

1. ____________________________________ For which job would you need to apply using the phone?
2. ____________________________________ For which job would you need to apply using the mail?
3. ____________________________________ For which job would you need to go in person to apply?
4. ____________________________________ For which job would you need to use the Internet to apply?
5. ____________________________________ For which job is it helpful to speak two languages?
6. ____________________________________ For which job do you have to pay to apply?
7. ____________________________________ Which job could you do at home?
8. ____________________________________ Which job would you do outside?
9. ____________________________________ Which job would be appropriate if you wanted part-time work?
10. ____________________________________ Which job could you begin immediately?
I. Use the resume to answer the questions.

Brooke Faulkner
15 Sunflower Street, Madison, WI
Tel: 1 (540) 555-5742

Experience

Newspaper editor
1993 – 1994 The Antioch Record Yellow Springs, OH
• Shared responsibility for content with a co-editor
• Updated the format of the newspaper
• Supervised ten writers and photographers

Newspaper writer
1992 – 1993 The Antioch Record Yellow Springs, OH
• Wrote about campus and local issues

Salesclerk
1990 – 1991 The Art Gallery Madison, WI
• Helped customers purchase photographs and artwork

Education

BA in Education with a minor in Spanish
1992 – 1996 Antioch College Yellow Springs, OH

Skills
Computers, creative writing, Spanish, photography

1. ____________________________________ For what kind of job would this resume be appropriate?
2. ____________________________________ For what kind of job would this resume not be appropriate?
3. ____________________________________ Is this resume up to date?
4. ____________________________________ Has Brooke finished college?
5. ____________________________________ What did Brooke study?
6. ____________________________________ When did Brooke begin working?
7. ____________________________________ Where did Brooke work while she was in college?
8. ____________________________________ Which job was probably the most creative? Why?
Worksheet 11-04

I. Give an example.

1. _________________________________ Clothes that look professional
2. _________________________________ Clothes that don’t look professional
3. _________________________________ Something businesslike to say or do
4. _________________________________ Something too casual to do at an interview
5. _________________________________ Something to say to help someone relax

II. Nicole is arriving at an interview. Write a short story using at least five words or phrases from the list.

<table>
<thead>
<tr>
<th>greeted</th>
<th>professional</th>
<th>clothes</th>
<th>“It’s a pleasure.”</th>
<th>“Hello.”</th>
</tr>
</thead>
<tbody>
<tr>
<td>introduced</td>
<td>perfect</td>
<td>hands</td>
<td>“Please sit down.”</td>
<td>“Thank you.”</td>
</tr>
</tbody>
</table>

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__________________________________________________________________________________________
I. You are being interviewed for a job. Answer the questions in complete sentences.

1. Which position are you applying for?

______________________________________________________________________________________________________________________________________________________________________

______________________________________________________________________________________________________________________________________________________________________

2. How are you qualified for the job?

______________________________________________________________________________________________________________________________________________________________________

______________________________________________________________________________________________________________________________________________________________________

3. Why does the position interest you?

______________________________________________________________________________________________________________________________________________________________________

______________________________________________________________________________________________________________________________________________________________________

4. How soon could you begin?

______________________________________________________________________________________________________________________________________________________________________

______________________________________________________________________________________________________________________________________________________________________

II. You are interviewing someone for a job. Answer the questions in complete sentences.

1. What kind of benefits do you offer?

______________________________________________________________________________________________________________________________________________________________________

______________________________________________________________________________________________________________________________________________________________________

2. Is the job full-time or part-time? How many hours a week?

______________________________________________________________________________________________________________________________________________________________________

______________________________________________________________________________________________________________________________________________________________________

3. How long do I have to work before I can take my first vacation?

______________________________________________________________________________________________________________________________________________________________________

______________________________________________________________________________________________________________________________________________________________________

4. What time should I come in to the office?

______________________________________________________________________________________________________________________________________________________________________

______________________________________________________________________________________________________________________________________________________________________
I. Kate is helping you find a job. Answer her questions in complete sentences.

1. What's wrong with your old job?

______________________________________________________________________________________________

2. Do you like to work outside or at a desk? Why?

______________________________________________________________________________________________

3. Do you like to work with people or alone? Why?

______________________________________________________________________________________________

4. Do you prefer a routine or new daily challenges in a job? Why?

______________________________________________________________________________________________

5. One of Kate’s clients wanted to be around beautiful things. What would you like to be around in your job?

______________________________________________________________________________________________

II. Answer each question using complete sentences.

1. Why is it important for a career counselor not to make phone calls for their clients?

______________________________________________________________________________________________

2. How could rewriting a resume help someone get a job?

______________________________________________________________________________________________

3. How can a career counselor help someone who is looking for a job?

______________________________________________________________________________________________

4. What other things besides a good resume are crucial for getting a job?

______________________________________________________________________________________________

5. Why is it important to practice the interview with someone?

______________________________________________________________________________________________
I. You are being interviewed for a job as a writer for a newspaper. Answer the questions in complete sentences.

1. What kind of articles have you written recently?

______________________________________________________________________________________________

2. What kind of articles do you like to write?

______________________________________________________________________________________________

3. How long were you at your last job?

______________________________________________________________________________________________

4. Why did you leave your last job?

______________________________________________________________________________________________

5. What kind of salary are you looking for?

______________________________________________________________________________________________

II. Pretend you went to an interview in a big office building. Write a diary entry using at least five of the words from the list.

downtown  briefcase  computer  coffee  studio
offices    security guard  elevator  doughnuts  portfolio
lobby       visitor’s badge  11th floor  delivery  party
I. Give two examples.

1. ______________________ ________________________ A type of job benefit
2. ______________________ ________________________ Something a janitor would do
3. ______________________ ________________________ Something a photographer would do
4. ______________________ ________________________ Something a lifeguard would do
5. ______________________ ________________________ Something you would do working at a restaurant

II. In at least five sentences, write about how your jobs have been different from your parents’ or grandparents’ jobs. Some words you might use are listed below.

supervised
real job
dedication
nowadays
common
responsibilities
working life
skills
hours a day
valuable
depended
training
benefits
college
difficult

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Worksheet 12-04

I. Answer the questions in complete sentences.

1. What’s your favorite book? Why?
____________________________________________________________________________________________________________________________________________

2. What’s your favorite type of book? Why?
____________________________________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________________________________

4. What kind of magazines do you like? Why?
____________________________________________________________________________________________________________________________________________

5. Whom do you admire? Why?
____________________________________________________________________________________________________________________________________________

II. If you were an author, what would you enjoy writing. Write at least five sentences using words from the list.

- adventures
- literature
- novels
- pretend
- magazines
- imagination
- author
- plays
- admire
- ideas
- mystery
- language
- works
- original
- recipes

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Reading with Kate
Worksheet 12-05

I. Give an example.

1. ___________________________ A laborsaving machine
2. ___________________________ Something people did to survive a long time ago
3. ___________________________ A place people worked when they left their farms
4. ___________________________ An occupation practiced in the modern world
5. ___________________________ Something the serfs provided the aristocrats in the Middle Ages

II. In at least five sentences, describe how employment is different today from long ago.

Some words you might use are listed below.

- hunting
- aristocrats
- millers
- priests
- feudalism
- fishing
- serfs
- printers
- soldiers
- specialization
- raising
- lords
- lawyers
- farmers
- productive

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__________________________________________________________________________________________
I. Give an example.
1. ____________________________________ Something used to make paper a long time ago
2. ____________________________________ A type of publication that is published regularly
3. ____________________________________ An ancient literary work
4. ____________________________________ Something that can be printed on a printing press

II. In at least five sentences, describe how reading is different today from long ago. Some words you might use are listed below.

- alphabet
- parchment
- paper
- printing press
- Internet
- literary works
- symbol
- sound
- syllable
- centuries
- invention
- books
- magazines
- newspapers
- language
I. Give an example

1. ________________________ A kind of image an old culture created
2. ________________________ People like to take pictures of this
3. ________________________ Somewhere people commonly take cameras
4. ________________________ Something required to develop a photograph
5. ________________________ Modern technology for recording images

II. In at least five sentences, describe how photography is different today from long ago. Some words you might use are listed below.

<table>
<thead>
<tr>
<th>process</th>
<th>images</th>
<th>sensitive</th>
<th>copies</th>
<th>exposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>light</td>
<td>lens</td>
<td>realistic</td>
<td>equipment</td>
<td>required</td>
</tr>
<tr>
<td>chemicals</td>
<td>studio</td>
<td>negative</td>
<td>cameras</td>
<td>picture</td>
</tr>
</tbody>
</table>

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Worksheet 12-08

I. Fill in the blanks with the relative pronouns from the list.
that which whose whom who

<table>
<thead>
<tr>
<th>Relative pronoun</th>
<th>People or things</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>things</td>
<td>in restrictive clauses can be omitted no commas</td>
</tr>
<tr>
<td></td>
<td>things</td>
<td>in nonrestrictive clauses can't be omitted enclosed in comas</td>
</tr>
<tr>
<td></td>
<td>people</td>
<td>as the subject of a clause</td>
</tr>
<tr>
<td></td>
<td>people</td>
<td>as the object of a clause</td>
</tr>
<tr>
<td></td>
<td>people or things</td>
<td>as possessive</td>
</tr>
</tbody>
</table>

II. Fill in the blanks with the relative pronouns from the list.
who whoever whom whomever what whatever

<table>
<thead>
<tr>
<th>When some information is available</th>
<th>No antecedents</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

III. Write sentences using at least seven of the nine relative pronouns from the lists.

1. __________________________________________________________
2. __________________________________________________________
3. __________________________________________________________
4. __________________________________________________________
5. __________________________________________________________
6. __________________________________________________________
7. __________________________________________________________
I. Fill in the blanks with the moods from the list.

<table>
<thead>
<tr>
<th>Mood</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>subjunctive</td>
<td>most common</td>
</tr>
<tr>
<td>indicative</td>
<td>used for a request or command</td>
</tr>
<tr>
<td>imperative</td>
<td>used to talk about an unreal or imaginary situation</td>
</tr>
</tbody>
</table>

II. Fill in the boxes with the correct subjunctive mood. You will use one mood twice.

<table>
<thead>
<tr>
<th>Tense</th>
<th>Construction</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>past subjunctive</td>
<td>the infinitive without “to”</td>
<td>used in a “that” clause after verbs of wanting, wishing, or commanding</td>
</tr>
<tr>
<td>past perfect subjunctive</td>
<td>like regular past tense except the verb “to be” uses “were” for every person</td>
<td>for an imagined situation in the present</td>
</tr>
<tr>
<td>present subjunctive</td>
<td>combines the past subjunctive of the verb “to be” with the infinitive</td>
<td>to talk about possible future events in the subjunctive</td>
</tr>
<tr>
<td></td>
<td>like the regular past perfect tense except for “to be”</td>
<td>for an imagined situation in the past</td>
</tr>
</tbody>
</table>

III. Write two sentences in each of the subjunctive tenses.

**Present subjunctive tense**
1. Nicole wishes  
2.  

**Past subjunctive tense**
3. If I were taller  
4.  

**Past perfect subjunctive tense**
5. If we had arrived earlier  
6.  
I. Fill in the blanks with the prepositions from the list.
   on  at  in

<table>
<thead>
<tr>
<th>Preposition</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>to specify time</td>
</tr>
<tr>
<td></td>
<td>to specify the day or date</td>
</tr>
<tr>
<td></td>
<td>to specify the month</td>
</tr>
</tbody>
</table>

II. List four prepositions not shown on this page.
1. ________________________________________________
2. ________________________________________________
3. ________________________________________________
4. ________________________________________________

III. Use the following prepositions appropriately in a sentence.
   on  onto  in  into

1. __________________________________________________________________________________________
2. __________________________________________________________________________________________
3. __________________________________________________________________________________________
4. __________________________________________________________________________________________

IV. Fill in the blanks with the appropriate preposition.
1. Susan was happy _______________ her students for remembering the song.
2. We were tired _______________ sitting in the bus for so long.
3. Angie wanted to go to the festival _______________ July.
4. Carol jumped _______________ the water right away.