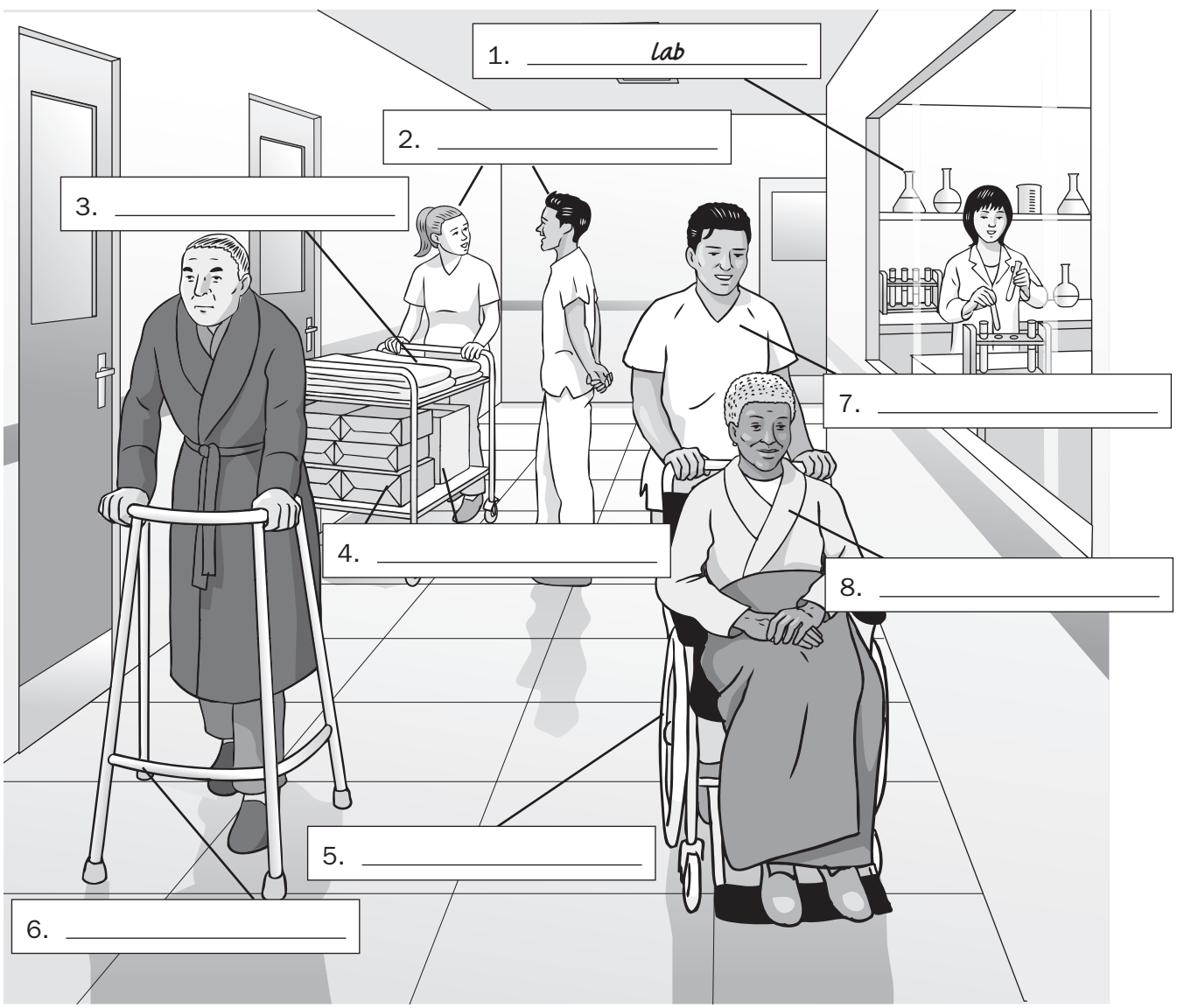
UNIT 8 WORK

Lesson A Listening

1 Unscramble the letters. Write the words.

1. bla ___lab___
2. derlyor _____
3. oc-rkerwos _____
4. kerwal _____
5. inensl _____
6. tentiap _____
7. liessupp _____
8. hailwhreec _____

2 Look at the picture. Write the words from Exercise 1.



3 Complete the sentences.

co-workers linens orderly patient walker wheelchair

1. The ___patient___ came to the hospital with a broken leg.
2. Suzanne and her two _____ worked the night shift together.
3. Suzanne put clean _____ on the bed.
4. Because he broke his leg, Sam had to ride in a _____.
5. The _____ took the X-rays to the lab.
6. Anne is very old. She needs to use a _____ when she walks.

4 Listen. Circle T (True) or F (False).

Conversation A

1. Otto has a new job.	(T)	F
2. Otto delivered a walker to a patient yesterday.	T	F
3. Otto cleans rooms.	T	F

Conversation B

4. Otto started his job a few months ago.	T	F
5. Otto needs to work full-time now.	T	F
6. Otto wants to be a medical assistant.	T	F

Conversation C

7. Otto is in an office at Valley Hospital.	T	F
8. Otto can go to school part-time and work part-time.	T	F
9. Otto can't take classes at night.	T	F

5 Make the false statements in Exercise 4 true. Write.

_____

_____

_____

_____

_____

Check your answers. See page 139.

Lesson B Where did you go last night?

Study the chart on page 128.

1 Match the questions with the answers.

1. Where did you go last night? __c__
2. What did you take to the party? ____
3. What did Cristal do after breakfast? ____
4. Where did your parents meet? ____
5. What did they do after they came to the U.S.? ____
6. What did Jon pick up at your house? ____
7. Where did you and Andy go this morning? ____

a. They worked in restaurants.
b. She cleaned the house.
c. I went to the movies.
d. He picked up a uniform.
e. I took a cake to the party.
f. We went to the beach.
g. They met at school.

2 Read the answers. Write *What* or *Where*.

1. **A** ___What___ did you do last night?
   B I worked the night shift.
2. **A** _____ did you go after work?
   B I went out for breakfast.
3. **A** _____ did Max do after breakfast?
   B He took the bus to school.
4. **A** _____ did Sheila do at work this morning?
   B She made the beds with new linens.
5. **A** _____ did you and your family eat dinner last night?
   B We ate dinner at Tony's Pizzeria.
6. **A** _____ did Sheila and Max do last weekend?
   B They went to the park for a picnic.
7. **A** _____ did you do after the concert?
   B We went for coffee.
8. **A** _____ did Max go last Sunday?
   B He went to the baseball game.

3 Read and complete the questions and answers. Use *What* or *Where* and the simple past. Then listen.

Mai
- meet new patients in reception area–9:00
- take the patient in Room 304 to the lab–9:30
- make the bed in Room 304
- take patients from lab to their rooms–10:00
- help nurses on the fourth floor–10:45
- lunch in the cafeteria–12:30

Jorge
- meet new patients in reception area–9:00
- pick up X-rays from lab–9:30
- deliver X-rays to doctors
- help patient in Room 310–10:00
- prepare rooms on the second floor –11:30
- lunch in the cafeteria–12:30

1. **A** What did Mai and Jorge do at 9:00?
   B _____
2. **A** _____ did Mai take her patient at 9:30?
   B _____
3. **A** _____ did Jorge do at 9:30?
   B _____
4. **A** _____ did Mai and Jorge do after 9:30?
   B Mai _____, and Jorge _____
5. **A** _____ did Jorge go at 10:00?
   B _____
6. **A** _____ did Jorge do in Room 310?
   B _____
7. **A** _____ did Mai do at 10:00?
   B _____
8. **A** _____ did Mai go after that?
   B _____
9. **A** _____ did Jorge do at 11:30?
   B _____

Check your answers. See page 139.

Lesson C I work on Saturdays and Sundays.

1 Complete the sentences. Use *and*, *or*, or *but*.

1. Mateo has two jobs. He works in a restaurant ___and___ in an office.
2. We can have lunch at Sub's _____ at Carl's.
3. Gu-jan talked to his mother about his job plans, _____ he didn't talk to his father.
4. After work, Lourdes had cake _____ ice cream.
5. Mandy and Paco went to New York, _____ they didn't see the Statue of Liberty.
6. Ivan works the day shift _____ the night shift. He never works both shifts.
7. Sally works at the hospital during the week _____ at Pizza Town on the weekend.
8. At work, Ang answers the phones _____ takes messages.

2 Combine the sentences. Use *and*, *or*, or *but*.

1. Sometimes Jun eats lunch at noon. Sometimes Jun eats lunch at 1:00.
   Jun eats lunch at noon or at 1:00.
2. Javier helps the nurses. He also helps the doctors.
   _____
3. Tien picks up the supplies at the warehouse. She doesn't deliver the supplies.
   _____
4. Rieko met her new co-workers this morning. She didn't meet any patients.
   _____
5. At the restaurant, Mustafa made the soup. He also made the salad.
   _____
6. Sometimes Anatoly drinks coffee. Sometimes he drinks tea.
   _____

3 Read the chart. Write sentences. Use *and* or *but* and the simple past.

Office Assistant Duties – Friday 11/29

Rachel	Dora	Adam
Prepare the meeting room	Make the coffee	Check the office email
Pick up supplies	Go to the meeting	Go to the meeting
Deliver the mail	Answer calls	Take notes
	Take messages	Make copies

1. Dora / go to the meeting / take notes
   Dora went to the meeting, but she didn't take notes.
2. Adam / check the office email / go to the meeting
   _____
3. Rachel / prepare the meeting room / make the coffee
   _____
4. Dora and Adam / go to the meeting / prepare the meeting room
   _____
5. Adam / take notes / make copies
   _____
6. Rachel / pick up supplies / deliver the mail
   _____

4 Complete the sentences with *and*, *or*, or *but*.

Please eat lunch at your desk and answer calls on these days:

	Monday	Tuesday	Wednesday	Thursday	Friday
This week	Rachel	Dora	Adam	Dora	Adam
Next week	Adam	Dora	Rachel	Dora	Adam

1. Dora eats lunch at her desk on Tuesday ___*and*___ Thursday.
2. On Monday, Rachel _____ Adam answer calls.
3. This week, Adam eats lunch at his desk on Wednesday _____ Friday.
4. Dora and Adam eat lunch at their desks twice a week, _____ Rachel doesn't. She eats lunch at her desk only once a week.

Check your answers. See page 139.

Lesson D Reading

1 Read and circle the correct answers. Then listen.

To: personnel@newtownmedical.com
From: cmcintosh@wcc.org
Date: May 25, 2018
Subject: Federico Robles

To Whom It May Concern:

I am happy to write this recommendation for Federico Robles. Federico is a student in the Medical Assistant Certificate Program here at WCC. He will graduate in June.

Federico is an excellent student and a hard worker. He can manage a medical office, schedule appointments, and take care of patient records. He can assist doctors with many duties.

I recommend Federico very highly. He will be an excellent medical assistant. Please contact me for more information.

Sincerely,

Carrie McIntosh

Instructor WCC | WESTPORT COMMUNITY COLLEGE

1. Carrie McIntosh is Federico's ____.
   a. boss
   b. medical assistant
   c. instructor
2. This recommendation is about ____.
   a. Carrie McIntosh
   b. Federico
   c. Federico's new boss
3. Federico can ____.
   a. manage a medical office
   b. schedule appointments
   c. both a and b
4. Federico ____.
   a. is looking for a job
   b. is going to start school
   c. has a job now
5. In June, Federico is going to ____.
   a. get a new job
   b. graduate
   c. quit his job
6. What is the purpose of this email?
   a. to say hello to Federico
   b. to help Federico get a job
   c. to find a new medical assistant

2 Answer the questions.

1. Who wrote the email? *Carrie McIntosh wrote the email.*
2. When did she write the email? _____
3. Where does she teach? _____
4. What program does she teach in? _____
5. What job skills did Federico learn? List them. _____

_____

3 Match the jobs with the pictures.

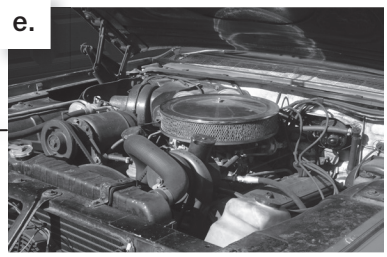
a.

b.

c.

d.

1. auto mechanic
2. orderly
3. homemaker
4. cashier
5. construction worker
6. medical assistant
7. cook
8. teacher

e.


f.

g.

h.

4 Complete the sentences. Use the jobs from Exercise 3.

1. A _____homemaker_____ takes care of a family.
2. A _____ operates large machines.
3. An _____ helps the nurses.
4. A _____ assists the doctor.
5. An _____ repairs cars.
6. A _____ teaches students.
7. A _____ handles money.
8. A _____ prepares food.

Check your answers. See page 139.

Lesson E Writing

1 Read Michael's employment history. Complete the sentences. Use the correct form of the verb.

Employment History: Michael Bitter

Michael Bitter is a medical assistant. He _____ (1. work) at Valley Medical Clinic. He started in 2017. He _____ (2. make) appointments for patients. He _____ (3. answer) the phones and _____ (4. take) messages. He _____ (5. prepare) the patients and _____ (6. assist) the doctors.

From 2003 to 2015, Michael _____ (7. work) at Freshie's Pizza. He had two jobs there. From 2011 to 2015, he _____ (8. be) a cashier. He _____ (9. handle) money and _____ (10. operate) the credit card machine. From 2003 to 2011, he _____ (11. be) a busperson.

Michael _____ (12. go) to Westport Community College from 2015 to 2017. He _____ (13. be) a full-time student in the Medical Assistant Certificate Program. He _____ (14. graduate) in June 2017. In June 2012, he _____ (15. get) his GED at Staples Adult School.

2 Answer the questions. Use the employment history in Exercise 1.

1. When did Michael start his job at the medical clinic?
   He started his job at the medical clinic in 2017.
2. Where did he work for 12 years?
   _____
3. What did he do from 2015 to 2017?
   _____
4. Where did he study for his GED?
   _____
5. When did he get his GED?
   _____
6. Where does he work now?
   _____

3 Rewrite the sentences. Use the simple past.

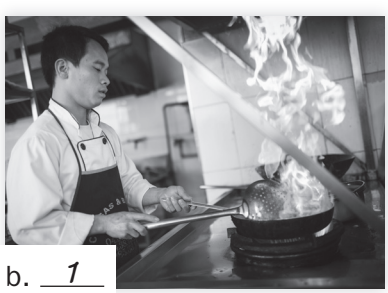
1. I prepare food, but I don't clear the tables.
   I prepared food, but I didn't clear the tables.
2. I handle money and talk to people every day.
   _____
3. I help the nurses, but I don't help the doctors.
   _____
4. I take care of my children and my house.
   _____
5. I clear tables and handle money, but I don't prepare food.
   _____
6. I operate large machines and build houses.
   _____

4 Match the pictures with the sentences in Exercise 3. Then write the words.

busperson	construction worker	homemaker
cashier	cook	orderly

a. _____

_____



b. 1

cook

c. _____

_____

d. _____

_____

e. _____

_____

f. _____

_____

Check your answers. See page 139.

Lesson F Another view

1 Read the job ads. Write the words. Start each word with a capital letter.

auto mechanic | busperson | cashier | construction worker | medical assistant | orderly

1. Orderly Needed.
Help patients walk, take patients for X-rays, deliver X-rays and mail, help nurses, talk to patients. No experience necessary.

2. _____ Wanted.
You will need to handle money, use a cash register, know basic math, be friendly with customers, and be on time. Restaurant experience necessary.

3. _____ Needed.
You need to have two years of experience building houses. Need a driver's license. Need to be able to work alone.

4. _____ Wanted.
Medical office needs friendly worker. Assist doctor and take care of office. Experience or Medical Assistant Certificate needed.

5. _____ Needed.
Busy car repair shop needs worker. Experience with American and foreign cars useful. Five years of experience necessary.

6. _____ Wanted.
New restaurant needs worker to clear and clean tables. No experience necessary. Need to work fast.

2 Read the sentences. Which job is best for each person? Write the jobs from Exercise 1.

1. I am friendly and like to help people. orderly
2. I like to use tools and machines. _____
3. I can handle money, and I like math. _____
4. I repaired cars for seven years. _____
5. I cleared tables in a restaurant last year. _____
6. I like to work alone. _____
7. I have a Medical Assistant Certificate. _____
8. I can work fast. _____

3 Look at the chart. Write sentences about Dani. Use *can*, *can't*, *could*, and *couldn't*.

	Ten years ago	Now
cook	No	Yes
dance	Yes	No
drive	No	No
run fast	Yes	No
play the piano	Yes	Yes
read English	No	Yes
speak Spanish	No	Yes
take care of a family	No	Yes

1. Dani ___couldn't___ cook ten years ago, but she ___can___ cook now.
2. Dani _____ dance ten years ago, but she _____ dance now.
3. Dani _____ drive ten years ago, and she _____ drive now.
4. Dani _____ run fast ten years ago, but she _____ run fast now.
5. Dani _____ play the piano ten years ago, and she _____ play the piano now.
6. Dani _____ read English ten years ago, but she _____ read English now.
7. Dani _____ speak Spanish ten years ago, but she _____ speak Spanish now.
8. Dani _____ take care of a family ten years ago, but she _____ take care of a family now.

Check your answers. See pages 139–140.