

The real world

A Getting it done

1 Complete the text with the correct phrases from the box.

accepted the job offer

applied for the job

prepare for the interview

printed the email

✓ proofread and formatted his résumé

provide references

researched the job

sent a thank-you note

translate a letter

John Torres didn't have a job after he finished college, but he worked hard to find one. First, he wrote his résumé. His friend Kyle proofread and formatted his résumé¹ for him. John had forgotten to _____² on his résumé, so Kyle added them. John looked for jobs on the Internet. He saw an ad for a translator, and he _____³. Mrs. Baker from TB Trans called him to schedule an interview. Kyle helped him _____⁴. He asked John questions that he thought Mrs. Baker would ask. John _____⁵, and he read a lot of information about the company. Before the interview, he _____⁶ from Mrs. Baker with the directions to her office. His interview went really well. He went home and _____⁷ to Mrs. Baker. Two days later, Mrs. Baker offered him a job. John _____⁸. His first assignment was to _____⁹ from English to Spanish.

2 Answer the questions with your own information.

Example: Yes, I have. I looked up information about the company online, and I practiced answering questions.

1. Have you ever had a job interview? What did you do to prepare for it?

2. Have you ever made a résumé? Who proofread it?

3. Have you ever accepted a job offer? What job was it?

5 Circle the correct word to complete each sentence.

1. Rachel has / gets her sister translate letters for her.
2. Sammy has / gets Jeff to do the laundry.
3. Mario and Camila have / get FoTake print their photos.
4. I usually have / get my father to drive me to the airport.
5. Asami has / gets Jessie to help her with her homework.
6. We have / get Park Press print our business cards.
7. Do you have / get anyone proofread your résumé?
8. Who do you get / have to clean your house?
9. Josh has / gets Pam feed his cat when he's on vacation.
10. Mona has / gets her neighbor to pick up her mail when she's in London.

6 Look at Michio's "To Do" list. He has checked (✓) the things that he has already gotten done. Write sentences about what he has already had done and what he still needs to have done. Use the verbs in parentheses.

TO DO

1. suits - dry-clean ✓
2. shirts - iron
3. hair - cut ✓
4. apartment - clean
5. résumé - proofread ✓
6. résumé - translate into English
7. business cards - print ✓
8. car - fix



1. (have) Michio had his suits dry-cleaned.
2. (get) He needs to get his shirts ironed.
3. (get) _____
4. (have) _____
5. (get) _____
6. (have) _____
7. (have) _____
8. (get) _____

B

Let me see . . .

- 1 Three people are interviewing for a job as a salesperson. Complete the interviews with sentences from the box. Sometimes more than one answer is possible. Use each sentence only once.

Hmm, let me think.	Well, it's been great talking to you.
✓ Oh . . . let's see.	Well, it's been nice meeting you.
Um, let me see.	Well, I've really enjoyed talking to you.

A. Interviewer: One more question, Ms. Jones. What is your greatest strength?

Ms. Jones: Well, I really enjoy working with people.

Interviewer: OK. And what do you like best about working with people?

Ms. Jones: Oh . . . let's see.
I like to learn new things from them. I also like to help other people get things done.

Interviewer: Very good.
We'll call you in a few days.



B. Interviewer: I have one last question, Mr. Harris. What is your greatest strength?

Mr. Harris: I know . . . I'm very outgoing. I love to talk to people.

Interviewer: Thanks. Did I get the job?

Interviewer: We have a few more interviews. We'll call you in a few days.

C. Interviewer: OK, I have only one more question. What is your greatest strength?

Mr. Gomez: I'm very responsible. I'm always on time. I'm also energetic and hardworking. Oh, and I'm very good with computers.

Interviewer: OK. And if you had to pick one thing . . . which one would it be?

Mr. Gomez: I guess that I'm responsible. I think it's important to be on time and to get your work done.

Interviewer: Thank you for coming in for this interview, Mr. Gomez. We'll call you in a few days.

- 2 Who do you think would be best for the job? Check (✓) your answer.

Ms. Jones Mr. Harris Mr. Gomez

C

Future goals

1 Complete the text with the correct phrases from the box.

doing volunteer work
having a big wedding
live in the countryside
✓ I'm already financially independent

I'm working as a journalist
preparing for my exams
studying abroad
write travel books



About me:

Birthday:

October 22

Current City:

Boston

I finished school two years

ago, and I'm ¹ already financially independent.

I have my own apartment, and

I have a great job. I ² _____.

I go to a lot of different

countries for my job,

and I want to ³ _____.

about the places I've

been. I love living in the

city, but I hope to

⁴ _____ someday!

Claudia Rodriguez is going to Seoul!



Jen Lewis: Have a great trip, Claudia! Send me a postcard. I'll be _____ while you're gone! I have three big tests ⁵ next week.



Claudia Rodriguez: Thanks, Jen, and good luck with your tests!



Peng Liu: Will you be back by April 3? I'm getting married! We're _____ ⁶. I hope you can come.



Claudia Rodriguez: I'm sorry, Peng. I won't be home until April 15. Near the end of my trip, I'm _____ ⁷. I'm teaching English at a Korean high school for two weeks, and I'm also giving free classes about how to be a good journalist.



Peng Liu: Too bad. Well, I'll show you pictures when you get home!



Mark Goldman: Hey, Claudia. I'm _____ ⁸ right now. I'm taking classes in Incheon. Maybe you can visit me when you're in Seoul!



Claudia Rodriguez: That's great, Mark! I could come to Incheon on March 29. Is that good for you?



Mark Goldman: Yes, it is! We can have lunch in Jayu Park, my favorite place here.

2 Circle the correct verb form to complete each sentence.

1. What _____ next year?
a. will you be b. were you doing **c. will you be doing**
2. Jacob _____ Chinese at a university next year.
a. will be studying b. be studying c. was studying
3. Tonya _____ her new car by next week.
a. having b. will be having c. will have
4. Larry and Samantha _____ financially independent in a year.
a. were being b. will be c. will be being
5. _____ with Mr. Harding this week?
a. Will you be working b. You are working c. Working
6. I'm sure that Kyle _____ his goals.
a. will be achieving b. will achieve c. achieving

3 Check (✓) the sentences that are correct. Change the sentences that are not correct to the future with *will* and write the new sentence.

1. Will you be remembering my birthday in two months?
Will you remember my birthday in two months?
2. Min Woo will be preparing for his exams this weekend.

3. Susana will be being financially independent when she gets a job.

4. Will you be achieving your goals in two years?

5. Beatriz will be doing volunteer work on Saturday.

6. Do you think they'll be having a good time in Spain?

7. Tim will be working as a doctor in Los Angeles for the next three years.

8. We'll be believing your story when you prove it.



4 Complete the email with the future continuous of the verbs in parentheses.

Hi Fatih!

How are you? Will you be home soon? We miss you in class. This week we had to write about what we think our lives will be like in the future. I started thinking about it a lot. Five years from now, I won't be working (not / work) for a large company. Instead, I _____ (work) as a travel writer. I _____ (live) in a large apartment in the city. I _____ (travel) a lot for work. I _____ (go) to Mexico and Brazil. I don't know if all this will happen, but it's OK to dream, right?

What do you think you _____ (do) in five years? _____ you _____ (study) abroad?

Your friend,
Nick

5 Complete the email with the future with *will* of the verbs in parentheses.

Hey Nick!

It was great to hear from you. I ll be (be) home on Tuesday. I'm having a great time in Spain. Your question was interesting. Let's see . . . in five years, what will I be doing? Well, first I _____ (finish) school next year, but then I _____ (go) to work for my father. In five years, I _____ (not / be) his assistant. I _____ (have) to make the decisions! I hope I _____ (meet) someone really nice in the next few years, but I _____ (not / be) married in five years. I do think that I'll be living in the countryside. _____ you _____ (visit) me there?

See you soon!
Fatih

6 What will you be doing in five years? Write two sentences about each topic.

Example: I'll be studying abroad in Canada. Maybe I'll learn French!

1. School: _____
2. Work: _____
3. Travel: _____

1 Read the article. What is causing some jobs to disappear?

DISAPPEARING JOBS

Have you ever thought about jobs disappearing? As technology improves and new things are invented, some jobs are no longer needed. For example, before the invention of the automatic elevator, there were elevator operators. The operator controlled the elevator as it went up and down, and he or she opened and closed the doors of the elevator. Once elevators became automated, this job was no longer needed. Here are some other jobs that might disappear some day.

Travel Agents: In the past, people had travel agents plan their trips and buy their tickets. Today, it is easy to buy plane tickets online. It's also easy to research different places to go, find hotels, rent cars, and much more. There will be fewer travel agents in the future because more and more people will be planning their vacations online.

Bank Tellers: Bank tellers inside a bank help you get cash, deposit your checks, and transfer money. But since the invention of automated teller machines (ATMs), online banking, and banking by phone, many people rarely go inside a bank. They don't need to get help from the bank teller because they can use new technologies to do those things at the ATM, online, or by phone.



Photo Processors: Photo processors develop and print pictures. With the invention of digital cameras, the need for this job has been reduced. Many stores now have machines that print digital pictures. Even these types of stores are disappearing because many people now print their pictures at home.

Video Store Clerks: People don't have to go to video stores to rent movies anymore. They can rent them from companies that send movies in the mail. Many videos can also be streamed online. It's possible that there won't be any video stores in the future.

We'll know in time which of these jobs will last and which ones won't. We'll also see what other jobs might disappear as technology improves. Even though some jobs are lost, technology also creates new jobs. For example, someone has to put money in ATM machines and repair them when they break.

2 Read the article again. Write T (true), F (false), or NI (no information).

- The automatic elevator was invented 100 years ago. NI
- There are no travel agents now. _____
- Because of ATMs, people never go into banks now. _____
- A lot of people print photographs at home. _____
- It's very expensive to stream videos online. _____
- New jobs are often created when old ones disappear. _____