

Q: Skills for Success

LISTENING AND SPEAKING



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- NOTE TAKING** ▶ writing key words and main ideas
- LISTENING** ▶ listening for key words and phrases
- VOCABULARY** ▶ distinguishing between words with similar meanings
- GRAMMAR** ▶ simple present and simple past
- PRONUNCIATION** ▶ simple past -ed
- SPEAKING** ▶ asking for repetition and clarification

Q

UNIT QUESTION

How can you find a good job?

A Discuss these questions with your classmates.

1. Do you have a job? What is your dream job?
2. How do people find jobs?
3. Look at the photo of a job fair. What types of jobs do you see? Why are the people at this job fair?

B Listen to *The Q Classroom* online. Then answer these questions.

1. Marcus says that the best way to find a job may be through friends. Sophy thinks you should tell everyone you are looking for work. Felix says you have to work your way up. What do you think is the best way to find a job?
2. What experience do you have with these ways of finding a job? Other ways?

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C Go to the Online Discussion Board to discuss the Unit Question with your classmates.





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UNIT OBJECTIVE ▶▶▶▶

Listen to a conversation and two interviews. Gather information and ideas to role-play a job interview.



D Match the ads with the jobs in the photos. More than one answer is possible.

1 *tempor incididunt ut labore et dolore*
Must have excellent computer skills
Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

2 *labore et dolore*
Need a college education
Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

3 *tempor incididunt ut labore et dolore*
Need three years of experience
Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

4 *tempor incididunt ut labore et dolore*
Must enjoy working with people
Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.



web designer ____

salesperson ____



server ____

teacher ____

E Tell a partner which job you like best, and why.

A: I like the web designer job. I have excellent computer skills.

B: Really? I prefer the salesperson position. I like working with people.

Listening Skill Writing key words and main ideas



When you take notes, you write only a few words and phrases about the most important points. If you try to write too much, you will miss important information. Learn to listen for the main ideas and write the key words and phrases that will help you remember them. Make two columns on your paper and label them *Key Words* and *Main Ideas* as in the example below. As you listen, write the key words in the left column. After you listen, use the key words to fill in additional information about the main ideas in the right column.

Read this transcript from a TV news report about important job skills for university students.

Many college students today do not have the basic skills needed to succeed in a full-time job after they graduate. According to a recent study, universities need to do more to prepare students for the workplace.

Look at the note page below. Notice the key words and main ideas.

<i>Key Words</i>	<i>Main Ideas</i>
<i>Students don't have skills – full-time job</i>	<i>College students don't have skills to succeed in a full-time job after they graduate.</i>
<i>Study: universities need to prepare students</i>	<i>Study: Universities need to do more to prepare students for work.</i>

-  **A.** Listen to the next part of the news report. Make two columns for key words and main ideas. Take notes on the key words.
- B.** Use the key words you wrote to write the main ideas. Compare notes with a partner.
-  **C.** Go online for more practice with writing notes on key words and main ideas.

LISTENING 1 | Looking for a Job

UNIT
OBJECTIVE



You are going to listen to two students discuss summer jobs. They find a website with a video called "Careers at Braxton Books." As you listen to the conversation, gather information and ideas about how you can find a good job.

PREVIEW THE LISTENING

A. **VOCABULARY** Here are some words from Listening 1. Read the sentences. Then write each underlined word next to the correct definition.

1. Khalid wants to change his career. He wants to become a doctor.
2. Haya starts her new job tomorrow. She's a new employee of that company.
3. A college education is one requirement to be a teacher. You also need some teaching experience.
4. I don't know much about computers. I can only do basic things, like type papers and use email.
5. Our server isn't very organized. He forgot to bring your coffee, and he brought me the wrong food.
6. Education is important. It's harder to get some jobs if you don't have a college degree.
7. I want to get a job at Rick's Café. I just have to complete this application and take it to the restaurant.
8. I have an interview next week at a computer company.



- a. _____ (*noun*) a person who works for someone
- b. _____ (*noun*) a paper you get when you finish college
- c. _____ (*noun*) a job that you learn to do and then do for many years
- d. _____ (*noun*) a special piece of paper you fill out when you try to get a job
- e. _____ (*noun*) something that you need or that you must do or have
- f. _____ (*adjective*) able to plan your work or life well

- g. _____ (*noun*) a meeting when someone asks you questions to decide if you will get a job
- h. _____ (*adjective*) simple; including only what is necessary

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B. Go online for more practice with the vocabulary.

C. PREVIEW Two students are looking online for a summer job. They find a website with a video called "Careers at Braxton Books."

Check (✓) the topics you think the video will include.

- | | |
|--|--|
| <input type="checkbox"/> how to buy books online | <input type="checkbox"/> how to get an application |
| <input type="checkbox"/> job requirements | <input type="checkbox"/> store hours |

WORK WITH THE LISTENING

A. LISTEN AND TAKE NOTES Listen to the conversation. Take notes on the key words. Follow the sample notes on page 5.

B. Listen to the conversation again. Add notes about the main ideas based on the key words you wrote.

C. Read the statements. Write *T* (true) or *F* (false). Then correct any false statements. Write the words or phrases from your notes that helped you get the answer.

F 1. Ben works at Braxton Books now.

Ben doesn't work at Braxton Books yet.

Words and phrases: wants to work there this summer

___ 2. Braxton Books is a big company.

Words and phrases: _____

___ 3. The company sells books in stores and online.

Words and phrases: _____

___ 4. The company has some open jobs.

Words and phrases: _____

___ 5. Ben will probably try to get a job at Braxton Books.

Words and phrases: _____

D. Circle the answer that best completes each statement.

1. Braxton Books plans to _____.
 - a. open a new store
 - b. continue its success
 - c. start an e-book business
2. Salespeople at Braxton Books have to _____.
 - a. work only online
 - b. have a college degree
 - c. help a lot of customers
3. Most Web designers at Braxton Books are _____.
 - a. highly trained
 - b. college students
 - c. friendly people
4. The company only accepts applications _____.
 - a. on its website
 - b. in person
 - c. after an interview

E. Match the sentence halves to form true statements.

- | | |
|--|------------------------------|
| ___ 1. Ben is looking for | a. a salesperson position. |
| ___ 2. Braxton Books is | b. a summer job. |
| ___ 3. You need basic computer skills for | c. to work on a team. |
| ___ 4. Web designers need | d. an international company. |
| ___ 5. A new part of Braxton's business is | e. a lot of experience. |
| ___ 6. Salespeople must like | f. an e-book business. |

Tip for Success

Speakers sometimes use certain phrases to signal a list of important information. Some examples are *here are*, *the following are*, and *here is a list of*.

F. Listen to the excerpt from Listening 1. Complete the job requirements for each job in the chart.

Salesperson	Web designer
• _____ years' experience	• _____ years' experience
• basic _____	• _____ skills
• organized	• _____ in Web design
• friendly	(preferred)
• enjoy _____	• organized
_____	• have _____ ideas



SAY WHAT YOU THINK

Discuss the questions in a group.

Critical Thinking Tip

Question 1 asks you to **compare** the two jobs. **Comparing** means you notice the things that are the same for both jobs. Comparing can help you remember important points about the two things.

1. Look again at the chart in Activity F on page 8. What requirements are necessary for both jobs at Braxton Books?
2. Do you meet the requirements for the jobs? Which ones?
3. Which student in your group is the best person for each job at Braxton Books?

Listening Skill

Listening for key words and phrases

Key words and **phrases** tell you the important information about a topic. Speakers often repeat key words and phrases more than once. Listening for key words and phrases can help you identify the topic of a conversation.



Listen to the example from Listening 1.

The topic of the conversation is *looking for a summer job*.

The key words and phrases are *work there this summer, job, and careers*.

The speakers say the words *summer* and *jobs* more than once.



A. Ben and Saud are listening to the information video for Braxton Books. Listen for key words and phrases in each section. Circle the main topic.

1. a. careers at Braxton Books
b. the company's history and success
c. the number of employees
2. a. jobs at Braxton Books
b. how to get an application
c. job interviews
3. a. store hours
b. computer skills
c. job requirements
4. a. job interviews
b. how to get an application
c. how to buy online books



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