

Contenido

Ventures 4

Contenido

Ventures 4



Escritora: Brenda Johnson
Ilustradora: Nancy Manning
Traductora: María Teresa

Ventures 4, Unit 8

Word	Page	Word	Page
close up	97	boring	101
deal with	97	frightened	101
duty	97	frightening	101
early	97	frustrated	101
exhausted	97	frustrating	101
initials	97	assess	102
negotiate	97	automotive technician	102
share	97	cooperative	102
solution	97	co-worker	102
task	97	equally	102
work (something) out	97	fire	102
interview	98	hard skills	102
mop	98	knowledge	102
owner	98	machine	102
bank	99	mechanic	102
cash register	99	motorcycle	102
coffee	99	repair	102
container	99	soft skills	102
phone order	99	superb	102
refill	99	teach	102
security alarm	99	technical	102
shipment	99	weak	102
alarm clock	100	work ethic	102
disappointed	100	hobby	103
disappointing	100	lose	103
excited	100	profession	103
exciting	100	child development	104
exhausting	100	cover letter	104
interested	100	district	104
interesting	100	individual	104
irritated	100	interview	104
irritating	100	look forward to	104
relaxed	100	position	104
relaxing	100	reading	104
shocking	100	résumé	104
tired	100	sincerely	104
tiring	100	teacher's assistant	104
weeknight	100	imaginary	105
amused	101	dental hygienist	106
amusing	101	home health aide	106
award	101	physical therapist aide	106

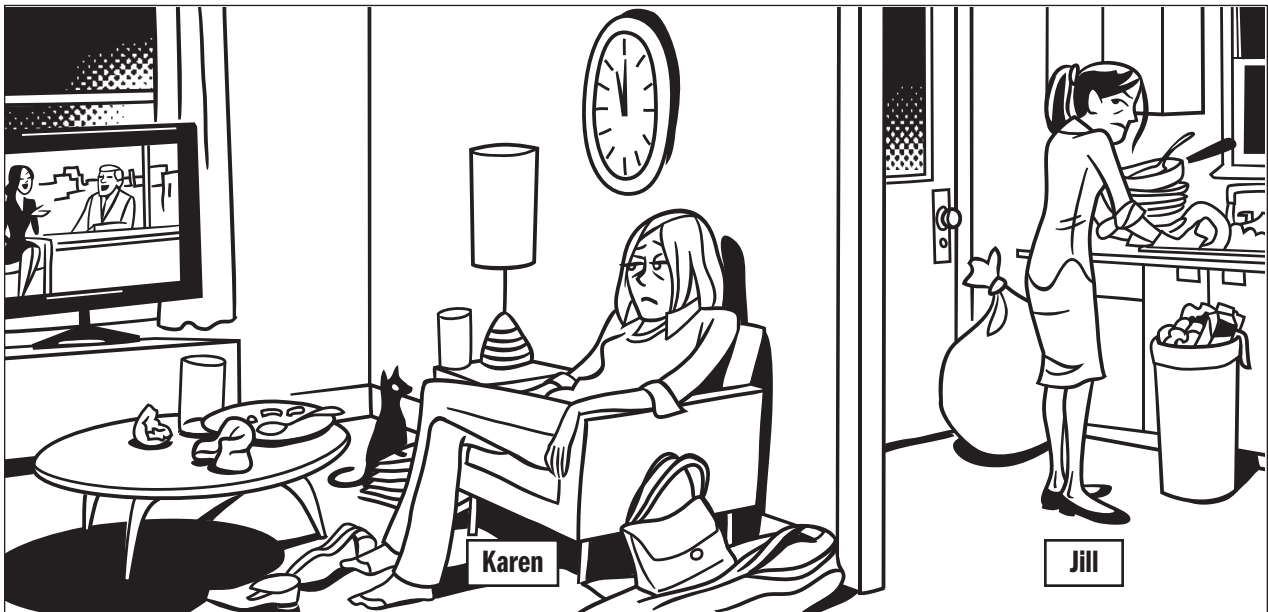
Lesson A Listening

Role play

Student A

A Look at the picture. Answer the questions.

1. What is Jill doing?
2. What's the problem?



B Read the situation.

You are Jill. When you and your friend Karen decided to live together, you both agreed to do the chores around the house. Lately, you are the only person who does any chores at home. You wash the dishes, put things away, and take out the garbage. You know that Karen is busy at work, but you also have a job. You want to talk to Karen to tell her how you feel.

C What will you say to Karen? Write three sentences. Use the words in the box.

deal with	exhausted	share
-----------	-----------	-------

1. _____
2. _____
3. _____

D Work with a partner. Play the role of Jill.

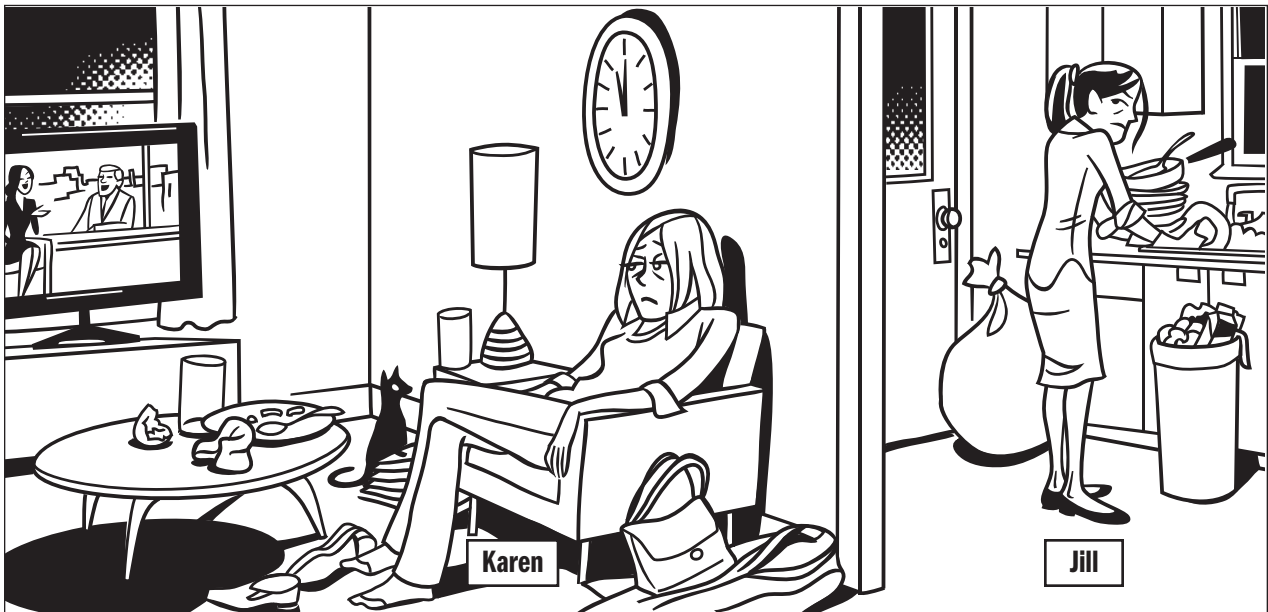
Lesson A Listening

Role play

Student B

A Look at the picture. Answer the questions.

1. What is Karen doing?
2. What's the problem?



B Read the situation.

You are Karen. When you and your friend Jill decided to live together, you both agreed to do the chores around the house. Lately, when you come home from work, you are too exhausted to do chores. You wait to do them on the weekend, although sometimes you don't do them then, either. You know this is not fair to Jill, but you have an idea about a possible solution.

C What will you say to Jill when she talks to you about the chores? Write three sentences. Use the words in the box.

chart	initials	work (something) out
-------	----------	----------------------

1. _____
2. _____
3. _____

D Work with a partner. Play the role of Karen.



A Complete words with the same meaning as the words in *italics*.

- | | |
|---|-------------------------------------|
| 1. We need to <i>find a solution</i> . | w <u>o</u> <u>r</u> <u>k</u> it out |
| 2. Write <i>the first letters of your name</i> here. | your i _____ |
| 3. Trisha is <i>very tired</i> . | ex _____ |
| 4. He doesn't want to <i>reach an agreement</i> . | n _____ g _____ |
| 5. We have to <i>take responsibility</i> for the problem. | d _____ with |
| 6. She doesn't want to do her <i>part</i> of the project. | s _____ |

B Complete the sentences in Part B. Use the words from Exercise A. Then match a sentence in Part A with a sentence in Part B to make conversations.

Part A

- Did you reach an agreement with your customer? a
- Are you going to tell your boss about the problem? _____
- I always do more work than you! _____
- My co-worker always leaves work early. What should I do? _____
- What is the chart for? _____
- How are you feeling today? _____

Part B

- No, I didn't. I'll have to negotiate with him again tomorrow.
- We have to write our job duties and our _____ on it.
- You should ask your boss to _____ it.
- No, you don't. I always do my _____.
- I'm completely _____.
- No, I'm going to try to _____ it _____ with my co-worker first.

C Read the problems. Write solutions

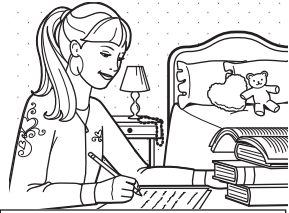
- Sam has to work late every night because he has too much work. His wife and family are not happy. What should he do?

- Ling's co-workers don't talk to him. They don't invite him for coffee or lunch. What should he do?



Lesson B *Verb tense contrast*

A Complete the sentences about the Gomez family. Use the present perfect or present perfect continuous.



4:00 p.m.–5:30 p.m.

Luisa / do her homework



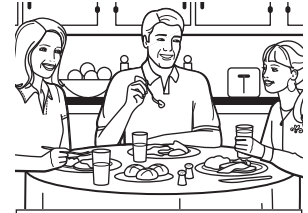
5:00 p.m.–6:00 p.m.

Mary / talk on the phone



5:30 p.m.–6:30 p.m.

Pete / cook dinner



6:30 p.m.–7:30 p.m.

Pete, Luisa, and Mary / eat dinner

- It's 4:30 p.m. Luisa has been doing her homework for 30 minutes.
- It's 5:15 p.m. Mary _____ on the phone for 15 minutes.
- It's 5:30 p.m. Luisa _____ her homework.
- It's 6:00 p.m. Mary _____ talking on the phone.
- It's 6:10 p.m. Pete _____ dinner for 40 minutes.
- It's 6:30 p.m. Pete _____ dinner.
- It's 6:40 p.m. Pete, Luisa, and Mary _____ dinner for 10 minutes.
- It's 7:35 p.m. Pete, Luisa, and Mary _____ dinner.

B Complete the sentences.

- Pam has been baking bread for two hours.
(bake)
- Gino and Teresa _____ the windows for one hour.
(clean)
- We _____ the front door of the store.
(open)
- Tam and Luis _____ eating breakfast.
(finish)
- I _____ on the phone for 20 minutes.
(talk)
- Sonya _____ at work.
(arrive)

C Complete the chart.

	It is Saturday at 11:00 a.m. What have you been doing?	It is Saturday at 11:00 p.m. What have you done today?
You		
Your friend		

Lesson **B** *Verb tense contrast*

Share information

Student A

A Read your story to Student B. Student B will take notes.

Joy has always wanted to run in a marathon. For the past six months, she has been preparing for the marathon in her city. She has been running several times a week in her neighborhood. She has been resting on the days she doesn't run. She has been eating healthy food and drinking a lot of water. It's finally the morning of the marathon. Joy has just arrived at the starting line. She is nervous and excited.

B Listen to Student B. Answer the question. Take notes.

What has Hal been doing?

1. _____
2. _____
3. _____
4. _____
5. _____

C Use your notes. Tell your partner the story. Your partner listens to check.

D Work with your partner. Write the end of your story.

Lesson **B** *Verb tense contrast*

Share information

Student B

A Listen to Student A. Answer the question. Take notes.

What has Joy been doing?

1. _____
2. _____
3. _____
4. _____
5. _____

B Read your story to Student A. Student A will take notes.

Hal and Eliza have been dating for two years. Hal is in love. He has been writing Eliza love letters and poems. He has been sending her flowers. He has been spending time with Eliza and her family. He has also been saving money to buy a house. Tonight, Hal is going to ask Eliza to marry him. He's been waiting for her at their favorite restaurant for half an hour. Eliza has just arrived. Hal is nervous and excited.

C Use your notes. Tell your partner the story. Your partner listens to check.

D Work with your partner. Write the end of your story.

**A** Complete the sentences.

1. We were e x c i t e d to go to Jan's birthday party.
2. I was dis _____ because the job did not pay well.
3. The stories were not funny, and we were bo _____.
4. The work was too difficult, and we felt fr _____.
5. The storm was dangerous, and I was fr _____.
6. The computers could do amazing things, and we were fas _____.

B Complete the story. Use the correct adjective form of the words in the box.

amuse	disappoint	exhaust	irritate
bore	excite	interest	tire

A Working Weekend

Last weekend, my co-workers and I had special training. I thought it was going to be _____¹ *interesting* but very _____². On Saturday afternoon, I felt like going to sleep in the meetings because they were so _____³. The teacher was _____⁴ because we didn't ask many questions. At the end of the day, there was a party. The party was much more _____⁵ than the meetings, but I didn't eat much because the food was _____⁶. We danced and talked a lot at the party, and at the end of the night we were _____⁷. Everyone was _____⁸ when we came back to work on Monday and told our stories.

C Think about activities that you do in your job or at home. Write three sentences.

Example: (interesting) Talking to customers is interesting because I meet different people.

1. (interesting) _____
2. (boring) _____
3. (excited) _____

Lesson C *Participles as adjectives*

Conversation cards

- A** Everyone takes a card.
- B** Find a classmate. Ask your question. Your classmate answers. Change cards.
- C** Find another classmate. Ask your new question. Your classmate answers. Change cards again.

✂

What is something that makes you exhausted?	What do you do to feel relaxed?	What is the most frustrating thing about learning English?	What makes you bored?
Who is the most interesting person you know?	What are you interested in doing in 10 years?	What makes you irritated?	What is the most interesting book you've read?
What movie disappointed you?	When was the last time you were amused?	Who do you think is the most amusing person in the class?	What is a frightening experience you have had?
What is an exciting thing you have done this year?	What is something that makes you excited?	What made you frightened when you were a child?	What do you do when you are frustrated about something?


Lesson D *Reading*

A Write the skills in the chart.

Arrives on time	Is friendly	Is honest
Can fix equipment	Is good at math	Speaks other languages
Can use a computer	Is good at talking to people	

Hard job skills	Soft job skills
<i>Can fix equipment</i>	

B Read. Write an example from the text for each soft skill.

Soft Skills on the Job

Eugenia has been working at the Island Sports Club for two months. She works at the front desk. She is always friendly and polite to the customers. At first, she didn't always understand the manager's instructions, but she asked lots of questions. She is always on time for work and always finishes her tasks. When her boss criticizes her, she doesn't complain. "She enjoys learning about the job," explains Margery Vincent, manager of Island Sports Club. "She's always cheerful and optimistic. The customers like her." Eugenia gets along well with her co-workers, too. Now they ask her for help and advice.

- Has good communication skills *She is always friendly and polite to the customers.* _____
- Has a strong work ethic _____
- Learns from criticism _____
- Has a positive attitude _____
- Is a team player _____

C Think about the soft skills you need at your job or at a job you want to have. Write the information on the back of this paper.

Lesson **D** *Reading*

Jigsaw reading

- A** Form a group of three. Each person will read about a candidate (someone who is applying for a job) for a position as a customer service clerk at Fancy Grocery Store.
- B** Read about your candidate to yourself.



Rosemary Hernandez

Rosemary is a secretary at a doctor's office. She greets patients, and she always gets along with them very well because she is polite and a good listener. She uses the computer to make appointments and fill out insurance forms. She uses the phone to call insurance companies and order office supplies.

Kong Park

Kong is a waiter at a restaurant. He is friendly with customers and responsible, and he can be trusted with money. He also knows how to fix kitchen appliances and use the cash register. He is responsible for opening the restaurant in the morning and counting the money at night when he is closing up.

Marguerite Cook

Marguerite is a clerk at another grocery store. She has superb communication skills and loves to answer questions that customers have. She teaches new clerks how to do their jobs and always tries to help her manager and co-workers. When there are sales, she makes and puts up signs. She also makes the weekly schedule for her co-workers.

Lesson **D** Reading

Jigsaw reading

C Tell the group about your candidate. Listen to learn about the other candidates.

D Complete the chart with your group.

	Soft Skills	Hard Skills
Rosemary Hernandez	<i>greet patients</i>	
Kong Park		
Marguerite Cook		

E Work with your group. Who is the best candidate for the job? Tell why.

Lesson E Writing



A Complete the sentences. Then write the sentences in the correct places in the letter.

hearing from you	my co-workers	teaching many sports
in this position	my résumé	

- I am very interested in this position .
- I have enclosed _____ .
- I am skilled at _____ .
- I also get along well with _____ .
- I look forward to _____ .

<p>Edmilson Ferreira, Sports Coordinator Capital Athletics 356 Farmington Ave. Hartford, CT 06108</p> <p>Dear Mr. Ferreira:</p> <p>I read your advertisement online for a position as a sports instructor. <u>I am very interested in this position</u> , and _____ _____ .</p> <p>I have been working as a front desk manager at Island Sports for 18 months. In this job, I have learned how to help customers use the sports equipment. _____ _____ .</p> <p>I am looking for an opportunity to learn more and take on more responsibility in my job. My phone number is 773-555-8730. _____ .</p>	<p>Eugenia Chang 458 North Main St. Providence, RI 02906 August 8, 2018</p> <p>Sincerely, <i>Eugenia Chang</i> Eugenia Chang</p>
---	--

B Read about a job. Make up information about an applicant. Then write a cover letter on a separate piece of paper with the information. Use Exercise A as a model.

Job ad	Information about applicant
Front desk manager needed. Sports training or experience preferred. Apply to: Margery Vincent, Manager Island Sports Club P.O. Box 4567, Providence, RI 02903	Name: Julio Alvarez Phone number: 773-555-1530 Current job: _____ Skills: _____ _____



A Read the chart. Complete the sentences.

Fast-Growing Occupations 2014-2024

Occupation	Duties	Training	Earnings / Salary
Dental assistant	hands instruments and materials to dentist; sterilizes and disinfects instruments and equipment	dental assisting training programs in community colleges or technical schools	\$35,000–\$55,000 / year
Medical assistant	answers telephones and updates patient medical records; takes medical histories and records vital signs	medical assisting training programs in community colleges or technical schools	\$25,000–\$35,000 / year
Pharmacy technician	counts and labels medications; verifies prescription and health insurance information	on-the-job training; some training programs in community colleges or technical schools	\$25,000–\$35,000 / year
Physical therapist aide	cleans, organizes, and prepares treatment area for patient's therapy	on-the-job-training	\$20,000–\$30,000 / year

Source: <http://www.bls.gov/ooh/occupation-finder.htm>

1. Training for a physical therapist aide is on-the-job .
2. A medical assistant's clinical duties include _____ .
3. Counting and labeling medications are tasks of a _____ .
4. A dental assistant requires more training than a _____ .
5. A pharmacy technician and a _____ earn about the same amount of money.

B Write a polite request or an offer using the words in parentheses. Then write an answer.

1. (Could I) Could I fix that for you ? Thanks. That would be great.
2. (Could you) _____ ? _____
3. (Let me) _____ . _____
4. (Why don't I) _____ ? _____
5. (Would you mind) _____ ? _____

Lesson **E** *Writing***Unscramble**

- A** Work with a partner. Cut out the strips. Mix them up. Put the letter in the correct order. The first part of the letter is in bold.
- B** Check your letter with another pair. Then copy it on a piece of paper.



Terry Singh
83 Parker Avenue
Boston, MA 02215
December 21, 2018

Robert Cruz, Director of Human Resources
Rita's Restaurant
180 Everest Road
Brookline, MA 02447

Dear Mr. Cruz:

I read your advertisement in the *Brookline Times* for a position as a restaurant manager.

I am very interested in applying for this position and have enclosed my résumé.

I have been working at Lidia's Pasta and Pizza for two years.

In this job, I have served customers drinks and meals, and I have taken phone orders.

I have also been responsible for opening and closing the cash register.

I do all of these things skillfully, and I also get along very well with my co-workers.

I hope you will call me to schedule an interview. My phone number is 773-555-3545.

I am excited about this position, and I look forward to hearing from you soon.

Sincerely,

Terry Singh

Lesson F *Another view*

Student interview

A Talk to your classmates. Ask questions. Ask a follow-up *Wh-* question when your partner answers only *yes* or *no*. Then complete the chart.

A Beatriz, does your job require managing time well?

B Yes, it does.

A Why do you have to manage time well?

B Because I have to see many patients, and I also have office duties.

If you don't work, think of your jobs at home.

Find someone who has a job that requires . . .	Name	More information
1. managing time well	<i>Beatriz</i>	<i>has to see many patients, and also has office duties</i>
2. teaching job duties to others		
3. using math		
4. reading documents		
5. listening well		
6. knowing how to use equipment		
7. talking to customers		
8. reading and following instructions		

B Find someone who has a job you think is interesting. Find out more about the skills that person uses at his or her job. Share what you learn with the class.

Name: _____

Work

Read the information about the fastest growing professions to answer questions 1, 2, and 3.

Fastest Growing Professions in the United States

1. Personal Care Aides

Projected increase by 2020: 70%

Median pay in 2010: \$19,640

Education/training: Some states only require on-the-job training. Other states may require formal training that can be completed at community colleges, vocational schools, home health care agencies, and elder care programs.

Job outlook: Rapid job growth is expected because of the rise in the number of elderly people who increasingly rely on home care.

2. Plumbers, Pipefitters, and Steamfitters

Projected increase by 2020: 45.4%

Median pay in 2010: \$26,740

Education/training: Employer apprenticeships or formal training at technical schools and community colleges.

Job outlook: New home construction is spurring growth.

3. Physical Therapists

Projected increase by 2020: 39%

Median pay in 2010: \$76,310

Education/training: The American Physical Therapy Association's accredited programs in physical therapy. A graduate degree and state licensing are required.

Job outlook: The increasing elderly population will drive demand.

1. What will you likely need to do to become a physical therapist?

- A. get accepted into an accredited academic program
- B. get an employer apprenticeship
- C. get training at an elder care program
- D. go to a technical school

2. Which of the professions will grow most quickly by 2020?

- A. pipefitter
- B. personal care aide
- C. physical therapist
- D. plumber

3. Which profession pays the highest salary?

- A. pipefitter
- B. personal care aide
- C. physical therapist
- D. plumber

Name: _____

Answer Sheet

DIRECTIONS

Mark your answers on the answer sheet. Please do not write in the test booklet.
Use a number 2 pencil only.

Try to answer the question. Choose the **one** best answer. If you want to change an answer, be sure to erase the first mark completely. If you don't know an answer, you can go to the next question. Follow the numbers carefully.

Unit 1

1. (A) (B) (C) (D)
2. (A) (B) (C) (D)
3. (A) (B) (C) (D)

Unit 2

1. (A) (B) (C) (D)
2. (A) (B) (C) (D)
3. (A) (B) (C) (D)

Unit 3

1. (A) (B) (C) (D)
2. (A) (B) (C) (D)
3. (A) (B) (C) (D)

Unit 4

1. (A) (B) (C) (D)
2. (A) (B) (C) (D)
3. (A) (B) (C) (D)

Unit 5

1. (A) (B) (C) (D)
2. (A) (B) (C) (D)
3. (A) (B) (C) (D)

Unit 6

1. (A) (B) (C) (D)
2. (A) (B) (C) (D)
3. (A) (B) (C) (D)

Unit 7

1. (A) (B) (C) (D)
2. (A) (B) (C) (D)
3. (A) (B) (C) (D)

Unit 8

1. (A) (B) (C) (D)
2. (A) (B) (C) (D)
3. (A) (B) (C) (D)

Unit 9

1. (A) (B) (C) (D)
2. (A) (B) (C) (D)
3. (A) (B) (C) (D)

Unit 10

1. (A) (B) (C) (D)
2. (A) (B) (C) (D)
3. (A) (B) (C) (D)

ANSWER KEY

Unit 1

1. D
2. A
3. C

Unit 2

1. C
2. B
3. D

Unit 3

1. C
2. D
3. C

Unit 4

1. C
2. B
3. C

Unit 5

1. D
2. C
3. A

Unit 6

1. D
2. B
3. B

Unit 7

1. D
2. B
3. A

Unit 8

1. A
2. B
3. C

Unit 9

1. A
2. C
3. B

Unit 10

1. C
2. D
3. A

UNIT 8

Name: _____

Date: _____

Tips for cover letters

A Use the Internet.

Find information about how to write a good cover letter.

Keywords

how to write a cover letter

cover letter writing tips

B Take notes.

1. Write three tips.
2. Print out a sample cover letter.

	Tips for good cover letters
1.	Research the company where you'd like to work.
2.	Keep the letter short.
3.	Check your spelling and your grammar carefully.

C Share your information.

Show the cover letter to your classmates.

Tell them why you think it's a good cover letter.

Make a class book of good cover letters.

Notes

UNIT 8

Name: _____

Date: _____

A Vocabulary Write eight new words you have learned.

B Skills and functions Read the sentences. Rate yourself. Circle 3 (*I agree.*) OR 2 (*I'm not sure.*) OR 1 (*I can't do this.*).

I can distinguish between the present perfect and present perfect continuous: <i>He has talked to the manager. He has been talking to the manager for several minutes.</i>	3	2	1
I can use adjectives ending in <i>-ed</i> and <i>-ing</i> to describe feelings or characteristics: <i>She's excited. The job is exciting.</i>	3	2	1
I can make polite requests and offers: <i>Would you open the door? Let me open the door for you.</i>	3	2	1
I can recognize quotations and reasons for using them.	3	2	1
I can write a cover letter that includes information about skills and experience.	3	2	1

C What's next? Choose one.

- I am ready for the unit test.
- I need more practice with _____.

Notes
