



## Find Someone Who Can:

*Find different people who say "Yes, I can." Write their names on the line. Remember to ask "How do you spell your name?". Use communication strategies, for example: Please repeat. What did you say? Did you say ...?*

1. Can you sing? \_\_\_\_\_
2. Can you dance? \_\_\_\_\_
3. Can you fix things at home? \_\_\_\_\_ What can you fix? \_\_\_\_\_
4. Can you fix a computer? \_\_\_\_\_
5. Can you take care of animals? \_\_\_\_\_
6. Can you cook? \_\_\_\_\_
7. Can you drive a car? \_\_\_\_\_
8. Can you drive a truck? \_\_\_\_\_
9. Can you draw? \_\_\_\_\_
10. Can you make things from wood? \_\_\_\_\_ What can you make from wood? \_\_\_\_\_
11. Can you speak 3 languages? \_\_\_\_\_ What 3 languages can you speak? \_\_\_\_\_
12. Can you take care of children? \_\_\_\_\_
13. Can you use a computer? \_\_\_\_\_
14. Can you work on a team? \_\_\_\_\_
15. Can you use communication strategies? \_\_\_\_\_
16. Can you grow vegetables? \_\_\_\_\_
17. Can you clean? \_\_\_\_\_
18. Can you bake? \_\_\_\_\_ What can you bake? \_\_\_\_\_
19. Can you speak to your neighbors in English? \_\_\_\_\_
20. Can you paint? \_\_\_\_\_ What can you paint? \_\_\_\_\_

## Find people who have . . .

Ask questions using “Have you . . . ?” When a partner says “Yes, I have” write his or her name on the line.

Remember to ask “How do you spell your name?” *Use communication strategies, for example: Please repeat. What did you say? Did you say ...?*

**Example: Have you eaten breakfast this morning?**

**Yes, I have.**

**No, I haven't.**

1. Eaten breakfast this morning? \_\_\_\_\_
2. Learned to drive? \_\_\_\_\_
3. Worked as a housekeeper? \_\_\_\_\_
4. Traveled to Vietnam? \_\_\_\_\_
5. Repaired motorcycles? \_\_\_\_\_
6. Repaired cell phones? \_\_\_\_\_
7. Worked in a restaurant? \_\_\_\_\_
8. Worked on a farm? \_\_\_\_\_
9. Worked as a seamstress? \_\_\_\_\_
10. Traveled to California? \_\_\_\_\_
11. Worked as a teacher? \_\_\_\_\_
12. Been to Thailand? \_\_\_\_\_

## Job Skills and Interests

*First, write about your job skills and interests. Then ask a partner about his or her skills and interests.*

Questions	Your Answers	Your Partner's Answers
What are you good at?		
What are you not good at?		
What are you interested in?		
What are you not interested in?		
What are you tired of?		
What job would you like in the future?		
Is there anything you need to learn to do this job?		

**Working at the Mall or a Hotel: Can you ...? Would you like this job?**

Partner #1 Name		Partner #2: Name		Partner #3 Name	
Can you color nails? <input type="checkbox"/> Yes <input type="checkbox"/> No	Would you like this job? <input type="checkbox"/> Yes <input type="checkbox"/> No	Can you color nails? <input type="checkbox"/> Yes <input type="checkbox"/> No	Would you like this job? <input type="checkbox"/> Yes <input type="checkbox"/> No	Can you color nails? <input type="checkbox"/> Yes <input type="checkbox"/> No	Would you like this job? <input type="checkbox"/> Yes <input type="checkbox"/> No
Can you sell flowers? <input type="checkbox"/> Yes <input type="checkbox"/> No	Would you like this job? <input type="checkbox"/> Yes <input type="checkbox"/> No	Can you sell flowers? <input type="checkbox"/> Yes <input type="checkbox"/> No	Would you like this job? <input type="checkbox"/> Yes <input type="checkbox"/> No	Can you sell flowers? <input type="checkbox"/> Yes <input type="checkbox"/> No	Would you like this job? <input type="checkbox"/> Yes <input type="checkbox"/> No
Can you sweep? <input type="checkbox"/> Yes <input type="checkbox"/> No	Would you like this job? <input type="checkbox"/> Yes <input type="checkbox"/> No	Can you sweep? <input type="checkbox"/> Yes <input type="checkbox"/> No	Would you like this job? <input type="checkbox"/> Yes <input type="checkbox"/> No	Can you sweep? <input type="checkbox"/> Yes <input type="checkbox"/> No	Would you like this job? <input type="checkbox"/> Yes <input type="checkbox"/> No
Can you fill prescriptions? <input type="checkbox"/> Yes <input type="checkbox"/> No	Would you like this job? <input type="checkbox"/> Yes <input type="checkbox"/> No	Can you fill prescriptions? <input type="checkbox"/> Yes <input type="checkbox"/> No	Would you like this job? <input type="checkbox"/> Yes <input type="checkbox"/> No	Can you fill prescriptions? <input type="checkbox"/> Yes <input type="checkbox"/> No	Would you like this job? <input type="checkbox"/> Yes <input type="checkbox"/> No
Can you cut hair? <input type="checkbox"/> Yes <input type="checkbox"/> No	Would you like this job? <input type="checkbox"/> Yes <input type="checkbox"/> No	Can you cut hair? <input type="checkbox"/> Yes <input type="checkbox"/> No	Would you like this job? <input type="checkbox"/> Yes <input type="checkbox"/> No	Can you cut hair? <input type="checkbox"/> Yes <input type="checkbox"/> No	Would you like this job? <input type="checkbox"/> Yes <input type="checkbox"/> No
Can you help customers? <input type="checkbox"/> Yes <input type="checkbox"/> No	Would you like this job? <input type="checkbox"/> Yes <input type="checkbox"/> No	Can you help customers? <input type="checkbox"/> Yes <input type="checkbox"/> No	Would you like this job? <input type="checkbox"/> Yes <input type="checkbox"/> No	Can you help customers? <input type="checkbox"/> Yes <input type="checkbox"/> No	Would you like this job? <input type="checkbox"/> Yes <input type="checkbox"/> No
Can you make change? <input type="checkbox"/> Yes <input type="checkbox"/> No	Would you like this job? <input type="checkbox"/> Yes <input type="checkbox"/> No	Can you make change? <input type="checkbox"/> Yes <input type="checkbox"/> No	Would you like this job? <input type="checkbox"/> Yes <input type="checkbox"/> No	Can you make change? <input type="checkbox"/> Yes <input type="checkbox"/> No	Would you like this job? <input type="checkbox"/> Yes <input type="checkbox"/> No
Can you watch customers? <input type="checkbox"/> Yes <input type="checkbox"/> No	Would you like this job? <input type="checkbox"/> Yes <input type="checkbox"/> No	Can you watch customers? <input type="checkbox"/> Yes <input type="checkbox"/> No	Would you like this job? <input type="checkbox"/> Yes <input type="checkbox"/> No	Can you watch customers? <input type="checkbox"/> Yes <input type="checkbox"/> No	Would you like this job? <input type="checkbox"/> Yes <input type="checkbox"/> No
Can you sing? <input type="checkbox"/> Yes <input type="checkbox"/> No	Would you like this job? <input type="checkbox"/> Yes <input type="checkbox"/> No	Can you sing? <input type="checkbox"/> Yes <input type="checkbox"/> No	Would you like this job? <input type="checkbox"/> Yes <input type="checkbox"/> No	Can you sing? <input type="checkbox"/> Yes <input type="checkbox"/> No	Would you like this job? <input type="checkbox"/> Yes <input type="checkbox"/> No
Can you wash sheets and towels? <input type="checkbox"/> Yes <input type="checkbox"/> No	Would you like this job? <input type="checkbox"/> Yes <input type="checkbox"/> No	Can you wash sheets and towels? <input type="checkbox"/> Yes <input type="checkbox"/> No	Would you like this job? <input type="checkbox"/> Yes <input type="checkbox"/> No	Can you wash sheets and towels? <input type="checkbox"/> Yes <input type="checkbox"/> No	Would you like this job? <input type="checkbox"/> Yes <input type="checkbox"/> No
Can you take food orders? <input type="checkbox"/> Yes <input type="checkbox"/> No	Would you like this job? <input type="checkbox"/> Yes <input type="checkbox"/> No	Can you take food orders? <input type="checkbox"/> Yes <input type="checkbox"/> No	Would you like this job? <input type="checkbox"/> Yes <input type="checkbox"/> No	Can you take food orders? <input type="checkbox"/> Yes <input type="checkbox"/> No	Would you like this job? <input type="checkbox"/> Yes <input type="checkbox"/> No
Can you register guests? <input type="checkbox"/> Yes <input type="checkbox"/> No	Would you like this job? <input type="checkbox"/> Yes <input type="checkbox"/> No	Can you register guests? <input type="checkbox"/> Yes <input type="checkbox"/> No	Would you like this job? <input type="checkbox"/> Yes <input type="checkbox"/> No	Can you register guests? <input type="checkbox"/> Yes <input type="checkbox"/> No	Would you like this job? <input type="checkbox"/> Yes <input type="checkbox"/> No

**Verb Be: Past**

**Singular**

I He She It	<b>was wasn't</b>	a student.
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**Plural**

You (one person)	<b>were weren't</b>	a student
We You (more than one person) They	<b>were weren't</b>	students.

**Write was or were.**

1. She \_\_\_\_\_ a student.
2. They \_\_\_\_\_ students.
3. He \_\_\_\_\_ a factory worker.

**Write wasn't or weren't.**

1. They \_\_\_\_\_ nurses in Colombia.
2. He \_\_\_\_\_ a farmer in Vietnam

**Asking Questions:**

<b>Were</b>	you (one person)	a cashier?
<b>Were</b>	you (more than one person) we they	cashiers?
<b>Was</b>	he she it	a cashier?

**Example:**     **A: Were you a cashier in your country?**  
                   **B: Yes, I was.**

**Example:**     **A: Were you a pharmacist in your country?**  
                   **B: No, I wasn't. I was a cashier.**

**Example:**     **A: Was Dung a cashier in his country?**  
                   **B: No, he wasn't. He was a taxi driver.**

**Example:**     **A: Were Susan and Nelly pharmacists?**  
                   **B: No, they were secretaries.**

### Talking and writing about past work

What is your name? (How do you spell it?)	Question with “Yes” answer	“No” answer
What is your name? (How do you spell it?)	Were you a cashier in your country? <input type="checkbox"/> Yes, I was.	<input type="checkbox"/> No, I wasn't. I was a
	Were you a pharmacist in your country? <input type="checkbox"/> Yes, I was.	<input type="checkbox"/> No, I wasn't. I was a
	Were you a secretary in your country? <input type="checkbox"/> Yes, I was	<input type="checkbox"/> No, I wasn't. I was a
	Were you a custodian in your country? <input type="checkbox"/> Yes, I was.	<input type="checkbox"/> No, I wasn't. I was a
	Were you a taxi driver in your country? <input type="checkbox"/> Yes, I was.	<input type="checkbox"/> No, I wasn't. I was a
	Were you a cook in your country? <input type="checkbox"/> Yes, I was.	<input type="checkbox"/> No, I wasn't. I was a
	Were you a security guard in your country? <input type="checkbox"/> Yes, I was	<input type="checkbox"/> No, I wasn't. I was a
	Were you a teacher in your country? <input type="checkbox"/> Yes, I was.	<input type="checkbox"/> No, I wasn't. I was a
	Were you a business owner in your country? <input type="checkbox"/> Yes, I was.	<input type="checkbox"/> No, I wasn't. I was a
	Were you a salesperson in your country? <input type="checkbox"/> Yes, I was.	<input type="checkbox"/> No, I wasn't. I was a

**Write about your partners' jobs.** For example: Jane wasn't a taxi driver in her country. She was a beautician. Nelly and Susan weren't pharmacists. They were secretaries.

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Name \_\_\_\_\_

Partner's Name \_\_\_\_\_

Interview one partner. Ask your partner about goals for the future.

Do you want to visit your country?  Yes  No

Do you want to help your family in your country?  Yes  No

Would you like to buy a car?  Yes  No

Do you plan to buy a house?  Yes  No

Do you want to get a GED?  Yes  No

Do you plan to go to college?  Yes  No

Do you expect to study business?  Yes  No

Would you like to have a business?  Yes  No

Do you need to find a good job?  Yes  No

Do you expect to speak English well?  Yes  No

Do you hope to get married?  Yes  No

Do you expect to have children (or grandchildren)?  Yes  No

Do you expect to speak English well?  Yes  No

Do you hope to win the lottery?  Yes  No

To where would you like to travel? \_\_\_\_\_

**Now write about your partner. For example:** My partner's name is Maria. Maria wants to visit and help her family in Puerto Rico. She would like to buy a car and a house in the future. She wants to get a GED and then go to college. She expects to speak English very well because she needs to find a good job. She hopes to get married and have children someday. Maria would love to travel to Egypt and Russia.

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**PARTNER A:** Read what the worker does to your partner. Your partner will tell you the name of the job.

*Use communication strategies:* Please repeat. What did you say? Did you say “hair stylist? How do you spell it? (Do not tell your partner the name of the job!)

**What does the worker do?**

**Write the name of the job**

1. She takes pictures.

\_\_\_\_\_

3. She cuts hair.

\_\_\_\_\_

5. He takes money and makes change.

\_\_\_\_\_

7. He watches customer.

\_\_\_\_\_

9. He helps customers and sells things in a store.

\_\_\_\_\_

11. He paints houses.

\_\_\_\_\_

13. She grows plants.

\_\_\_\_\_

15. She sews clothes.

\_\_\_\_\_

17. She fixes teeth.

\_\_\_\_\_

19. She uses a computer.

\_\_\_\_\_

**PARTNER B:** Read what the worker does to your partner. Your partner will tell you the name of the job.

*Use communication strategies:* Please repeat. What did you say? Did you say “hair stylist”? How do you spell it? (Do not tell your partner the name of the job!)

**What does the worker do?**

**Write the name of the job**

2. She colors nails.

\_\_\_\_\_

4. He sells flowers.

\_\_\_\_\_

6. She sweeps the floor.

\_\_\_\_\_

8. She takes food orders.

\_\_\_\_\_

10. He fills prescriptions.

\_\_\_\_\_

12. She helps patients.

\_\_\_\_\_

14. She drives a taxi.

\_\_\_\_\_

16. She delivers mail.

\_\_\_\_\_

18. He fixes cars.

\_\_\_\_\_

20. She types and answers the phone.

\_\_\_\_\_



## PA Career Guide Worksheet

### 1. Police Officer

Is this a high priority occupation? \_\_\_\_\_ What is the average wage in PA? \_\_\_\_\_

What kind of training/education is required? \_\_\_\_\_

### 2. Packer

Is this a high priority occupation? \_\_\_\_\_ What is the average wage in PA? \_\_\_\_\_

What kind of training/education is required? \_\_\_\_\_

### 3. Veterinary Assistant

Is this a high priority occupation? \_\_\_\_\_ What is the average wage in PA? \_\_\_\_\_

What kind of training/education is required? \_\_\_\_\_

### 4. Carpenter

Is this a high priority occupation? \_\_\_\_\_ What is the average wage in PA? \_\_\_\_\_

What kind of training/education is required? \_\_\_\_\_

### 5. Teacher Assistant

Is this a high priority occupation? \_\_\_\_\_ What is the average wage in PA? \_\_\_\_\_

What kind of training/education is required? \_\_\_\_\_

### 6. Hairstylist

Is this a high priority occupation? \_\_\_\_\_ What is the average wage in PA? \_\_\_\_\_

What kind of training/education is required? \_\_\_\_\_

### 7. Librarian

Is this a high priority occupation? \_\_\_\_\_ What is the average wage in PA? \_\_\_\_\_

What kind of training/education is required? \_\_\_\_\_

### 8. Dental Hygienist

Is this a high priority occupation? \_\_\_\_\_ What is the average wage in PA? \_\_\_\_\_

What kind of training/education is required? \_\_\_\_\_

### 9. Welder

Is this a high priority occupation? \_\_\_\_\_ What is the average wage in PA? \_\_\_\_\_

What kind of training/education is required? \_\_\_\_\_

10. You choose a job: \_\_\_\_\_

Is this a high priority occupation? \_\_\_\_\_ What is the average wage in PA? \_\_\_\_\_

What kind of training/education is required? \_\_\_\_\_

## Interview Questions

Here are some common job interview questions. Answer each question with details that show what a good employee you are. ***Remember, employers look for honest, reliable, motivated, friendly, organized, punctual, good-natured, responsible hard workers who are willing to help solve problems!***

1. Did you have any trouble finding the place today?
2. Why do you want this job? [Talk about what you can do for the company, not what they can do for you.]
3. What kind of training or experience do you have for this job? [Talk about past experience and/or job training. If you don't have experience or training, say you would like to learn about the job.]
4. What are your strongest skills? [What are your strengths?]
5. What could you improve? [What are your weaknesses?]
6. What do you like to do in your free time?
7. Why should I hire you for this job? [Talk about your best skills and give examples.]

## Writing about Work: Past, Present & Future

### Susan's Story about Work: Past, Present and Future

When I was 15 years old, **I was a server** in a coffee shop. I was happy to have a little money to buy clothes. After high school, **I was a secretary** for 10 years. Then I went to college because I wanted to be a teacher. Now **I am a teacher**. I teach English. I love my job! I like to write, so **in the future I would like to be a writer**, too.

What about you?

**Past: What was your job before? Did you like your job?**

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**Present: What is your job now? Do you like your job?**

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**Future: What job would you like in the future?**

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#### 4 Examples: Past, Present & Future Work

Choose Example 1, 2, 3 or 4 and write about work.

**Example 1: I have a job now, and I like my job.**

In my country, I was a farmer. Now I am a factory worker. I go to work at 3:00 PM and finish work at 11:00 PM. I work eight hours a day and five days a week. I like my job.

In my country, I was a \_\_\_\_\_. Now I am a \_\_\_\_\_. I go to work at \_\_\_\_\_. I work \_\_\_\_\_ hours a day and \_\_\_\_\_ a week. I like my job.

**Example 2: I have a job now, but I want a different job in the future.**

In my country I was a dentist. Now I am a child care worker. I go to work at 6:00 AM and finish work at 2:00 PM. I work eight hours a day and five days a week. I like my job, but I want a different job someday. I want a job as a dentist, but first I must study English and get more training.

In my country, I was a \_\_\_\_\_. Now I am a \_\_\_\_\_. I go to work at \_\_\_\_\_. I work \_\_\_\_\_ hours a day and \_\_\_\_\_ a week. I like/don't like my job. I want a different job someday. I want a job as a \_\_\_\_\_. First I must study English and get more training.

**Example 3: I don't have a job now. I need a job.**

In my country, I was an accountant. Now I don't work. I need a job. I can do many things, cook, clean, and fix sinks. Someday, I want a job as an accountant, but first I need to study English and get more training.

In my country, I was a \_\_\_\_\_. Now I don't work. I need a job. I can do many things, for example, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_. I want a job as a \_\_\_\_\_, but first I need to study English and get more training.

**Example 4: I worked at home in my country, and I work at home now, too. I don't need a job.**

In my country, I was a homemaker. I took care of my children and my home. I can do many things, cook, clean, sing, tell stories, and make things with my hands. I am happy to work at home. I need to learn English to talk with my neighbors and people in the community.

In my country, I was a \_\_\_\_\_. Now I am a \_\_\_\_\_. I don't need a job. I can do many things, for example, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_. I am happy to work at home. I need to learn English to talk to \_\_\_\_\_.

## Peer Dictation Using Student Writing about Work History

*Text can be dictated as a whole for more advanced students and/or as a listening cloze dictation for a multilevel class. The dictation can be done in pairs or with the author dictating to the whole class.*

1. I lived in Malaysia for four years.
2. I worked in a restaurant.
3. I took orders and served food.
4. The restaurant was very busy with many customers.
5. I was tired after work.
6. I was happy to have a little money to buy food.

### Easy

1. I lived in Malaysia for \_\_\_\_\_ years.
2. I worked in a \_\_\_\_\_.
3. I \_\_\_\_\_ orders and served food.
4. The restaurant was very \_\_\_\_\_ with many customers.
5. I was \_\_\_\_\_ after work.
6. I was happy to have a little money to buy \_\_\_\_\_.

### Medium

1. I lived in \_\_\_\_\_ for \_\_\_\_\_ years.
2. I \_\_\_\_\_ in a \_\_\_\_\_.
3. I \_\_\_\_\_ orders and \_\_\_\_\_ food.
4. The restaurant was very \_\_\_\_\_ with many \_\_\_\_\_.
5. I was \_\_\_\_\_ after \_\_\_\_\_.
6. I was \_\_\_\_\_ to have a little money to buy \_\_\_\_\_.

## Peer Dictation

### Adaptable to all ESL Levels

#### Objectives:

Students will be able to:

1. Dictate information from a short piece of text to a partner
2. Listen and write information that is dictated by a partner
3. Edit the writing

#### Directions:

1. Post copies of text on the walls around the room.
2. Pair students. Can also be done in small groups.
3. Students decide who will be the reader and writer. They can also switch roles during the activity.
4. The reader goes to the wall to read the text, memorize a couple of words or a short sentence, then return to his or her partner to dictate the text. The reader can visit the wall as often as needed. (No shouting across the room!) The goal is to reproduce the text perfectly, including spelling and punctuation.
5. The writer may ask for clarification at any point. The reader responds verbally, but may not touch the writing instrument.
6. After completing the task, students check their work.

#### Variations:

**Advanced students:** A set of questions on the texts could be passed out to all students. Each pair of students is assigned one or two questions based on their assigned excerpt. Students talk with each other to answer all the questions.

#### Beginning students:

- Use a sequence of pictures and have the “reader” explain the correct order of the pictures to a partner.
- Using a simple sentence students have been taught, cut apart the words and post them on the wall in random order. The reader dictates and the pairs work together to sequence the sentence.
- Using single words students have been taught, cut apart the letters and post them on the wall in random order. The reader dictates and the pairs work together to sequence the letters to make a word.

#### Benefit to Students:

- Students participate at their own level; the text is at their level
- Can be used with students who have minimal literacy in English
- Requires authentic communication; students must repair breakdowns in communication
- It is fun and interactive, and it gets students moving

#### Benefit to Teachers:

- Links oral and written language
- Provides a vehicle to practice language already learned
- Provides assessment of speaking and listening skills, including communication strategies
- Can be adapted for any level