

UNIT 1

Unit 1, Business, The Q Classroom

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Teacher: Every unit in Q begins with a question. Your answer to the Unit Question when you start the unit can be different from your answer at the end of the unit. The question for Unit 1 is “How can you find a good job?” What are some ways people find jobs? Yuna?

Yuna: Internet, friends, family, help-wanted signs.

Teacher: That’s right. Which one is the best way to find a job, Marcus?

Marcus: Maybe friends. You can walk in to a business or apply online, but they don’t know who you are. It’s harder to get hired.

Teacher: Do you agree, Sophy? Is it hard to get a job if you don’t know anyone at the company?

Sophy: Sometimes. But it doesn’t have to be a friend. Someone you know from school or a friend of a friend can help you find a good job. It’s important to tell everyone that you’re looking for work.

Teacher: What do you think, Felix? How do you find a good job?

Felix: I think you can get a good job by working your way up. You know, you start at a company in an entry-level position. After you show them how good you are, you get a better-paying, more interesting job.

Unit 1, Note-taking Skill, Activity A

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F: For the study, researchers asked employers around the country to talk about how recent university graduates did in their jobs. Many employers were unhappy that recent college graduates were often late to work, did not follow company rules, and sometimes received customer complaints. The researchers said that universities should offer courses to train students to enter a full-time job after graduation. In addition to studying about basic job responsibilities, such as arriving on time, students need communication skills, knowledge of customer service, and training on how to give presentations, the study said.

Unit 1, Listening 1, Activity A, B

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M: When Iba Masood finished her last year of university in Dubai in 2010, she was ready to start her **career** in business. She studied hard in school and was an excellent student. She was **organized**, professional, and ready to work. Because she had a **degree** from a good university, Masood did not think finding a job would be difficult. But she quickly learned that it was not easy. Now, several years later, Masood has a career in business—at her own company, a website she helped start called Gradberry.com.

Like many students in the Middle East, Masood tried looking for jobs online. But what she found surprised her. Most companies did not want to hire new university graduates. For almost all of the jobs, the **requirements** included not only a university degree, but also three to five years of work experience. If all of the companies require experience, Masood thought, how can new graduates find a job?

Masood talked about her problem with fellow student Syed Ahmed. Ahmed told Masood he had the same problems finding a job. Together, the two wanted to find a way to help new graduates find jobs. They wanted to make a career website that was different from ones like LinkedIn and Bayt.com that were popular in the Middle East—one that would help graduates, like themselves, without much work experience.

In 2012, Masood and Ahmed started Gradberry.com. It's not just a **career** website. Here are a few of the ways Gradberry.com is different. First, sites like LinkedIn are open to anyone. But Gradberry.com is only for university students and graduates who have less than two years of work experience. Secondly, other sites help people find jobs, and they help companies find **employees**. But Gradberry.com also offers online classes to help people get the skills and experience they need.

On Gradberry.com, students or graduates complete some **basic** information about themselves, and then they can post their education and work experience. Companies can view this information, post **applications**, schedule **interviews**, and hire new employees. If a new employee does not have a required skill, he or she can complete a training course directly on the Gradberry.com website, with their employer paying for it. The site has courses in languages like Arabic and French, as well as computer skills, web marketing, and graphic design. There's also a blog with information and advice about many different topics, such as how to choose a career, how to present their experience professionally, and how to prepare for an interview.

Grandberry.com started in the Middle East region. But in just a few years, it grew to become an international success. With 38,000 students from more than 650 universities around the globe and 1,500 companies now using the site—including Microsoft, IBM, and Google—it's clear that Masood and Ahmed's business idea came at exactly the right time.

Unit 1, Listening 1, Activity F
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Unit 1, Listening Skill, Example
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Unit 1, Listening Skill, Activity A, B
Page 8, 9

1. Like many students in the Middle East, Masood tried looking for jobs online. But what she found surprised her. Most companies did not want to hire new university graduates. For almost all of the jobs, the requirements included not only a university degree, but also three to five years of work experience. If all of the companies require experience, Masood thought, how can new graduates find a job?
2. Masood talked about her problem with fellow student Syed Ahmed. Ahmed told Masood he had the same problems finding a job. Together, the two wanted to find a way to help new graduates find jobs. They wanted to make a career website that was different from ones like LinkedIn and Bayt.com that were popular in the Middle East—one that would help graduates, like themselves, without much work experience.
3. On Gradberry.com, students or graduates complete some **basic** information about themselves, and then they can post their education and work experience. Companies can view this information, post applications, schedule **interviews**, and hire new employees. If a new employee does not have a required skill, he or she can complete a training course directly on the Gradberry.com website, with their employer paying for it. The site has courses in languages like Arabic and French, as well as computer skills, web marketing, and graphic design. There's also a blog with information and advice about many different topics, such as how to choose a career, how to present their experience professionally, and how to prepare for an interview.

Unit 1, Listening 2, Activity A
Page 10

1. **Mark:** Hello. I'm Mark Williamson. I'm the **manager** of New World Design.
Tom: Hi, I'm Tom. It's nice to meet you, Mr. Williamson.
Mark: Well, let's get started. Please sit down, Tom. . . . OK. Can you tell me a little about yourself?
Tom: Sure. I came to New York a few months ago from Chicago. I went to Chicago School of Design.

- Mark:** Yes, I saw that on your **résumé**. Yes, here it is. You **graduated** last May. What did you study there?
- Tom:** I'm sorry. I didn't catch that. Could you say that again, please?
- Mark:** Sure. What was your **major** in college?
- Tom:** Well, I got my degree in design. I took a lot of computer classes, too. I wanted to use my design and computer skills. That's why I want a career in Web design.
- Mark:** I see. . . . And do you have any experience in **advertising**?
- Tom:** Do you mean work experience . . . in a company?
- Mark:** Yes. You need two years of experience for this job.
- Tom:** No, I'm sorry; I don't. I worked at a convenience store in college, and when I was in high school, I worked in a restaurant. . . .

Unit 1, Listening 2, Activity B

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2. **Mark:** Hi. You must be Mr. Lopez. I'm Mark Williamson.
- George:** Good afternoon, Mr. Williamson. It's nice to meet you. Please call me George.
- Mark:** OK, George. Please have a seat. Let's see . . . your **résumé** says you have some experience in advertising. Tell me about that. Did you like it?
- George:** Oh, yes. It was a great experience. I worked in a small advertising company last summer. I really enjoyed it. I was an **assistant** in the office. I didn't do much Web design work—only a little. But I learned a lot from my coworkers. I'm excited to learn more about it.
- Mark:** OK. That's excellent, George. Did you study design or computers in college?
- George:** No. My major was English. I didn't have a lot of time for other classes.
- Mark:** All right. Can you tell me what makes you the right person for this job?
- George:** Do you mean my skills?
- Mark:** Yes, your skills and your personality?
- George:** Well, I'm organized and friendly, and I think I have a lot of new and different ideas. I also enjoy working with others on team projects.
- Mark:** Uh-huh. Do you have any questions about our company or about the position?
- George:** Yes, I do have a few questions. I saw on your website that the company . . .

Unit 1, Listening 2, Activity C

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1. **Mark:** Hello. I'm Mark Williamson. I'm the **manager** of New World Design.
- Tom:** Hi, I'm Tom. It's nice to meet you, Mr. Williamson.
- Mark:** Well, let's get started. Please sit down, Tom. . . . OK. Can you tell me a little about yourself?
- Tom:** Sure. I came to New York a few months ago from Chicago. I went to Chicago School of Design.
- Mark:** Yes, I saw that on your **résumé**. Yes, here it is. You **graduated** last May. What did you study there?

Tom: I'm sorry. I didn't catch that. Could you say that again, please?
Mark: Sure. What was your **major** in college?
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Mark: I see. . . . And do you have any experience in **advertising**?
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Unit 1, Pronunciation, Examples

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enjoy	enjoyed
study	studied
learn	learned
laugh	laughed
work	worked
help	helped
wash	washed
graduate	graduated
end	ended

Unit 1, Pronunciation, Activity B

Page 19

Column 1, /t/	Column 2, /d/	Column 3, /əd/
liked	changed	completed
looked	preferred	needed
stopped	required	waited
walked	studied	wanted

Unit 1, Speaking Skill, Activity A
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- Mark:** Well, let's get started. Please sit down, Tom. . . . OK. Can you tell me a little about yourself?
- Tom:** Sure. I came to New York a few months ago from Chicago. I went to Chicago School of Design.
- Mark:** Yes, I saw that on your résumé. Yes, here it is. You graduated last May. What did you study there?
- Tom:** I'm sorry. I didn't catch that. Could you say that again, please?
- Mark:** Sure. What was your major in college?
- Tom:** Well, I got my degree in design. I took a lot of computer classes, too. I wanted to use my design and computer skills. That's why I want a career in Web design.
- Mark:** I see. . . . And do you have any experience in advertising?
- Tom:** Do you mean work experience . . . in a company?
- Mark:** Yes. You need two years of experience for this job.

Unit 1, Speaking Skill, Activity B
Page 20

1.

- Miteb:** Hello?
- Fahad:** Hello, is this Miteb?
- Miteb:** Yes, it is.
- Fahad:** Oh, hi, Miteb. It's Fahad from All-Tech Computers. Thank you for coming to the interview this morning. I forgot to ask you about . . .
- Miteb:** Hello... ? I'm sorry. I didn't catch that.

2.

- Interviewer:** Great. OK, thanks. And can you tell me a little about your experience in Australia? I saw on your resume that . . .
- Liam:** I'm sorry. Could you say that again, please?

Q2e Listening & Speaking 1: Audio Script

3.

Waleed: Hey, Jamal! How are you doing?

Jamal: Oh, hi, Waleed. I'm great! I just found out that . . .

Waleed: Sorry, Jamal. Could you repeat that?

4.

Andrew: What do you plan to do after you graduate, Seth?

Seth: Well, I had a meeting with the manager of New World Designs last week.

Andrew: A meeting? Do you mean an interview?