**SECOND EDITION**

**:Skills for Success**

**READING AND WRITING**

with

**ONLINE:**

**iQ ONLINE: integrated digital content**

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Sarah Lynn

OXFORD

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1: Skills for Success

SECOND EDITION

**HOW TO REGISTER FOR IQ ONLINE**

It's easy to start. Just follow these steps. 1. Go to www.iQOnlinePractice.com and click

Register

2. Read and agree to the terms of use.

I Agree

3. Enter your Student Access Code to register for iQ Online for the first time.

Do not share your code with anyone else. Only one person can use this code.

4. Enter your personal information (first and last name, email address, and password).

Click Next

5. Click on the Student Book that you are using for your class.

IBITION

Skills for Success READING AND WRITING

It is very important to select your book. You are using Reading and Writing Level 1. Please click the Reading and Writing Level 1 cover.

If you don't know which book to select, STOP. Continue when you know your book.

Note to Teachers: Please contact your sales representative for a Teacher Access Code.

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6. Enter your class ID code to join a class.

**IF YOU HAVE A CLASS CODE FROM YOUR TEACHER a. Enter your class code and click Next**

b. Once you have joined a class, you will be able to use

the Discussion Board and Email tools.

c. To enter this code later, choose Join a Class.

Join a Class

**IF YOU DO NOT HAVE A CLASS CODE a. If you do not have a class ID code, click**

Skip

*b. You do not need a class ID code to use iQ Online.*

**c. To enter this code later, choose Join a Class.**

Join a Class

7. Review registration information and click Log In.

**Then choose your book. Click Activities to begin using iQ Online.**

Activities

IMPORTANT

• After you register, the next time you want to use iQ Online, go to www.iQ OnlinePractice.com and log in with your email address

and password.

• The online content can be used for 12 months from the date you register.

• For help, please contact customer service: eltsupport@oup.com.

WHAT IS iQ ONLINE ?

All new activities provide essential skills practice and support. Vocabulary and Grammar games immerse you in the language and provide even more practice. Authentic, engaging videos generate new ideas and opinions on the Unit Question.

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Go to the Media Center to download or stream all student book audio.

Use the Discussion Board to discuss the Unit Question and more.

Email encourages communication with your teacher and classmates.

Automatic grading gives immediate feedback and tracks progress. Progress Reports show what you have mastered and where you still need more practice.

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UNIT

READING → VOCABULARY

WRITING GRAMMAR

previewing a text word forms writing a main idea and supporting sentences verbs + infinitives (like, want, and need)

Business

UNIT QUESTION What is a

**good job?**

A Discuss these questions with your classmates. 1. Look at the photo. Where is the woman working? What is

she doing? Does this look like a good job to you? 2. Do you have a job now? Do you think it is a good job? 3. Why is it important to have a good job?

B Listen to The Q Classroom online. Then answer

**these questions.**

1. What do the students say?

2. Do you agree or disagree with them? Why?

ONLINE

C Go to the Online Discussion Board to discuss the

**Unit Question with your classmates.**

2

UNIT 1

UNIT 1

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**UNIT OBJECTIVE**

**Read the articles. Gather information and ideas to describe the job you want and explain why you think it is a good job for you.**

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D Work with a partner. Match each job with a picture.

chef construction worker

doctor office worker

sales clerk truck driver

LA PREVIEW THE UNIT

6.

E Ask your partner the questions about each job above.

1. Does someone you know have this job? 2. Is it a good job? Why or why not?

UNIT 1 | What is a good job?

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**READING**

READING 1 The Right Job for You

OBJECINE

**UNIT OBJECTIVE**

**You are going to read a Web page for people who are looking for work. Use the Web page to gather information and ideas for your Unit Assignment.**

**PREVIEW THE READING A. VOCABULARY Here are some words from Reading 1. Read the**

**sentences. Then write each underlined word next to the correct definition.**

Tip for Success

Sometimes you can find the meaning of a new word by understanding the meaning of the

other words around it. These are called context clues. Look at the grammar and punctuation, too.

1. He had a 30-year career as a doctor at City Hospital. 2. We always plan our August vacation in June. We decide where to go.

Nos é o obě

3. I wish you success in your new job. 4. Good doctors have the skill to help sick people. 5. The job center tries to match people and jobs, so people are happy in their jobs. 6. It is a difficult problem. I cannot solve it. 7. They have new ideas all the time. They are very creative. 8. I have a difficult decision. Do I get a job or go to college?

(verb) to decide what you are going to do and how (verb) to find the answer to a problem (noun) a choice that you make after thinking (noun) a job that you learn to do and then do for many years (noun) getting what you want, doing well (noun) something you do well (verb) to put together two things that belong together (adjective) having a lot of new ideas

iQ ONLINE

B. Go online for more practice with the vocabulary.

C. QUICK WRITE What are your interests? Write five things you like to

do. Remember to use this section for your Unit Assignment.

Oxford 2000 keywords

| Reading and Writing

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Reading Skill

Previewing a text

Good readers preview a text (for example, an article, a Web page, or a story) before reading it. They look quickly at the text and its different parts. This helps them understand it. Here are some tips to help you preview.

• Read the title. The title is the name of the text.

• Read the headings. A heading is a short line of text. It tells what a

section is about. Often there is a heading above each section. . Look at any pictures and their captions. A caption is the text under

the picture.

D. PREVIEW This is a Web page for people who are looking for work.

**Preview the Web page. Then complete the sentences.**

1. This is the web page of a .

a. university b. career center

c. newspaper

2. This website is useful if you want

a. a job b . a school

c. an office

3. The Web page has

a. two

steps. b. three

c. four

21QONLINE

E. Go online for more practice with previewing a text.

**WORK WITH THE READING**

A. Read the Web page. Gather information about what a good job is.

>>

of

a

Winter Hill Career Center

The Right Job for You What kind of work do you want? What are your skills? What are your interests?

The Winter Hill Career Center can help you choose a career!

After you take the test, meet with us. We can help you find work that matches your skills and interests.

UNIT 1 | What is a good job?

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Step 1: Take the career test.

Step 3: Visit us and plan your career.

Step 2: Choose possible careers.

Step 1: Take the career test.

This is the Winter Hill Career Center test. It matches you with possible careers. It is important that your skills and interests match your career. Happy workers have more success. Check () your skills and interests to find your worker type'.

Type 4

DI like to be outside. Type 1 Olam good with my hands.

Difix things around the house.

Di like to solve problems. Type 2 I like to learn new information.

DI like science.

Type 5

O like to talk to different people. Oloften plan activities.

I like to help people. i like to talk.

**People usually listen to me. Olmake decisions easily.**

I follow directions carefully. Olam good with details. Olam good with numbers.

Type 3

I like poetry.

I often talk about feelings. Oi am creative.

Type 6

Step 2: Choose possible careers.

Which type of worker are you? Look at the boxes with checks (”). Any section with two or three check marks is your type. Look below for some possible careers for your worker type. Do any of the careers look good to you? We can help you decide.

**Type 1: carpenter, Type 2: doctor, construction worker computer**

**programmer**

**Type 3: chef, hairdresser**

**Type 4: nurse, teacher**

**Type 5: lawyer, business person**

Type 6: accountant, office manager

Step 3: Visit us to plan your career.

worker type: a group of interests or skills that make a person good for a certain career or job

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Reading and Writing

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E

**B. According to the Winter Hill Career Center, there are three steps to**

finding the right job. Put the steps in the correct order.

Go to the Winter Hill Career Center. Check your skills and interests. Look at careers that match your skills and interests.

Tip for Success

**C. Which career matches each person's skills and interests? Scan the career**

**test and possible careers in Reading 1. Then circle the correct answers.**

To help you answer a question by scanning, underline important words in the question. Scanning for those words makes it easy to find the information.

1. I like to help people. I often plan activities.

a. teacher

b. carpenter 2. I like to talk. I make decisions easily.

a. accountant

b. lawyer

3. I'm good with numbers. I follow directions carefully.

a. accountant

b. teacher

4. I'm creative. I like art, music, and movies.

a. hairdresser

b. nurse

5. I like science. I like to learn new information.

a. computer programmer b. construction worker

6. I'm good with my hands. I like to be outside.

a. chef

b. carpenter

**D. Look at the six occupations. Which worker types do they match? Add**

**them to the chart on page 9.**

**farmer**

**science professor**

fashion designer

personal trainer

bank teller

**salesperson**

UNIT 1 | What is a good job?

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Type

Occupations

**1**

construction worker

Interests and Skills | I like to be outside.

Tam good with my hands. I like to fix things.

I like to solve problems. I like to learn new information. I like science.

computer programmer

chef

I like art, music, and movies. I often talk about feelings. I like to try new ideas.

teacher

I like to talk to different people. I often plan activities. I like to help people. I like to talk People usually listen to me. I make decisions easily.

business person

office manager

I follow directions carefully. I am good with details. I am good with numbers.

E. The reading says, "It is important that your skills and interests match

your career." Why is it important? Discuss with a partner.

**WRITE WHAT YOU THINK**

A. Take the career test on page 7. Then discuss the questions in Step 2 in

**a group. B. What type of worker are you? Write a few sentences explaining your**

**answer. Look back at your Quick Write on page 5. Add anything you learned about yourself from the quiz.**

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READING 2 The World of Work

UNIT OBJECTIVE

**IS You are going to read interviews in a magazine about different careers.**

Use the article to gather information and ideas for your Unit Assignment.

**PREVIEW THE READING A. VOCABULARY Here are some words from Reading 2. Read their**

definitions. Then complete each sentence.

company (noun) a group of people who work together to make or sell things customer (noun) a person who buys things or services event (noun) something important or unusual that happens flexible (adjective) able to change easily product (noun) something people make to sell regular (adjective) happening again and again in the same way result (noun) something that happens because of something else

Oxford 2000 keywords

1. Her success is the

of many years of hard work.

2. My hours are

. I always work from 8:00am to

5:00pm, Sunday through Thursday.

**we ne**

3. This job is different every day. That's why we need

people.

4. I work for a small

. There are four people in our office.

5. The new

is great. Everyone is buying it!

of the year is the company's

6. The most important

awards ceremony.

7. The

asked the sales assistant many questions.

ONLINE

**B. Go online for more practice with the vocabulary.**

UNIT 1 What is a good job?

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Tip for Success

You do not need to understand every word in a reading text. To build your vocabulary, circle the four or five new words you think are most important and find them in the dictionary.

**C. PREVIEW Preview the interviews. Look at the questions. What**

**information do the people give about their work? Check (✓) your ideas.**

1. the pay 2. the name of the job 3. where they work 4. what they do every day at work 5. what they do at home 6. what they like about their work

**D. QUICK WRITE What do you know about these jobs? What do people**

with these jobs do? Where do they work? What skills do these jobs require? Remember to use this section for your Unit Assignment.

physical therapist

event planner

sales assistant

Web designer

WORK WITH THE READING

**A. Read the interviews. Gather information on what a good job is.**

The World of Work

There are many different kinds of work. People enjoy their work for many different reasons. We talked to four people about their work. Read about their careers.

What do you do? I'm a physical therapist. I work in a hospital. What are your responsibilities? I help my patients get healthy and stay healthy. I learn about a patient's health problem. I make a plan for the patient. I teach the patient how to exercise and move. Why do you like your job? I know my work is important. My patients

are nice. I work from 9:00am to 5:00pm, Monday to Friday. I like the regular hours.

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What do you do? I'm an event planner. I work in an office, but I travel a lot. What are your responsibilities? I plan big events for businesses. I plan the location, the transportation, the food, and the activities for the event. I work with many different people in restaurants, hotels, and transportation. I need to be very organized and

remember a lot of details. Why do you like your job? My work is fun and exciting. I like to meet new people. I like to travel. Also, I see the results of my work with every event. That makes me happy.

What do you do? I am a sales assistant in a computer store. What are your responsibilities? I need to know all about computers. Thelp customers make decisions about what to buy. I explain our products. Why do you like your job? My job is interesting. I like to learn about new products. There is always something new. I work evenings, so I have time at home in the morning with my baby daughter. And the job pays me well.

What do you do? I am a Web designer. I make websites for companies. I am self-employed. I work in my home office. What are your responsibilities? A company asks me to plan a website. I learn about the company and what it needs. I write a

plan. I talk to the company again. If they like the plan, I make the website. Why do you like your job? I like to be creative. I like my quiet home office. Also, I have flexible hours. I work when I want. I can say no to a job, too.

1 self-employed: working for yourself, not for somebody else

&

**B. Circle the answer that best completes the statement.**

This article helps the reader a. find a company b. learn about careers c. write about their careers

UNIT 1

What is a good job?

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&

C. Who is speaking? Write the job title from the interviews next to each

**statement.**

1.

sales assistant I talk about the different products in our store.

I work at home.

I help people with health problems.

I travel a lot.

I help people move and exercise. I need to learn about new products. I have a flexible schedule.

I work with patients and doctors in a hospital.

D. Complete the chart with information about each career.

Job Title

Workplace

Work Skills

Work Schedules

Event planner

Physical therapist

Sales assistant

Web designer

**E. Complete the sentences with adjectives from the box.**

creative

exciting

important

interesting

quiet

1. The event planner says her work is 2. The physical therapist says his work is 3. The sales assistant says his work is 4. The Web designer says her work is

and

F. Look back at your Quick Write on page 11. Add new information you

learned from the reading. G. Go online to read Being an Accountant and check your comprehension.

ONLINE

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WRITE WHAT YOU THINK

**A. Discuss the question in a group. Look back at your Quick Write on**

page 11 as you think about what you learned.

What is important to you in a job? Check (✓) your answers.

nice people

regular hours learning about new products being creative flexible hours

a quiet workplace good pay

solving problems

iQ ONLINE

B. Go online to watch the video

**about emergency medical technicians. Then check your comprehension.**

ambulance (n.) a medical vehicle that takes sick people to the hospital EMT= Emergency Medical Technician (n.) a person who gives emergency medical help high school (n.) a school for students aged 14 to 18 911 (n.) the number to call in an emergency

**VIDEO VOCABULARY**

Writing Tip

C. Think about the unit video, Reading 1, and Reading 2 as you discuss

**the questions. Then choose one question and write a response.**

Every sentence needs a subject and a verb. The subject is who or what the sentence is about. The verb tells what the subject does or what the subject thinks, feels, or is.

1. Which job from Reading 1, Reading 2, or the video do you want to

have? Why?

I want to be a(n) |

Reason:

2. Which job from Reading 1, Reading 2, or the video do you NOT want

to have? Why not?

I do not want to be a(n)

Reason:

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UNIT 1

What is a good job?

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Vocabulary Skill Word forms

Some words are both nouns and verbs. They look the same, but they work differently in a sentence. A noun refers to a person, place, object, or idea. A verb refers to an action. Learning to use the same word in different forms helps build your vocabulary. These words from Reading 1 and Reading 2 can be nouns or verbs.

Verb

Word

match

Noun

This job is a match for you.

My skills and interests match my career.

plan

His plan is to go on vacation next month.

plan activities for people in my office.

**result**

Hard work results in success.

The result of his hard work is a good website.

travel

Tenjoy travel.

I travel a lot for my job.

**work**

There are many different kinds of work

I work in a large hospital in the city.

N.

Critical Thinking Tip In Activity A, you have to label (or name) the word as a noun or a verb. Writing a label on

examples is a good way to remember something you have learned

A. Read the paragraph. Write N (noun) or V (verb) above each bold word.

I am a pilot. I like my work. I need to be very careful. The result of bad decisions is sometimes terrible. My job is difficult, but the company pays me very well. My job is also fun. I travel all over the world.

2

B. Is the bold word a noun or a verb? Check (v) Noun or Verb.

Noun Verb

1. A doctor's work is never done.

2. My father travels to many countries for his company.

3. A good career for you matches your worker type.

DO000

4. A carpenter sees the results of his work every day.

5. What is your plan for your career?

ONLINE

**Go online for more practice with word forms.**

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WRITING

**UNIT OBJECTIVE**

At the end of this unit you will write a few sentences about a job that is right for you. Your sentences will include specific information from the readings and your own ideas.

Writing Skill Writing a main idea and supporting sentences

A main idea is the big idea. For example:

My work is interesting. Supporting sentences give more information about the main idea. For example:

I meet new people. I learn about new products.

Supporting sentences give details about the main idea. Be sure the supporting sentences connect to the main idea. For example:

Main idea: Construction workers need to be strong. They work with big machines. They lift heavy things. They wear warm clothes. [NOT a supporting sentence]

**A. Match the supporting sentences to each main idea.**

Sometimes they sleep in their trucks. They answer customers'questions. They explain new products. They make new computer programs. They think of new solutions to old problems. They travel long distances.

1. Main idea: Sales assistants need to speak English well.

Supporting sentence: They answer customers' questions. Supporting sentence:

Swer

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UNIT 1

What is a good job?

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2. Main idea: Truck drivers are away from home many days a year.

Supporting sentence: Supporting sentence:

3. Main idea: Software developers are creative people.

Supporting sentence: Supporting sentence:

B. Cross out the one sentence that does not support the main idea.

1. Medical secretaries have many job duties.

a. They answer the phone. b. They talk to patients about their records. c. They like science and technology. d. They schedule patients to see the doctor.

2. Accountants have many skills.

a. They are good with numbers. b. They are well paid. c. They follow directions carefully.

d. They are good with details. 3. Chefs work in many different types of kitchens.

a. Some chefs work in hospital kitchens. b. Others work in restaurants or hotels. c. Some eat at home in their kitchens.

d. Some cook in university or school kitchens. 4. Lawyers need many skills.

a. They need to read, write, and speak very well. b. They need to work long hours. c. They need to make decisions quickly. d. They need to solve problems.

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C. WRITING MODEL Underline the main idea in each model

**paragraph. Write SS at the beginning of each supporting sentence. Cross out the sentence that does not support the main idea.**

1. Emergency Medical Technicians have many job responsibilities.

| They drive an ambulance to an emergency. They carry people to the ambulance. They give people emergency medications. They bring people to the hospital. Their work is very important.

2. I want to be an Emergency Medical Technician. I like to help

people. I like to make decisions and solve problems. I want an exciting job. Emergency Medical Technicians need to be strong,

I want to make a difference in people's lives.

Tip for Success

Remember to capitalize the first word in each sentence and end each sentence with a period.

D. Choose a sentence you wrote in your Quick Write on page 5. Copy the

**sentence. Then write three supporting sentences. For example:**

Main idea:

I like to travel. Supporting sentences: I like to learn about new places.

I like to meet new people. I like to try new foods.

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ONLINE

**E. Go online for more practice with main ideas and supporting sentences.**

Grammar Verbs + infinitives (like, want, and need)

Like, want, and need are common verbs. A noun or noun phrase or an infinitive form of a verb (to + base form of the verb) often follows like, want, or need.

Noun Phrase

Infinitive

I like my career.

I like to help people.

I want a career.

I want to be a doctor.

I need a good job.

I need to work.

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UNIT 1

What is a good job?

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**A. Underline the noun phrases and circle the infinitives after the verbs**

***like, want, and need.***

1. I want to be a chef in a restaurant. I like to work with people. I like good

food. I am creative.

2. I want to be an accountant. I like to solve problems in math. I like to

work with details. I need good pay.

3. I want to be a truck driver. I like big trucks. I like to work alone. I want

to see the country. I need to move around.

4. I want to be an office worker. I like regular hours. I like people. I need

a job in an office.

**B. Complete each sentence with your own ideas about jobs. Use a noun**

or a noun phrase and/or an infinitive with each verb.

1. I like

2. I like 3. I don't like 4. I don't like 5. I want 6. I don't want 7. I need 8. I don't need

iQ ONLINE

C. Go online for more practice with verbs and infinitives. D. Go online for the grammar expansion.

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Unit Assignment Write about a job that's right for you

**UNIT OBJECTIVE**

**In this assignment, you are going to write about a job you want. Describe the job responsibilities. Explain why the job is right for you. As you prepare to write, think about the Unit Question, "What is a good job?" Use information from Reading 1, Reading 2, the unit video, and your work in this unit to support your sentences. Refer to the Self-Assessment checklist on page 22.**

QiQ ONLINE

**Go to the Online Writing Tutor for a writing model and alternate Unit Assignments.**

**PLAN AND WRITE A. BRAINSTORM Complete the activities.**

Tip for Success

1. List three interesting jobs. Then write three job responsibilities for each.

*You can learn about the duties of many jobs on the Internet. Search for job duties or job description.*

Job 1:

Responsibility:

Responsibility:

Responsibility:

Job 2:.

Responsibility:

Responsibility:

Responsibility:

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UNIT 1 What is a good job?

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Job 3:

Responsibility:

Responsibility:

Responsibility:

2. What's important for you in a job? Check (s) the things that are

important. Add two more ideas to the list.

good pay

regular hours to help people

to see the results of my work to travel

to work alone to work with people

to work in an office to work outside

to work with details to work with numbers

to work with my hands

B. PLAN Choose a job from your list in Activity A. Answer the questions.

1. What is a good job for you?

I want to be a(n) 2. What are the duties of this job? Write the job and three job responsibilities.

A(n)

has three main responsibilities. Responsibility 1: Responsibility 2:

Responsibility 3: 3. Why is it a good job for you? Write three reasons.

I like I want I need

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ONLINE

C.

**WRITE Use your PLAN notes to write sentences about a job you want. Go to iQ Online to use the Online Writing Tutor.**

1. Make sure you have a main idea. Use supporting sentences to give more

information about your main idea.

2. Look at the Self-Assessment checklist on page 22 to guide your writing.

GiQ ONLINE

**REVISE AND EDIT**

**A. PEER REVIEW Read your partner's sentences. Then go online and**

**use the Peer Review worksheet. Discuss the review with your partner.**

ONLINE

B. REWRITE Based on your partner's review, revise and rewrite your

**sentences.**

**C. EDIT Complete the Self-Assessment checklist as you prepare to write**

**the final draft of your sentences. Be prepared to hand in your work or discuss it in class.**

SELF-ASSESSMENT

Yes No

Do you have a main idea? Do the supporting sentences match the main idea? Do you use the verbs like, want, and need correctly? Does every sentence begin with a capital letter?

Does every sentence have final punctuation? (period, question mark)

Do your sentences include vocabulary from the unit? Is the spelling correct? Check a dictionary if you are not sure.

iQ ONLINE

ONLINE

D. REFLECT Go to the Online Discussion Board to discuss these questions.

1. What is something new you learned in this unit?

2. Look back at the Unit Question-What is a good job? Is your answer

different now than when you started the unit? If yes, how is it different? Why?

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UNIT 1

UNIT 1

What is a good job?

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TRACK YOUR SUCCESS

**Circle the words you have learned in this unit.**

Verbs match

**Adjectives creative AWL flexible AWL regular**

plan solve

Nouns career company customer decision event product resultado skill success

Oxford 2000 keywords AWL Academic Word List

**Check (v) the skills you learned. If you need more work on a skill, refer to the page(s) in parentheses.**

READING VOCABULARY

WRITING

I can preview a text. (p. 6) I can recognize and use words that are both nouns and verbs. (p. 15) I can write a main idea and supporting sentences. (p. 16) I can recognize and use verbs + infinitives (like, want, and need). (p. 18)

I can gather information and ideas to describe the duties of the job I want and give reasons that it is a good job for me.

GRAMMAR

**UNIT OBJECTIVE**

Reading and Writing

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