


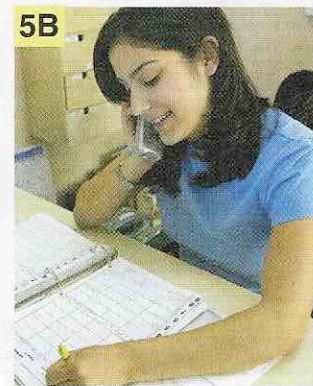
1 WHAT DO YOU KNOW?

- A CLASS.** Look at the pictures. Which jobs do you know? Use words from the box.

computer system administrator
 food service worker
 manager
 nurse assistant
 receptionist
 sales associate
 stock clerk
 warehouse worker

- B CLASS.** Look at the pictures. What are some duties, or things you have to do, for each job?

- C**  **CD2 T47** Listen to the job duties. Then listen and repeat.



2 PRACTICE

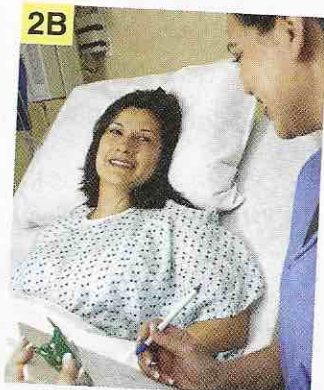
- A PAIRS.** Student A, say a job from *What do you know?* Student B, say two job duties for that job.

A: *Manager.*

B: *Plan work schedules. Supervise employees.*

- B WORD PLAY. GROUPS OF 3.** Look at the list of job duties. On a separate piece of paper, write another job duty for each job.





Job Duties

- 1A. install computer hardware
- 1B. help with computer problems
- 2A. take care of patients
- 2B. record patient information
- 3A. receive shipments
- 3B. unload materials
- 4A. assist customers
- 4B. stock shelves
- 5A. greet visitors
- 5B. handle phone calls
- 6A. prepare food
- 6B. clean kitchen equipment
- 7A. supervise employees
- 7B. plan work schedules

Learning Strategy

Make connections

Look at the list of job duties. Make cards for five new words. Write a job duty on one side of the card. Write a job that matches that duty on the other side.

Show what you know!

STEP 1. Think of your dream job. What is the title of your job? What are the duties?

Job title: _____

Job duties: _____

STEP 2. GROUPS OF 3. Tell your classmates about your dream job.