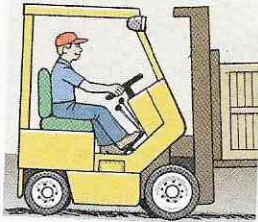


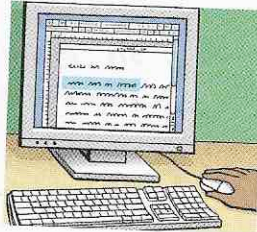
Listening and Speaking

1 BEFORE YOU LISTEN

CLASS. Look at the job skills. Which skills do you have?



operate a forklift



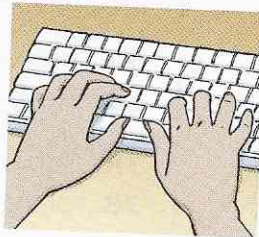
use a word-processing program



use a cash register



order supplies



type



speak Spanish

2 LISTEN

A CLASS. Look at the picture of Albert and Manny. Guess: What is happening?

CD2 T48

B Listen to the conversation. Was your guess in Exercise A correct?

CD2 T48

C Listen again. Complete the sentences.

1. _____ is a store manager.
a. Manny b. Albert
2. _____ is looking for a job.
a. Manny b. Albert
3. Manny assists customers and _____ at his job.
a. stocks shelves b. orders supplies
4. Manny _____ use a cash register.
a. can b. can't



3 CONVERSATION

CD2 T49

A Listen. Then listen and repeat the sentences.

I can't use a cash register.
Can you speak Chinese?

I can learn.
Yes, I can.

CD2 T50

B Listen and repeat the conversation.

Albert: Manny? Hi, I'm Albert Taylor, the store manager.
Please have a seat.

Manny: Thank you. It's nice to meet you.

Albert: I have your application here. I see that you're working now.
What are your job duties?

Manny: Well, I assist customers and stock shelves.

Albert: OK. Tell me about your skills. Can you use a cash register?

Manny: No, I can't, but I can learn.

Pronunciation Watch

Can often has a weak pronunciation with a short, quiet vowel when another word comes after it. It sounds like "c'n." *Can* has a strong pronunciation at the end of a sentence. *Can't* always has a strong pronunciation.

4 PRACTICE

A PAIRS. Practice the conversation. Then make new conversations. Use your own names and the information in the boxes.

A: _____? Hi, I'm _____, the store manager.
Please have a seat.

B: Thank you. It's nice to meet you.

A: I have your application here. I see that you're working now.
What are your job duties?

B: Well, I _____ and _____.

A: OK. Tell me more about your skills. Can you _____?

B: No, I can't, but I can learn.

receive shipments

unload materials

operate a forklift

greet visitors

handle phone calls

type

prepare food

clean equipment

order supplies

B ROLE PLAY. PAIRS. Make your own conversations. Use different information.