

MONOLINGUAL

OXFORD PICTURE DICTIONARY

SECOND EDITION



Jayme Adelson-Goldstein
Norma Shapiro

OXFORD
UNIVERSITY PRESS

198 Madison Avenue
New York, NY 10016 USA

Great Clarendon Street, Oxford OX2 6DP UK

Oxford University Press is a department of the University of Oxford.
It furthers the University's objective of excellence in research, scholarship,
and education by publishing worldwide in

Oxford New York

Auckland Cape Town Dar es Salaam Hong Kong Karachi
Kuala Lumpur Madrid Melbourne Mexico City Nairobi
New Delhi Shanghai Taipei Toronto

With offices in

Argentina Austria Brazil Chile Czech Republic France Greece
Guatemala Hungary Italy Japan Poland Portugal Singapore
South Korea Switzerland Thailand Turkey Ukraine Vietnam

OXFORD and OXFORD ENGLISH are registered trademarks of
Oxford University Press.

© Oxford University Press 2008

Library of Congress Cataloging-in-Publication Data

Adelson-Goldstein, Jayme.

The Oxford picture dictionary. Monolingual /
Jayme Adelson-Goldstein and Norma Shapiro. - 2nd ed.
p. cm.

Includes index.

ISBN: 978-0-19-436976-3

1. Picture dictionaries, English. 2. English
language-Textbooks for foreign speakers.
I. Shapiro, Norma. II. Title.
PE1629.S52 2008
423'.1-dc22

2007041017

Database right Oxford University Press (maker)

All rights reserved. No part of this publication may be reproduced,
stored in a retrieval system, or transmitted, in any form or by any means,
without the prior permission in writing of Oxford University Press (with
the sole exception of photocopying carried out under the conditions stated
in the paragraph headed "Photocopying"), or as expressly permitted by law, or
under terms agreed with the appropriate copyright clearance organization.
Enquiries concerning reproduction outside the scope of the above should
be sent to the ELT Rights Department, Oxford University Press, at the
address above. You must not circulate this book in any other binding or cover
and you must impose this same condition on any acquirer.

Photocopying

The Publisher grants permission for the photocopying of those pages marked
"photocopiable" according to the following conditions. Individual purchasers
may make copies for their own use or for use by classes that they teach.
School purchasers may make copies for use by staff and students, but this
permission does not extend to additional schools or branches.

Under no circumstances may any part of this book be photocopied for resale.

Any websites referred to in this publication are in the public domain and
their addresses are provided by Oxford University Press for information only.
Oxford University Press disclaims any responsibility for the content.

Executive Publishing Manager: Stephanie Karras

Managing Editor: Sharon Sargent

Development Editors: Glenn Mathes II, Bruce Myint, Katie La Storia

Associate Development Editors: Olga Christopoulos, Hannah Ryu

Design Manager: Maj-Britt Hagsted

Project Manager: Allison Harm

Senior Designers: Stacy Merlin, Michael Steinhofner

Designer: Jaclyn Smith

Senior Production Artist: Julie Armstrong

Production Layout Artist: Colleen Ho

Cover Design: Stacy Merlin

Senior Image Editor: Justine Eun

Image Editors: Robin Fadool, Fran Newman, Jenny Vainisi

Manufacturing Manager: Shanta Persaud

Manufacturing Controller: Eve Wong

ISBN: 978 0 19 436976 3

Printed in China

10 9 8 7

This book is printed on paper from certified and well-managed sources.

The OPD team thanks the following artists for their storyboarding and sketches:
Cecilia Aranovich, Chris Brandt, Giacomo Ghiazza, Gary Goldstein, Gordan Klju
Vincent Lucido, and Glenn Urieta

Illustrations by: Lori Anzalone: 13, 70-71, 76-77; Joe "Fearless" Arenella/Will Sump
178; Argosy Publishing: 66-67 (call-outs), 98-99, 108-109, 112-113 (call-outs), 152,
193, 194-195, 196, 197, 205; Barbara Bastian: 4, 15, 17, 20-21, 162 (map), 198, 216
(map), 220-221; Philip Batini/AA Reps: 50; Thomas Bayley/Sparks Literary Agency:
158-159; Sally Bensusen: 211, 214; Annie Bissett: 112; Peter Bollinger/Shannon
Associates: 14-15; Higgins Bond/Anita Grien: 226; Molly Borman-Pullman: 116,
117; Jim Fanning/Ravenhill Represents: 80-81; Mike Gardner: 10, 12, 17, 22, 132,
114-115, 142-143, 174, 219, 228-229; Garth Glazier/AA Reps: 106, 118-119; Denni
Godfrey/Mike Wepplo: 204; Steve Graham: 124-125, 224; Graphic Map & Chart C
200-201, 202-203; Julia Green/Mendola Art: 225; Glenn Gustafson: 9, 27, 48, 76,
100, 101, 117, 132, 133, 136, 155, 161, 179, 196; Barbara Harmon: 212-213, 215;
Hasler/NB Illustration: 94-95, 101, 148-149, 172, 182, 186-187; Betsy Hayes: 134,
138-139; Matthew Holmes: 75; Stewart Holmes/Illustration Ltd.: 192; Janos Jantr
Beehive Illustration: 5, 13, 82-83, 122-123, 130-131, 146-147, 164-165, 184, 185; J
Joudrey/Munro Campagna: 52, 68-69, 177, 208-209; Bob Kaganich/Deborah Wolf
10, 40-41, 121; Steve Karp: 230, 231; Mike Kasun/Munro Campagna: 218; Grah
Kennedy: 27; Marcel Laverdet/AA Reps: 23; Jeffrey Lindberg: 33, 42-43, 92-93, 13
160-161, 170-171, 176; Dennis Lyall/Artworks: 198; Chris Lyons/Lindgren & Smi
173, 191; Alan Male/Artworks: 210, 211; Jeff Mangiat/Mendola Art: 53, 54, 55, 56
58, 59, 66-67; Adrian Mateescu/The Studio: 188-189, 232-233; Karen Minot: 28-2
Paul Mirocha/The Wiley Group: 194, 216-217; Peter Miserendino/P.T. Pie Illustra
198; Lee Montgomery/Illustration Ltd.: 4; Roger Motzkus: 229; Laurie O'Keefe: 1
216-217; Daniel O'Leary/Illustration Ltd.: 8-9, 26, 34-35, 78, 135, 136-137, 238; Vi
Ortiz-Dillon: 16, 20-21, 60, 98-99, 100, 211; Terry Pazcko: 46-47, 144-145, 152, 18
227; David Preiss/Munro Campagna: 5; Pronk & Associates: 192-193; Tony Randa
AA Reps: 156, 234-235; Mike Renwick/Creative Eye: 126-127; Mark Riedy/Scott H
Associates: 48-49, 79, 140, 153; Jon Rogers/AA Reps: 112; Jeff Sanson/Schumann
Co.: 84-85, 240-241; David Schweitzer/Munro Campagna: 162-163; Ben Shannon
Magnet Reps: 11, 64-65, 90, 91, 96, 97, 166-167, 168-169, 179, 239; Reed Sprunge
Jae Wagoner Artists Rep.: 18-19, 232-233; Studio Liddell/AA Reps: 27; Angelo Till
108-109; Ralph Voltz/Deborah Wolfe: 50-51, 128-129, 141, 154, 175, 236-237;
Jeff Wack/Mendola Art: 24, 25, 86-87, 102-103, 134-135, 231; Brad Walker: 104-1
150-151, 157, 206-207; Wendy Wassink: 110-111; John White/The Neis Group: 1
Eric Wilkerson: 32, 138; Simon Williams/Illustration Ltd.: 2-3, 6-7, 30-31, 36, 38-
44-45, 72-73; Lee Woodgate/Eye Candy Illustration: 222-223; Andy Zito: 62-23; C
Zuckerman: 14, 88-89, 112-113, 120-121, 194-195.

Chapter icons designed by Von Glitschka/Scott Hull Associates

Cover Art by CUBE/Illustration Ltd (hummingbird, branch); Paul Mirocha/The Wi
Group (cherry); Mark Riedy/Scott Hull Associates (stamp); 9 Surf Studios (letteri
Studio photography for Oxford University Press done by Dennis Kitchen Studio:
61, 72, 73, 74, 75, 95, 96, 100, 180, 181, 183, 226.

Stock Photography: Age FotoStock: 238 (flute; clarinet; bassoon; saxophone; violin;
bass; guitar; trombone; trumpet; xylophone; harmonica); Comstock, 61 (window;
Morales, 221 (bat); Franco Pizzochero, 98 (cashmere); Thinkstock, 61 (sink); Alam
Corbis, 61 (table); Gary Crabbe, 220 (park ranger); The Associated Press: 198 (strik
soldiers in trench); Joe Rosenthal, 198 (Iwo Jima); Neil Armstrong, 198 (Buzz Aldri
on Moon); CORBIS: Philip Gould, 198 (Civil War); Photo Library, 220 (Yosemite Fal
Danita Delimont; Greg Johnston, 220 (snorkeling); Jamie & Judy Wild, 220 (El Cap
Getty Images: 198 (Martin Luther King, Jr.); Amana Images, 61 (soapy plates), The
Granger Collection: 198 (Jazz Age); The Image Works: Kelly Spranger, 220 (sea tur
Imagine: 238 (oboe; tuba; French horn; piano; drums; tambourine; accordion);
istockphoto: 61 (oven), 98 (silk), 99 (suede; lace; velvet); Jupiter Images: 61 (tiles);
(wool); 99 (corduroy); Foodpix, 98 (linen); Rob Melnychuk/Brand X Pictures, 61 (gl
shower door); Jupiter Unlimited: 220 (seagulls); 238 (electric keyboard); Comstock
(denim); Mary Evans Picture Library: 198 (women in factory); NPS Photo: Peter Jon
(Carlsbad Cavern entrance; tour; cavern; spelunker); OceanwideImages.com: Gary
220 (coral); Photo Edit, Inc: David Young-Wolff, 220 (trail); Picture History: 198 (Hi
Rhodes); Robertstock: 198 (Great Depression); Punchstock: 98 (t-shirt); Robert Glu
31 (Monument Valley); Roland Corporation: 238 (organ); SuperStock: 99 (leather);
(Daniel Boone); Shutterstock: Marek Szumlas, 94 (watch); United States Mint: 126
Veer: Brand X Pictures, 220 (deer); Photodisc, 220 (black bear); Yankee Fleet, Inc.:
(Fort Jefferson); Yankee Freedom Ferry, Emil von Maltitz/Lime Photo, 37 (baby car



This second edition of
the Oxford Picture Dictionary
is lovingly dedicated to
the memory of Norma Shapiro.
Her ideas, her pictures, and
her stories continue to teach,
inspire, and delight.



7. Community

Downtown	124–125
City Streets	126–127
An Intersection	128–129
A Mall	130–131
The Bank	132
The Library	133
The Post Office	134–135
Department of Motor Vehicles (DMV)	136–137
Government and Military Service	138–139
Civic Rights and Responsibilities	140
The Legal System	141
Crime	142
Public Safety	143
Emergencies and Natural Disasters	144–145
Emergency Procedures	146–147
Community Cleanup	148–149



8. Transportation

Basic Transportation	150–151
Public Transportation	152
Prepositions of Motion	153
Traffic Signs	154
Directions and Maps	155
Cars and Trucks	156
Buying and Maintaining a Car	157
Parts of a Car	158–159
An Airport	160–161
Taking a Trip	162–163



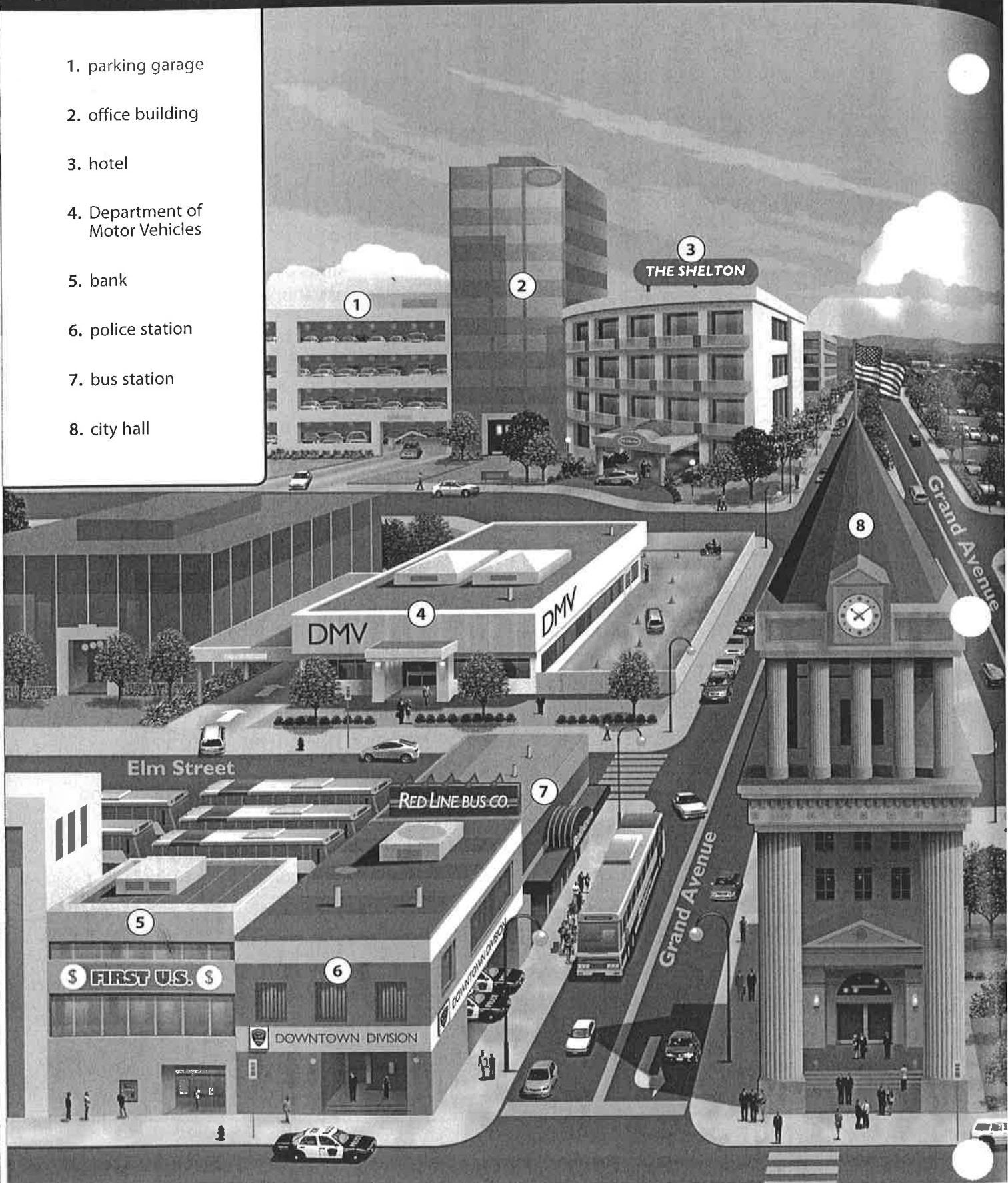
9. Work

The Workplace	164–165
Jobs and Occupations A-C	166
Jobs and Occupations C-H	167
Jobs and Occupations H-P	168
Jobs and Occupations P-W	169
Job Skills	170
Office Skills	171
Career Planning	172
Job Search	173
Interview Skills	174
A Factory	175
Landscaping and Gardening	176
Farming and Ranching	177
Construction	178
Job Safety	179
Tools and Building Supplies	180–181
An Office	182–183
A Hotel	184
Food Service	185
A Bad Day at Work	186–187



Downtown

1. parking garage
2. office building
3. hotel
4. Department of Motor Vehicles
5. bank
6. police station
7. bus station
8. city hall



Listen and point. Take turns.

A: Point to the bank.

B: Point to the hotel.

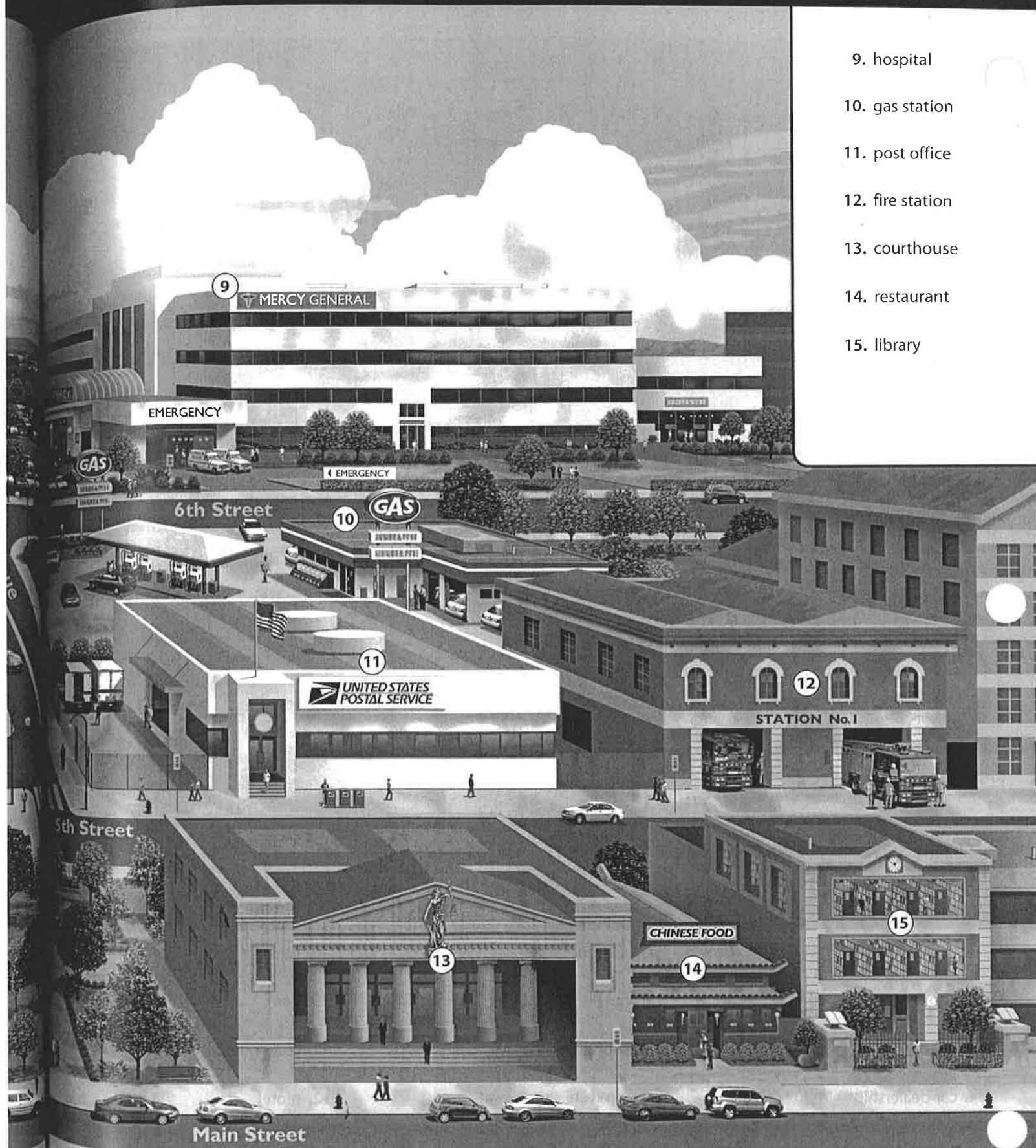
A: Point to the restaurant.

Dictate to your partner. Take turns.

A: Write bank.

B: Is that spelled b-a-n-k?

A: Yes, that's right.



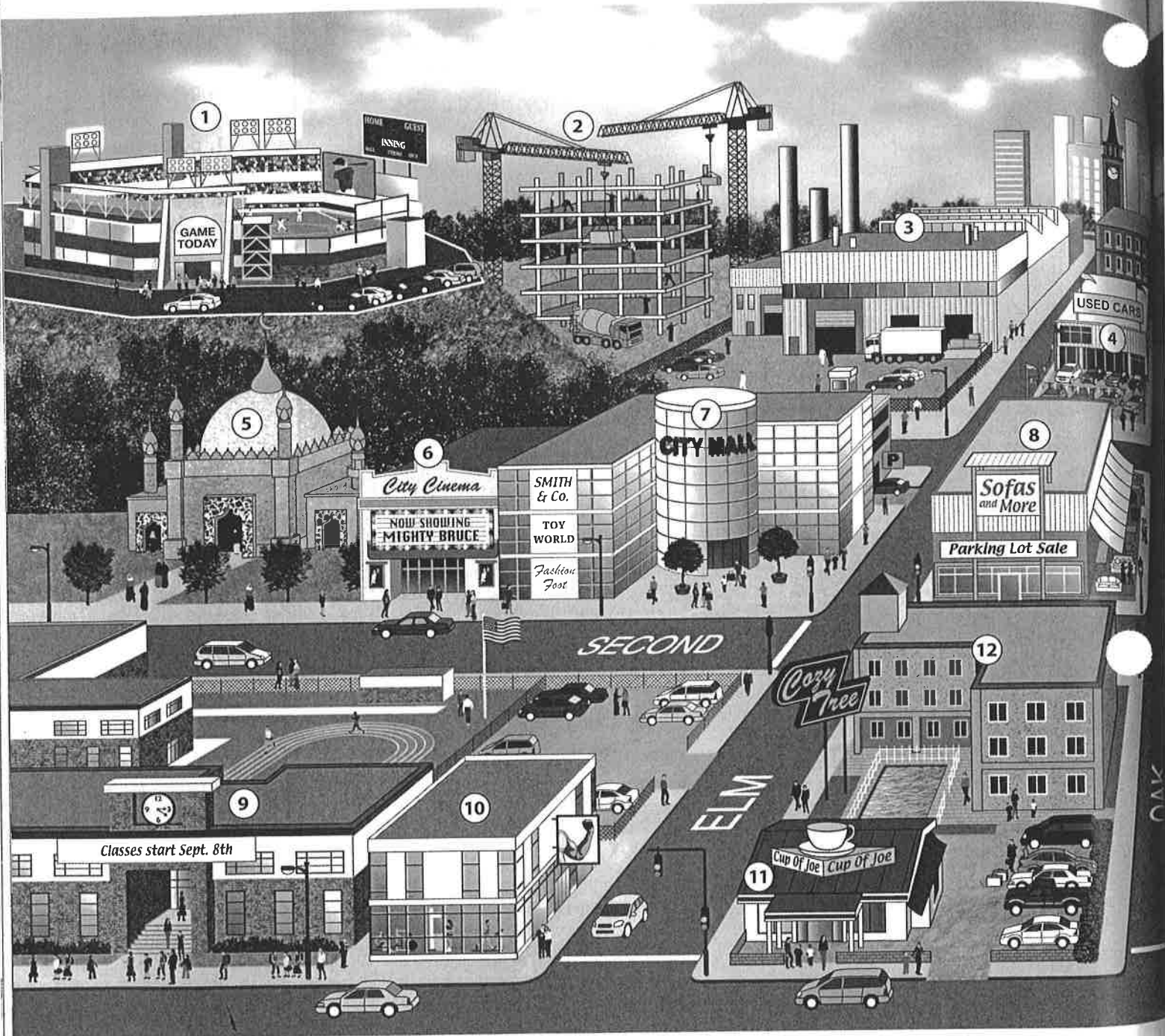
- 9. hospital
- 10. gas station
- 11. post office
- 12. fire station
- 13. courthouse
- 14. restaurant
- 15. library

Grammar Point: *in* and *at* with locations

Use *in* when you are inside the building. *I am in (inside) the bank.* Use *at* to describe your general location. *I am at the bank.*

Pair practice. Make new conversations.

- A: *I'm in the bank. Where are you?*
- B: *I'm at the bank, too, but I'm outside.*
- A: *OK. I'll meet you there.*



1. stadium

5. mosque

9. school

2. construction site

6. movie theater

10. gym

3. factory

7. shopping mall

11. coffee shop

4. car dealership

8. furniture store

12. motel

Ways to state your destination using **to** and **to the**

Use **to** for schools, churches, and synagogues.

I'm going to school.

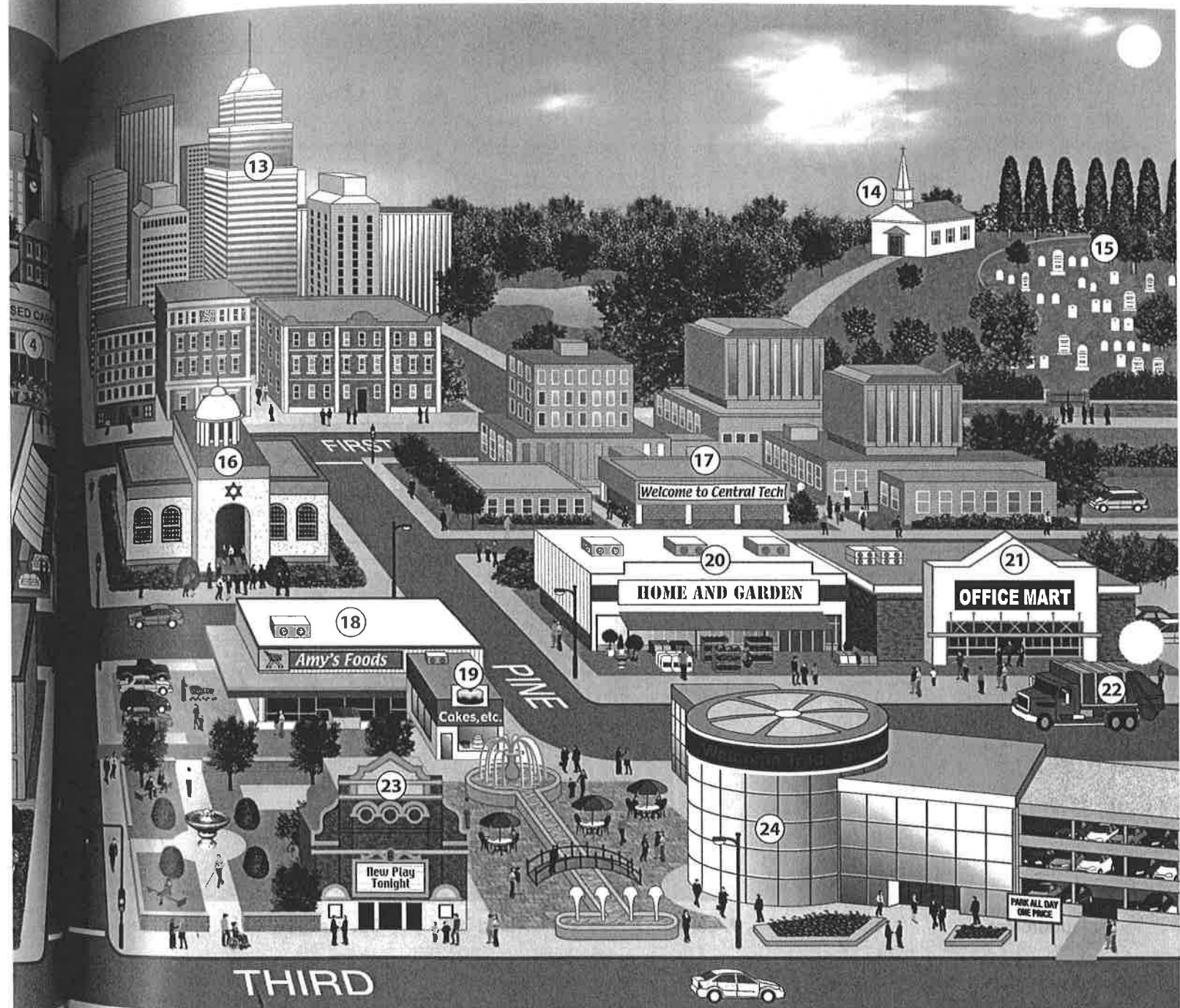
Use **to the** for all other locations. *I have to go to the bakery.*

Pair practice. Make new conversations.

A: Where are you going today?

B: I'm going to school. How about you?

A: I have to go to the bakery.



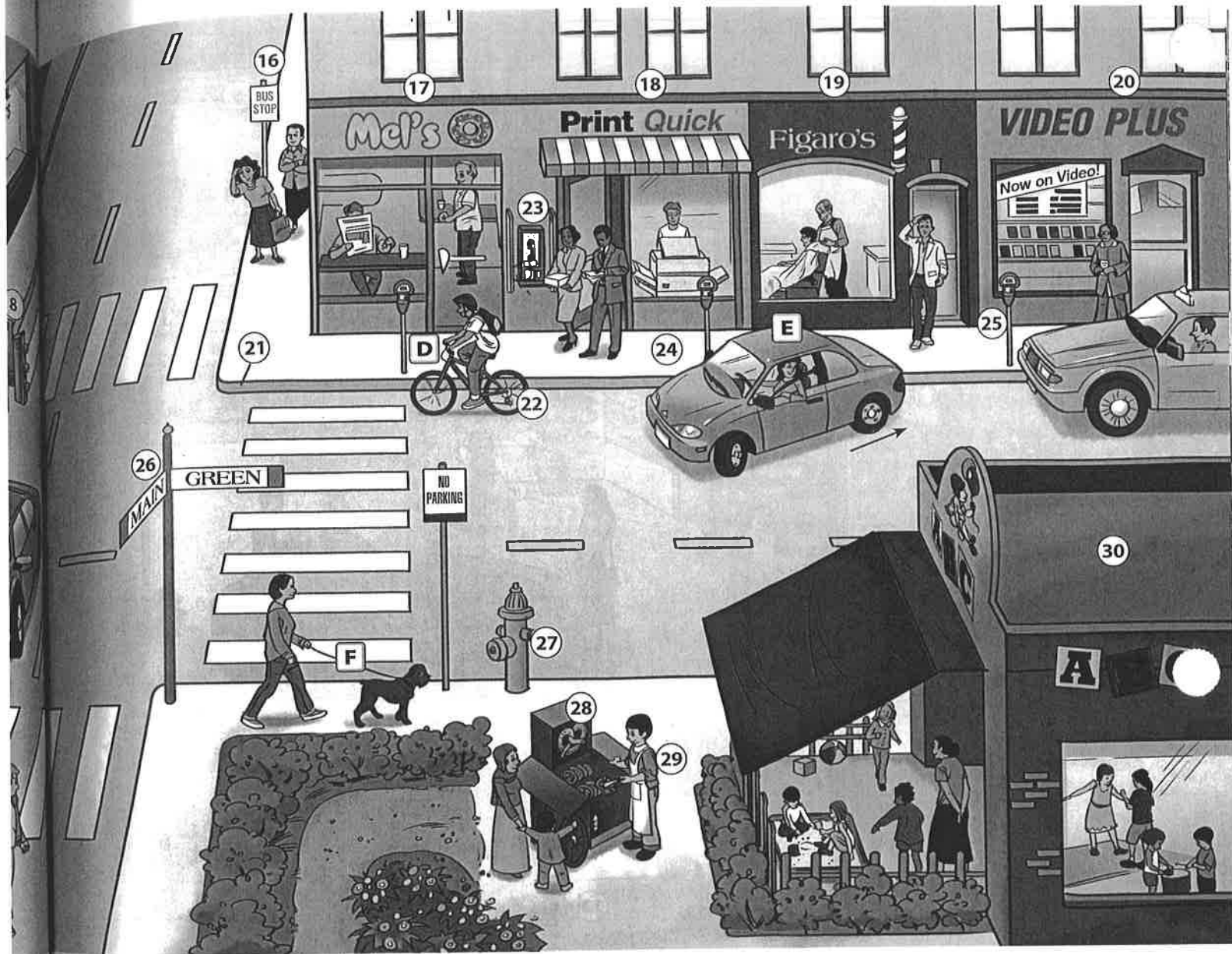
- | | | |
|----------------------------|----------------------------|-------------------------|
| 13. skyscraper / high-rise | 17. community college | 21. office supply store |
| 14. church | 18. supermarket | 22. garbage truck |
| 15. cemetery | 19. bakery | 23. theater |
| 16. synagogue | 20. home improvement store | 24. convention center |

Ways to give locations

The mall is on 2nd Street.
 The mall is on the corner of 2nd and Elm.
 The mall is next to the movie theater.

Ask your classmates. Share the answers.

1. Where's your favorite coffee shop?
2. Where's your favorite supermarket?
3. Where's your favorite movie theater?



16. bus stop

17. donut shop

18. copy center

19. barbershop

20. video store

21. curb

22. bike

23. pay phone

24. sidewalk

25. parking meter

26. street sign

27. fire hydrant

28. cart

29. street vendor

30. childcare center

D. ride a bike

E. park the car

F. walk a dog

More vocabulary

neighborhood: the area close to your home

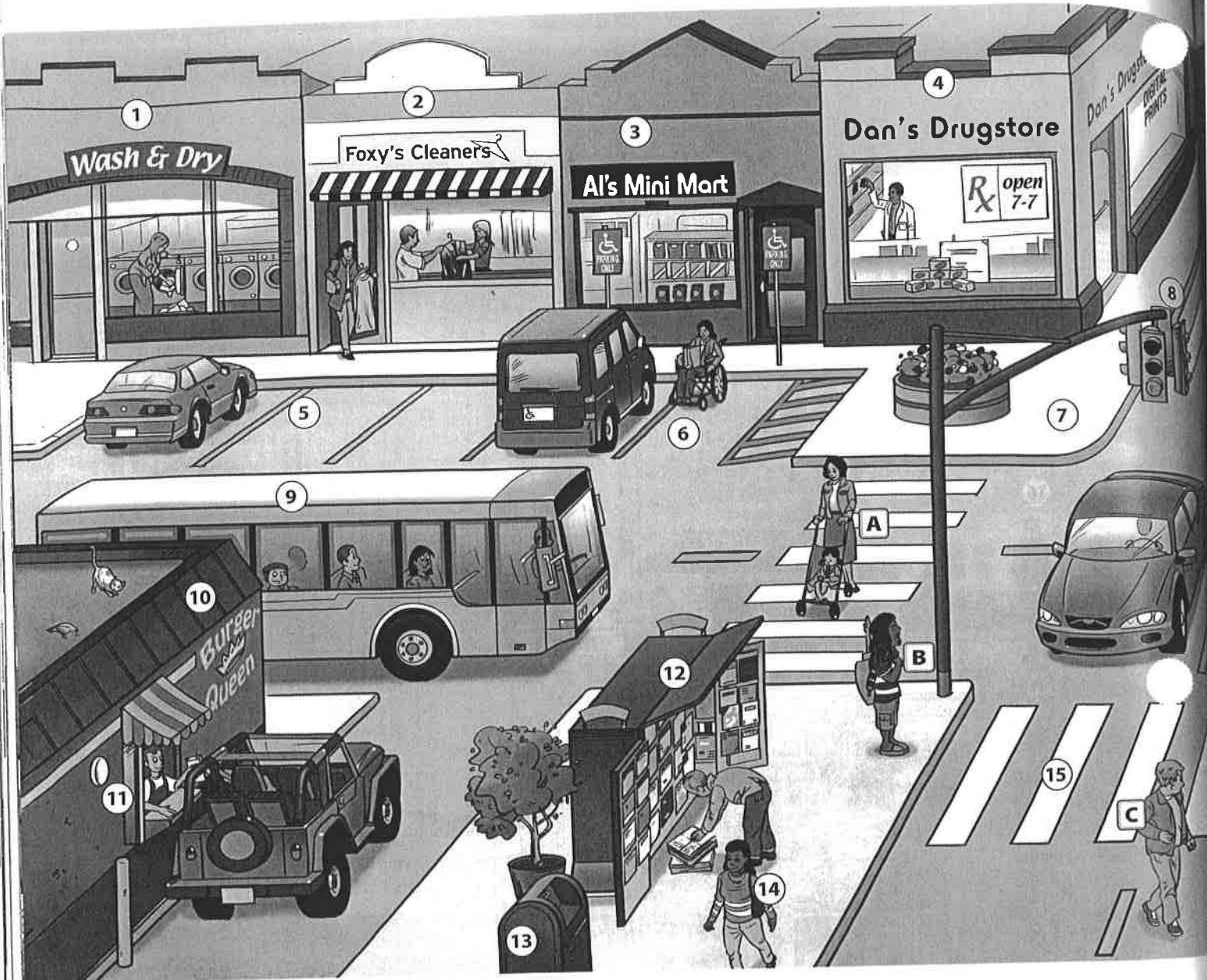
do errands: to make a short trip from your home to buy or pick up things

Ask your classmates. Share the answers.

1. What errands do you do every week?
2. What stores do you go to in your neighborhood?
3. What things can you buy from a street vendor?



An Intersection



1. laundromat

2. dry cleaners

3. convenience store

4. pharmacy

5. parking space

6. handicapped parking

7. corner

8. traffic light

9. bus

10. fast food restaurant

11. drive-thru window

12. newsstand

13. mailbox

14. pedestrian

15. crosswalk

A. **cross** the street

B. **wait for** the light

C. **jaywalk**

Pair practice. Make new conversations.

A: I have a lot of errands to do today.

B: Me, too. First, I'm going to the laundromat.

A: I'll see you there after I stop at the copy center.

Think about it. Discuss.

1. Which businesses are good to have in a neighborhood? Why?
2. Would you like to own a small business? If yes, what kind? If no, why not?



- | | | |
|------------------|---------------|--------------------|
| 1. music store | 5. toy store | 9. optician |
| 2. jewelry store | 6. pet store | 10. shoe store |
| 3. nail salon | 7. card store | 11. play area |
| 4. bookstore | 8. florist | 12. guest services |

More vocabulary

beauty shop: hair salon

men's store: men's clothing store

gift shop: a store that sells t-shirts, mugs, and other small gifts

Pair practice. Make new conversations.

A: Where is the florist?

B: It's on the first floor, next to the optician.



13. department store

14. travel agency

15. food court

16. ice cream shop

17. candy store

18. hair salon

19. maternity store

20. electronics store

21. elevator

22. cell phone kiosk

23. escalator

24. directory

Ways to talk about plans

Let's go to the card store.

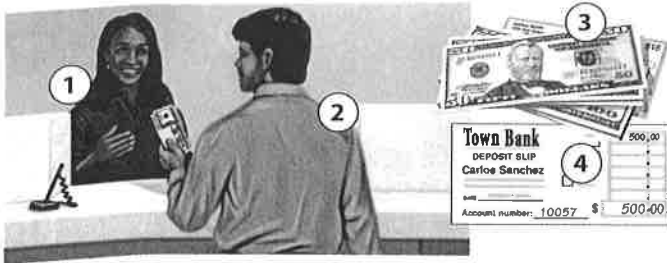
I have to go to the card store.

I want to go to the card store.

Role play. Talk to a friend at the mall.

A: Let's go to the card store. I need to buy a card for Maggie's birthday.

B: OK, but can we go to the shoe store next?



- 1. teller
- 2. customer
- 3. deposit
- 4. deposit slip



- 5. security guard
- 6. vault
- 7. safety deposit box
- 8. valuables

Opening an Account



- 9. account manager
- 10. passbook
- 11. savings account number
- 12. check book
- 13. check
- 14. checking account number
- 15. ATM card
- 16. bank statement
- 17. balance



A. Cash a check.

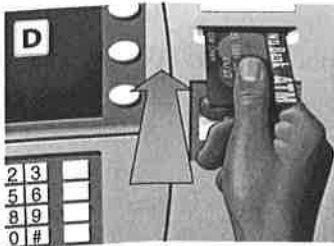


B. Make a deposit.



C. Bank online.

The ATM (Automated Teller Machine)



D. Insert your ATM card.



E. Enter your PIN.*



F. Withdraw cash.



G. Remove your card.

*PIN = personal identification number



A. get a library card



B. look for a book



C. check out a book



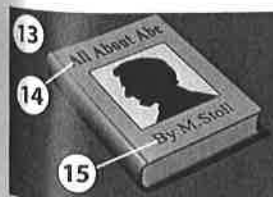
D. return a book



E. pay a late fine

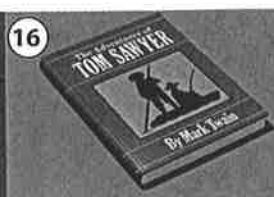


- | | | | |
|---------------------|----------------|------------------------|--------------------|
| 1. library clerk | 4. periodicals | 7. headline | 10. self-checkout |
| 2. circulation desk | 5. magazine | 8. atlas | 11. online catalog |
| 3. library patron | 6. newspaper | 9. reference librarian | 12. picture book |



13. biography

14. title



15. author

16. novel



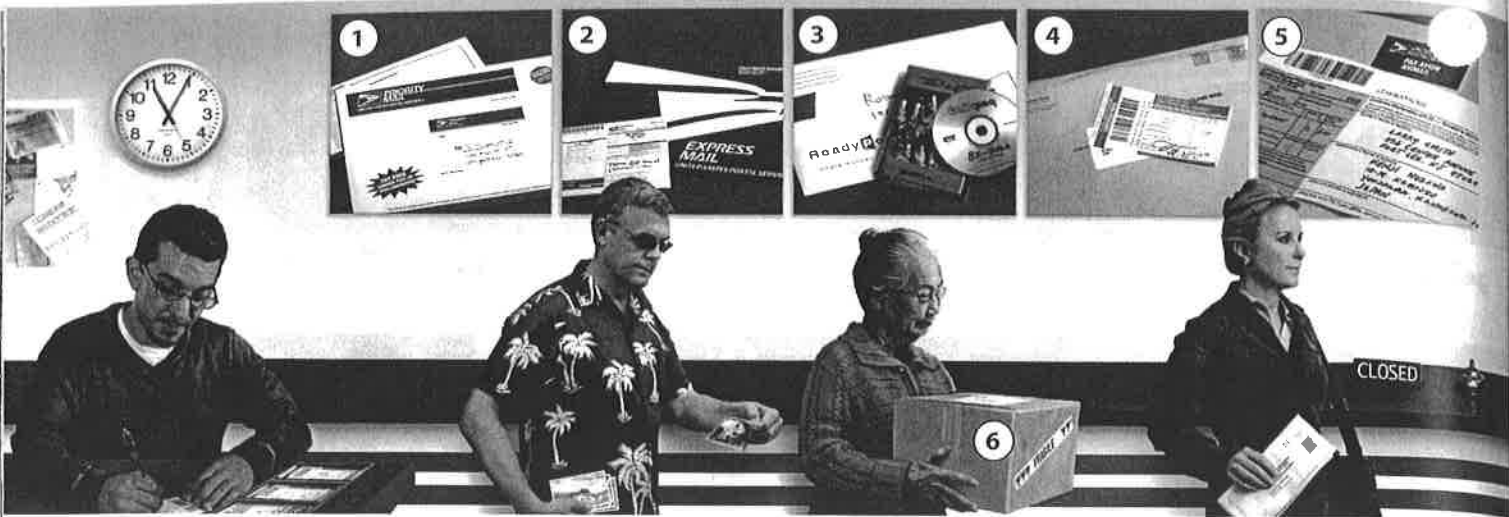
17. audiobook



18. videocassette



19. DVD



1. Priority Mail®

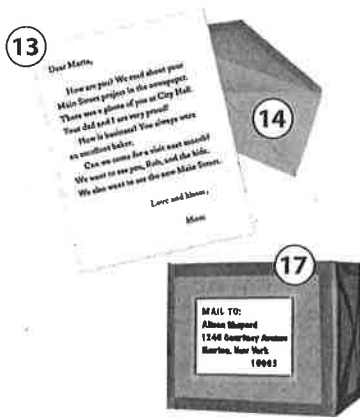
3. media mail

5. airmail

2. Express Mail®

4. Certified Mail™

6. ground post / parcel post



13. letter

14. envelope



15. greeting card

16. post card



17. package

18. book of stamps



19. postal forms

20. letter carrier



21. return address

22. mailing address

23. stamp

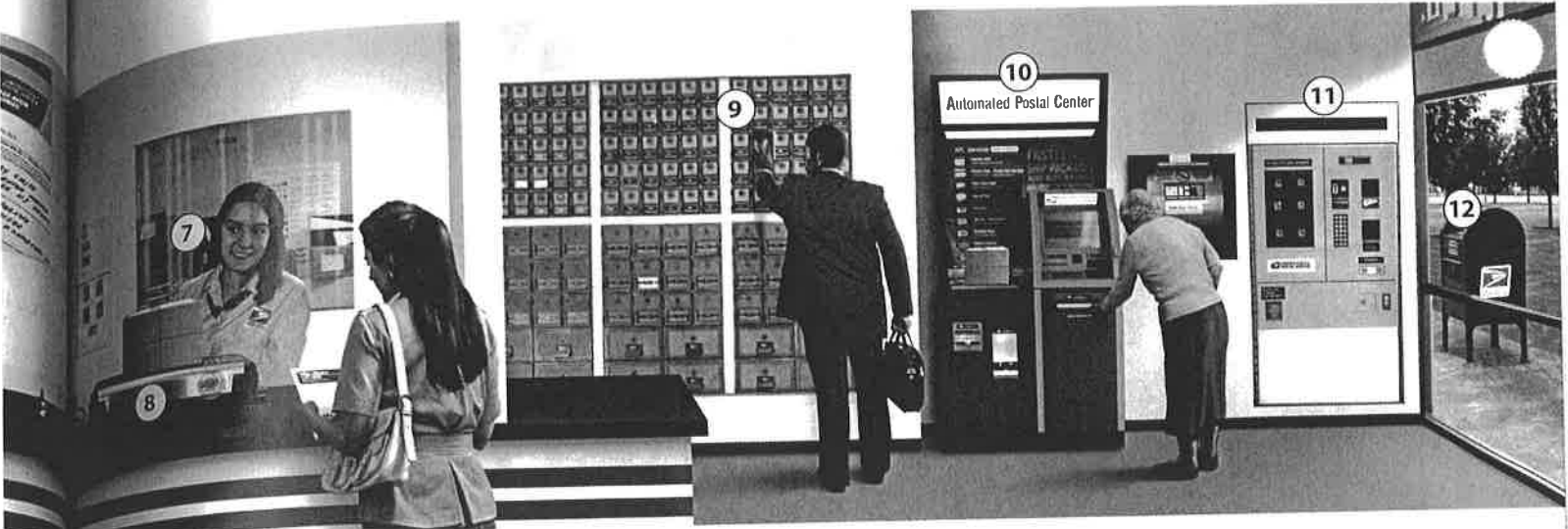
24. postmark

Ways to talk about sending mail

This letter has to get there tomorrow. (Express Mail®)
This letter has to arrive in two days. (Priority Mail®)
This letter can go in regular mail. (First Class)

Pair practice. Make new conversations.

A: Hi. This letter has to get there tomorrow.
B: You can send it by Express Mail®.
A: OK. I need a book of stamps, too.



7. postal clerk

8. scale

9. post office box (PO box)

11. stamp machine

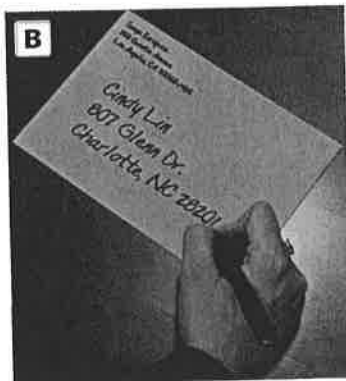
10. automated postal center (APC)

12. mailbox

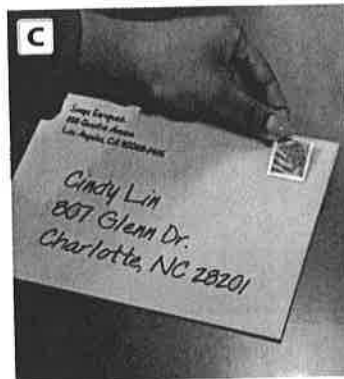
Sending a Card



A. Write a note in a card.



B. Address the envelope.



C. Put on a stamp.



D. Mail the card.



E. Deliver the card.



F. Receive the card.



G. Read the card.



H. Write back.

More vocabulary

overnight / next day mail: Express Mail®
 postage: the cost to send mail
 junk mail: mail you don't want

Think about it. Discuss.

1. What kind of mail do you send overnight?
2. Do you want to be a letter carrier? Why or why not?
3. Do you get junk mail? What do you do with it?

Department of Motor Vehicles (DMV)



handbook

3. DMV clerk

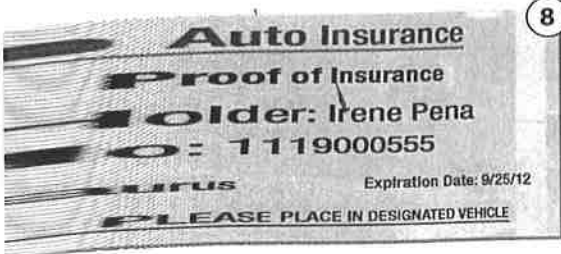
5. fingerprint

7. window

waiting area

4. photo

6. vision exam



proof of insurance



10. expiration date

11. driver's license number



12. license plate

13. registration sticker / tag

DMV vocabulary

Expiration date: a license is no good, or expires, after the expiration date

Renewal: to apply to keep a license before it expires

Personal license plate: a more expensive, personal license plate

Ask your classmates. Share the answers.

1. How far is the DMV from your home?

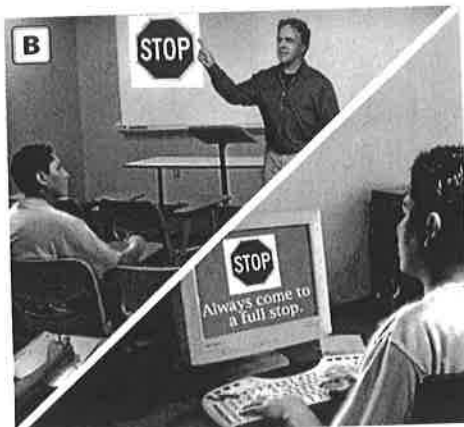
2. Do you have a driver's license? If yes, when does it expire? If not, do you want one?



Getting Your First License



A. **Study** the handbook.



B. **Take** a driver education course.*



C. **Show** your identification.



D. **Pay** the application fee.



E. **Take** a written test.



F. **Get** a learner's permit.



G. **Take** a driver's training course.*



H. **Pass** a driving test.



I. **Get** your license.

*Note: This is not required for drivers 18 and older.

Ways to request more information

What do I do next?

What's the next step?

Where do I go from here?

Role play. Talk to a DMV clerk.

A: I want to apply for a driver's license.

B: Did you study the handbook?

A: Yes, I did. What do I do next?

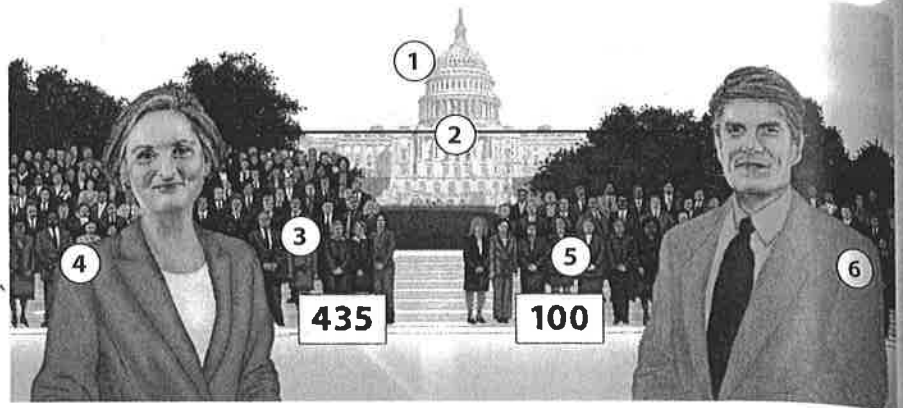


Government and Military Service

Federal Government

Legislative Branch

- 1. U.S. Capitol
- 2. Congress
- 3. House of Representatives
- 4. congressperson
- 5. Senate
- 6. senator



Executive Branch

- 7. White House
- 8. president
- 9. vice president
- 10. Cabinet

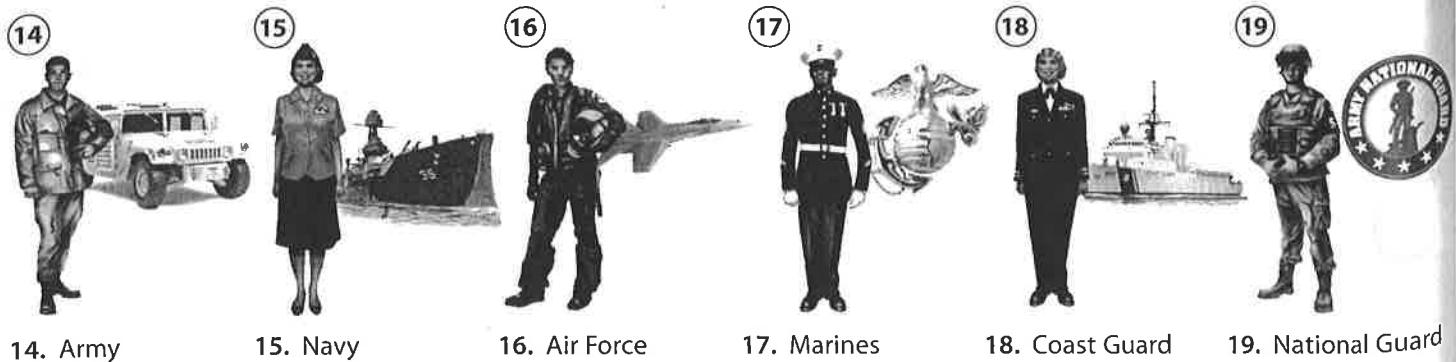


Judicial Branch

- 11. Supreme Court
- 12. justices
- 13. chief justice



The Military



14. Army

15. Navy

16. Air Force

17. Marines

18. Coast Guard

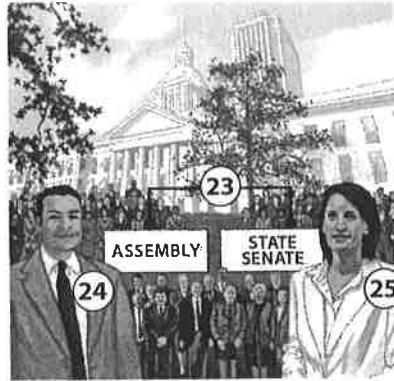
19. National Guard



State Government



- 20. governor
- 21. lieutenant governor
- 22. state capital



- 23. Legislature
- 24. assemblyperson
- 25. state senator

City Government

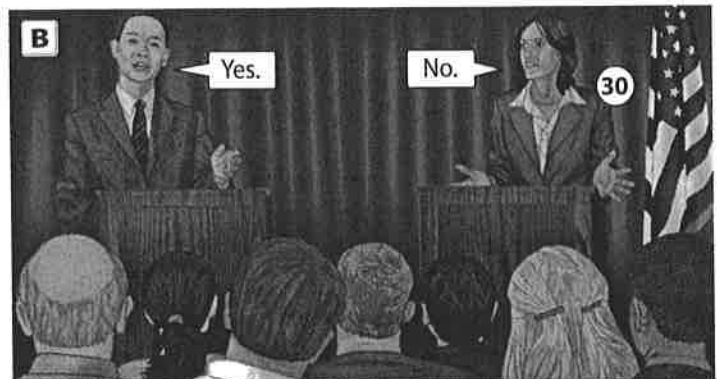


- 26. mayor
- 27. city council
- 28. councilperson

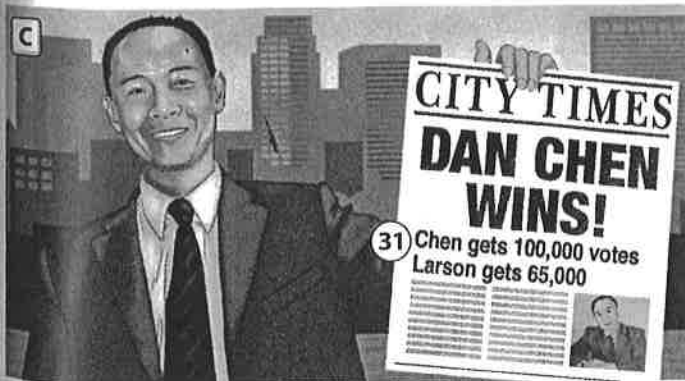
An Election



- A. run for office
- 29. political campaign



- B. debate
- 30. opponent



- C. get elected
- 31. election results



- D. serve
- 32. elected official

More vocabulary

term: the period of time an elected official serves
political party: a group of people with the same political goals

Think about it. Discuss.

1. Should everyone have to serve in the military? Why or why not?
2. Would you prefer to run for city council or mayor? Why?

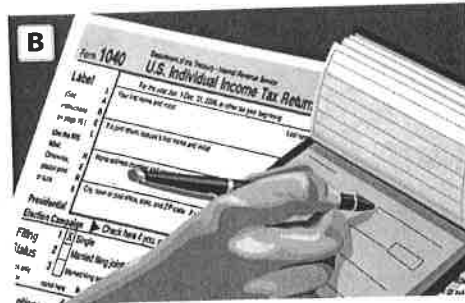


Civic Rights and Responsibilities

Responsibilities



A. vote



B. pay taxes



C. obey the law



D. register with Selective Service*



E. serve on a jury

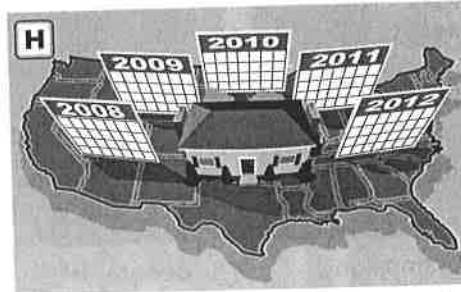


F. be informed

Citizenship Requirements



G. be 18 or older



H. live in the U.S. for 5 years



I. take a citizenship test

Rights



1. peaceful assembly



2. free speech



3. freedom of religion

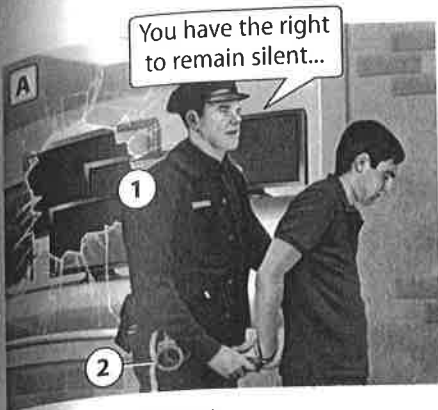


4. freedom of the press



5. fair trial

*Note: All males 18 to 26 who live in the U.S. are required to register with Selective Service.



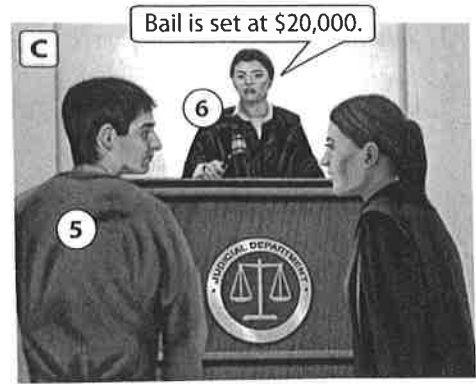
A. **arrest** a suspect

- 1. police officer
- 2. handcuffs



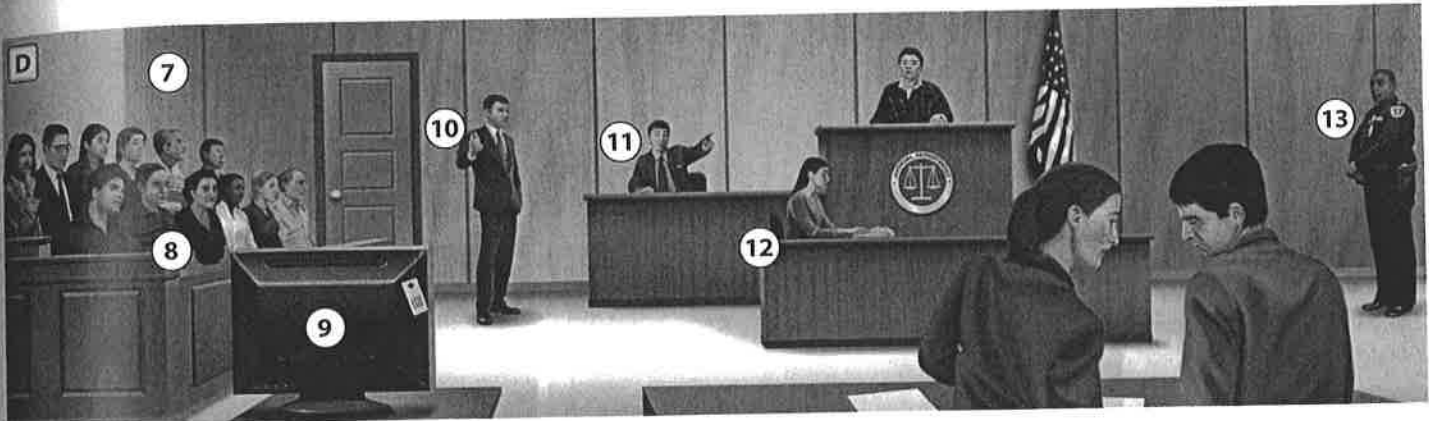
B. **hire** a lawyer / **hire** an attorney

- 3. guard
- 4. defense attorney



C. **appear** in court

- 5. defendant
- 6. judge



D. **stand** trial

8. jury

10. prosecuting attorney

12. court reporter

7. courtroom

9. evidence

11. witness

13. bailiff



E. **convict** the defendant

14. verdict*



F. **sentence** the defendant



G. **go** to jail / **go** to prison

15. convict / prisoner



H. **be** released

*Note: There are two possible verdicts, "guilty" and "not guilty."

Look at the pictures.

Describe what happened.

A: The police officer arrested a suspect.

B: He put handcuffs on him.

Think about it. Discuss.

1. Would you want to serve on a jury? Why or why not?
2. Look at the crimes on page 142. What sentence would you give for each crime? Why?

1. vandalism



2. burglary



3. assault



4. gang violence



5. drunk driving



6. illegal drugs



7. arson



8. shoplifting



9. identity theft

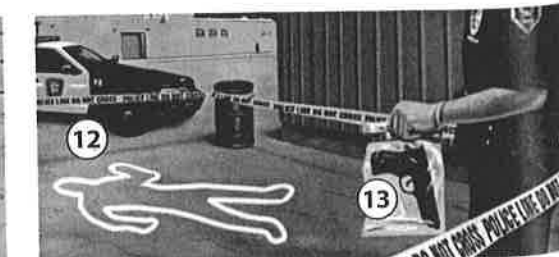


10. victim

11. mugging



12. murder



13. gun

More vocabulary

steal: to take money or things from someone illegally

commit a crime: to do something illegal

criminal: someone who does something illegal

Think about it. Discuss.

1. Is there too much crime on TV or in the movies? Explain.

2. How can communities help stop crime?



A. **Walk** with a friend.

B. **Stay** on well-lit streets.

C. **Conceal** your PIN number.

D. **Protect** your purse or wallet.

E. **Lock** your doors.

F. Don't **open** your door to strangers.

G. Don't **drink** and drive.

H. **Shop** on secure websites.

I. **Be** aware of your surroundings.

J. **Report** suspicious packages.

K. **Report** crimes to the police.

L. **Join** a Neighborhood Watch.

More vocabulary

sober: not drunk

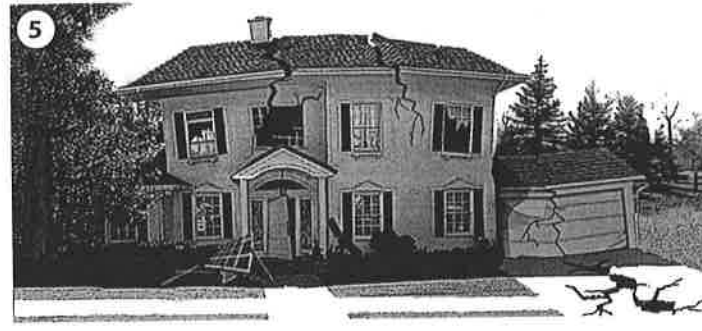
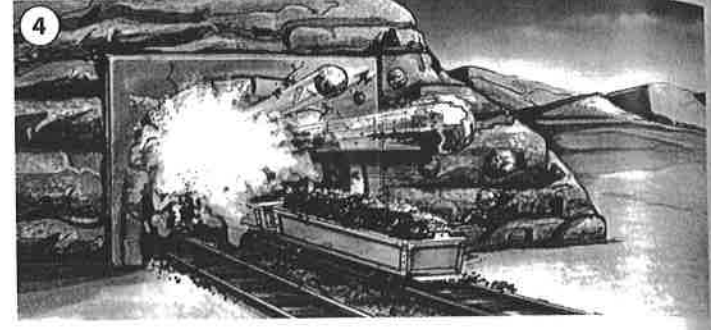
designated drivers: sober drivers who drive drunk people home safely

Ask your classmates. Share the answers.

1. Do you feel safe in your neighborhood?
2. Look at the pictures. Which of these things do you do?
3. What other things do you do to stay safe?



Emergencies and Natural Disasters



1. lost child

5. earthquake

9. firefighter

2. car accident

6. mudslide

10. fire truck

3. airplane crash

7. forest fire

4. explosion

8. fire

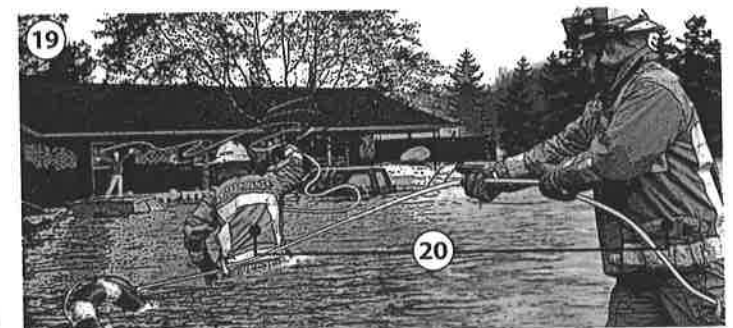
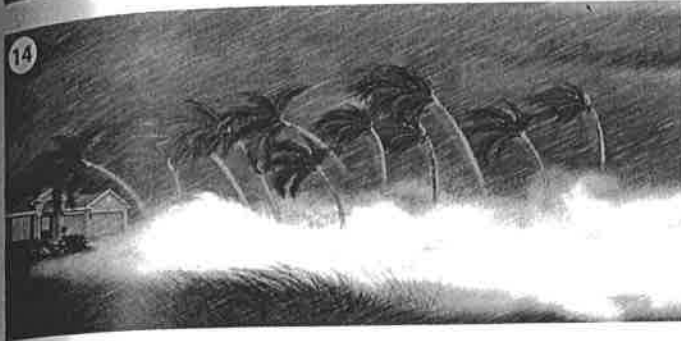
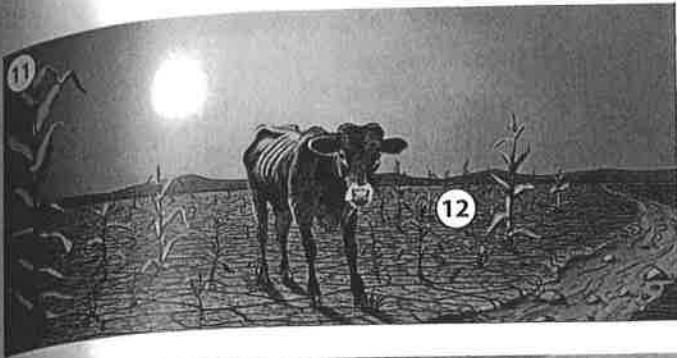
Ways to report an emergency

First, give your name. *My name is Tim Johnson.*
Then, state the emergency and give the address.
There was a car accident at 219 Elm Street.

Role play. Call 911.

A: 911 Emergency Operator.

B: *My name is Lisa Diaz. There is a fire at 323 Oak Street.
Please hurry!*



11. drought

12. famine

13. blizzard

14. hurricane

15. tornado

16. volcanic eruption

17. tidal wave / tsunami

18. avalanche

19. flood

20. search and rescue team

Ask your classmates. Share the answers.

1. Which natural disaster worries you the most?
2. Which natural disaster worries you the least?
3. Which disasters are common in your local area?

Think about it. Discuss.

1. What organizations can help you in an emergency?
2. What are some ways to prepare for natural disasters?
3. Where would you go in an emergency?



Emergency Procedures

Before an Emergency



A. Plan for an emergency.

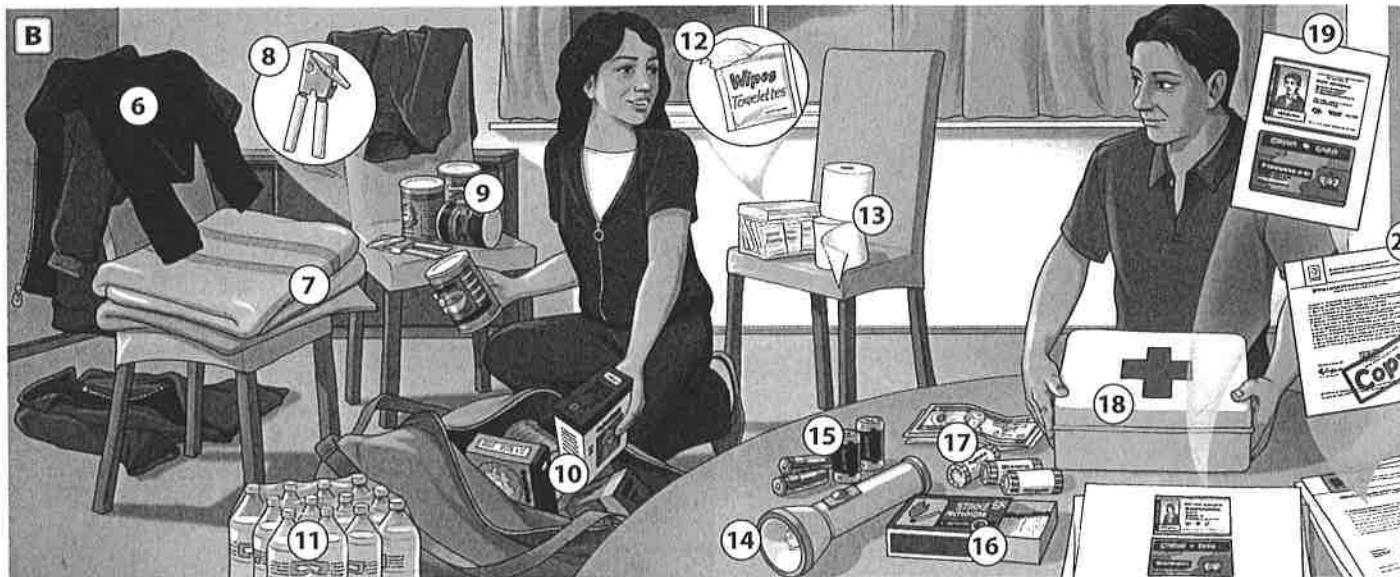
2. out-of-state contact

4. gas shut-off valve

1. meeting place

3. escape route

5. evacuation route



B. Make a disaster kit.

10. packaged food

15. batteries

19. copies of ID and credit cards

6. warm clothes

11. bottled water

16. matches

20. copies of important papers

7. blankets

12. moist towelettes

17. cash and coins

8. can opener

13. toilet paper

18. first aid kit

9. canned food

14. flashlight

Pair practice. Make new conversations.

A: What do we need for our disaster kit?

B: We need blankets and matches.

A: I think we also need batteries.

Ask your classmates. Share the answers.

1. Who would you call first after an emergency?

2. Do you have escape and evacuation routes planned?

3. Are you a calm person in case of an emergency?



During an Emergency



C. Watch the weather.



D. Pay attention to warnings.



E. Remain calm.



F. Follow directions.



G. Help people with disabilities.



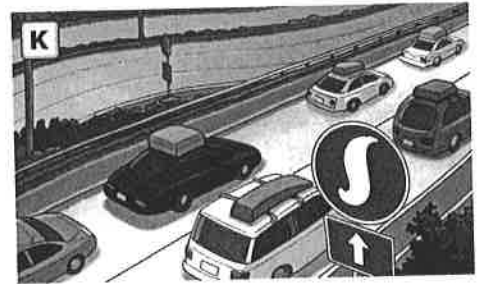
H. Seek shelter.



I. Stay away from windows.



J. Take cover.



K. Evacuate the area.

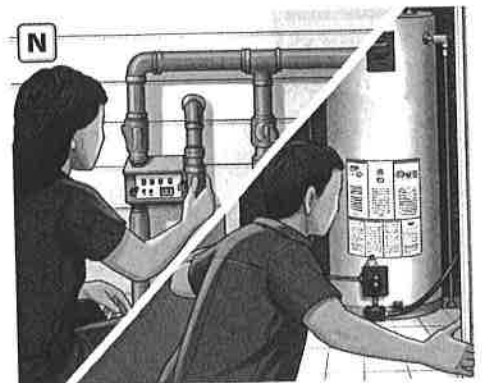
After an Emergency



L. Call out-of-state contacts.



M. Clean up debris.



N. Inspect utilities.

Ways to say you're OK

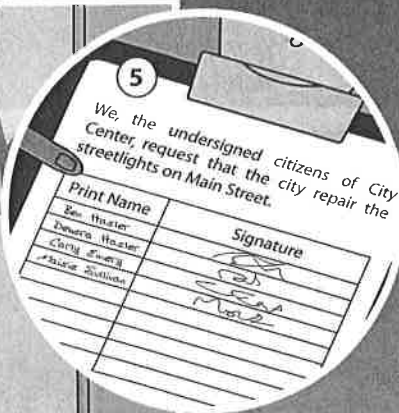
I'm fine.
We're OK here.
Everything's under control.

Ways to say you need help

We need help.
Someone is hurt.
I'm injured. Please get help.

Role play. Prepare for an emergency.

A: They just issued a hurricane warning.
B: OK. We need to stay calm and follow directions.
A: What do we need to do first?



1. graffiti

3. streetlight

5. petition

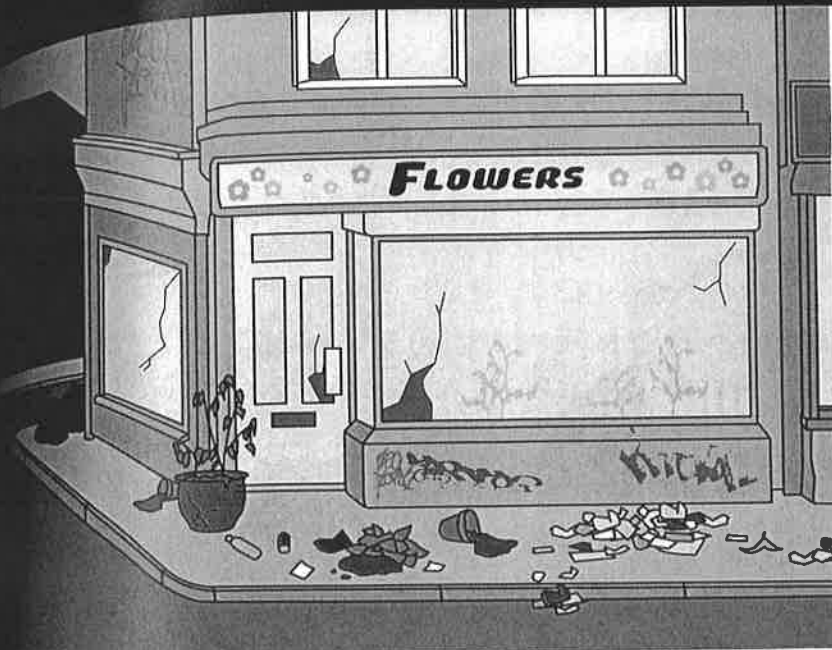
B. applaud

2. litter

4. hardware store

A. give a speech

C. change



**Look at the pictures.
What do you see?**

Answer the questions.

1. What were the problems on Main Street?
2. What was the petition for?
3. Why did the city council applaud?
4. How did the people change the street?

 **Read the story.**

Community Cleanup

Marta Lopez has a donut shop on Main Street. One day she looked at her street and was very upset. She saw graffiti on her donut shop and the other stores. Litter was everywhere. All the streetlights were broken. Marta wanted to fix the lights and clean up the street.

Marta started a petition about the streetlights. Five hundred people signed it. Then she gave a speech to the city council. The council members voted to repair the streetlights. Everyone applauded. Marta was happy, but her work wasn't finished.

Next, Marta asked for volunteers to clean up Main Street. The hardware store manager gave the volunteers free paint. Marta gave them free donuts and coffee. The volunteers painted and cleaned. They changed Main Street. Now Main Street is beautiful and Marta is proud.



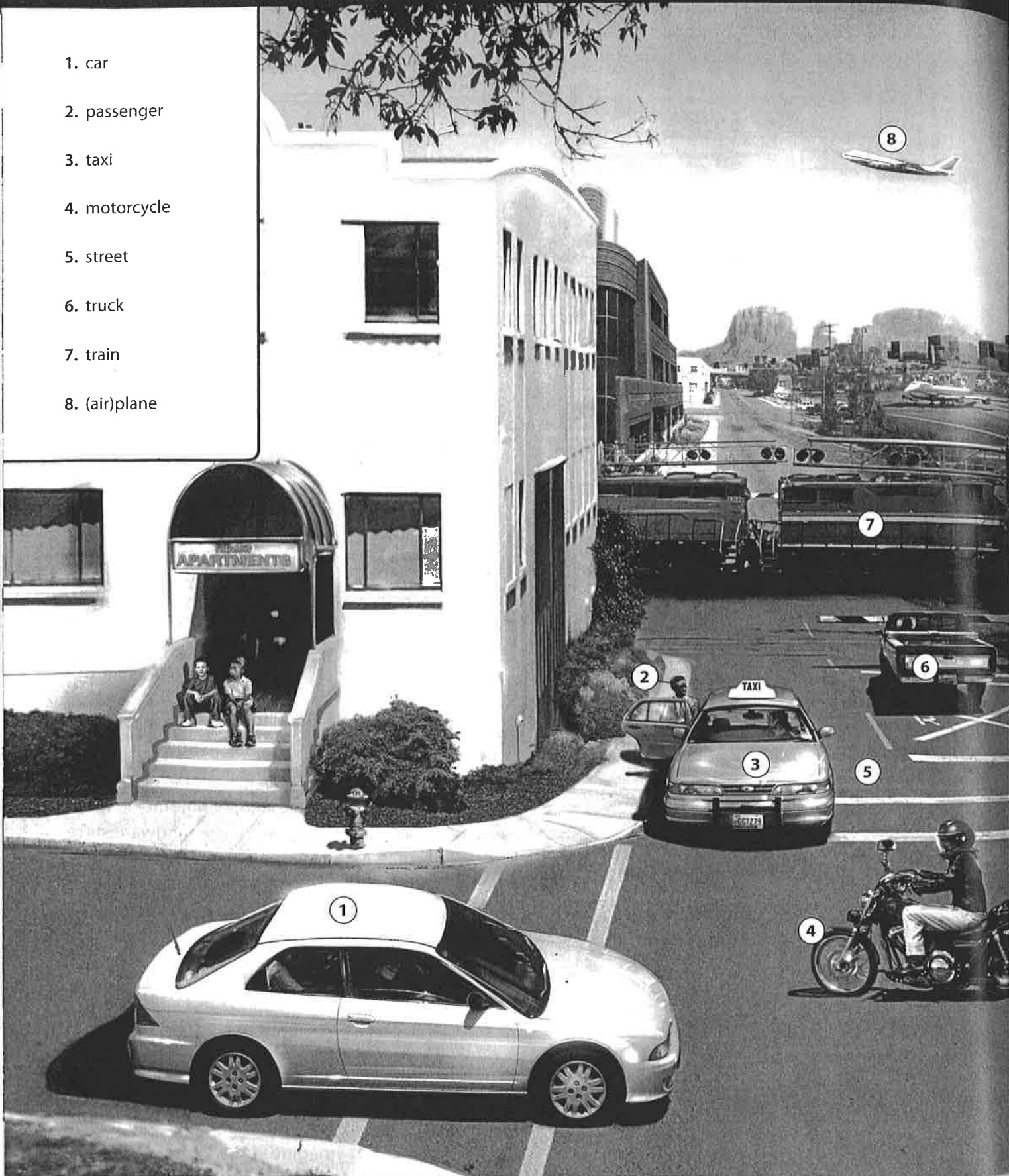
Think about it.

1. What are some problems in your community? How can people help?
2. Imagine you are Marta. What do you say in your speech to the city council?



Basic Transportation

1. car
2. passenger
3. taxi
4. motorcycle
5. street
6. truck
7. train
8. (air)plane



Listen and point. Take turns.

A: Point to the motorcycle.

B: Point to the truck.

A: Point to the train.

Dictate to your partner. Take turns.

A: Write motorcycle.

B: Could you repeat that for me?

A: Motorcycle. M-o-t-o-r-c-y-c-l-e.

- 9. helicopter
- 10. airport
- 11. subway station
- 12. subway
- 13. bus stop
- 14. bus
- 15. bicycle



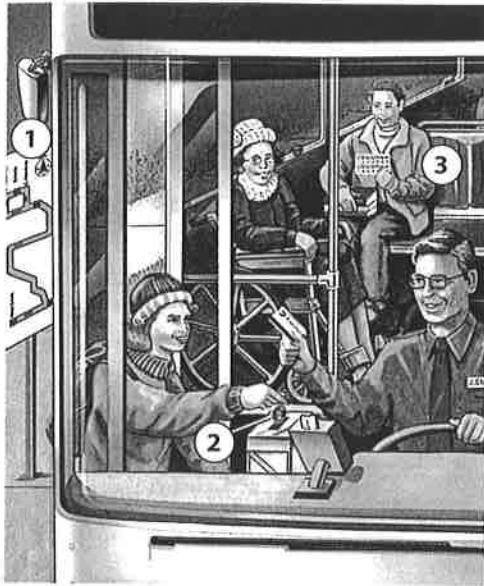
Ways to talk about using transportation
 Use take for buses, trains, subways, taxis, planes,
 and helicopters. Use drive for cars and trucks.
 Use ride for bicycles and motorcycles.

Pair practice. Make new conversations.
 A: How do you get to school?
 B: I take the bus. How about you?
 A: I ride a bicycle to school.



Public Transportation

A Bus Stop



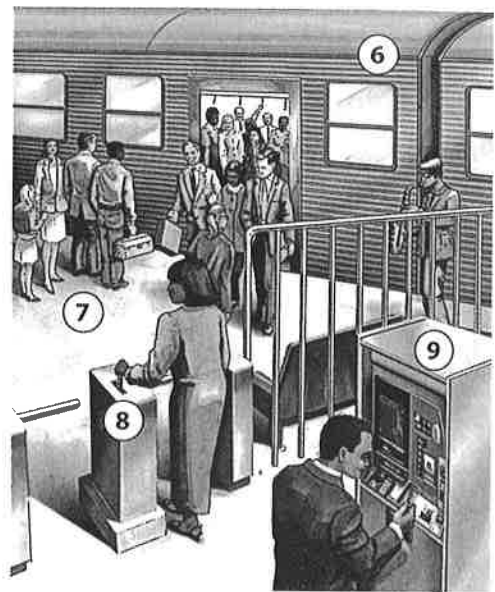
4

BUS 10 Northbound		
Main	Elm	Oak
6:00	6:10	6:13
6:30	6:40	6:43
7:00	7:10	7:13
7:30	7:40	7:43



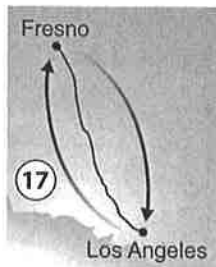
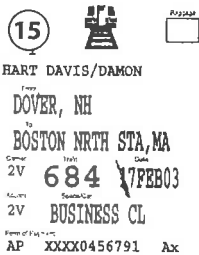
- 1. bus route
- 2. fare
- 3. rider
- 4. schedule
- 5. transfer

A Subway Station



- 6. subway car
- 7. platform
- 8. turnstile
- 9. vending machine
- 10. token
- 11. fare

A Train Station



- 12. ticket window
- 13. conductor
- 14. track
- 15. ticket
- 16. one-way trip
- 17. round trip

Airport Transportation



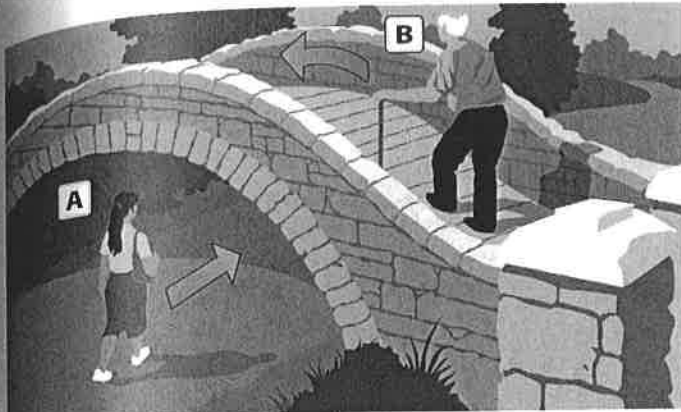
- 18. taxi stand
- 19. shuttle
- 20. town car
- 21. taxi driver
- 22. taxi license
- 23. meter

More vocabulary

hail a taxi: to raise your hand to get a taxi
 miss the bus: to get to the bus stop after the bus leaves

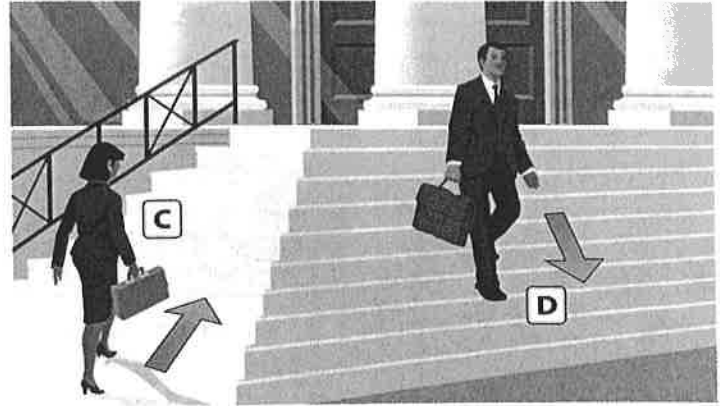
Ask your classmates. Share the answers.

1. Is there a subway system in your city?
2. Do you ever take taxis? When?
3. Do you ever take the bus? Where?



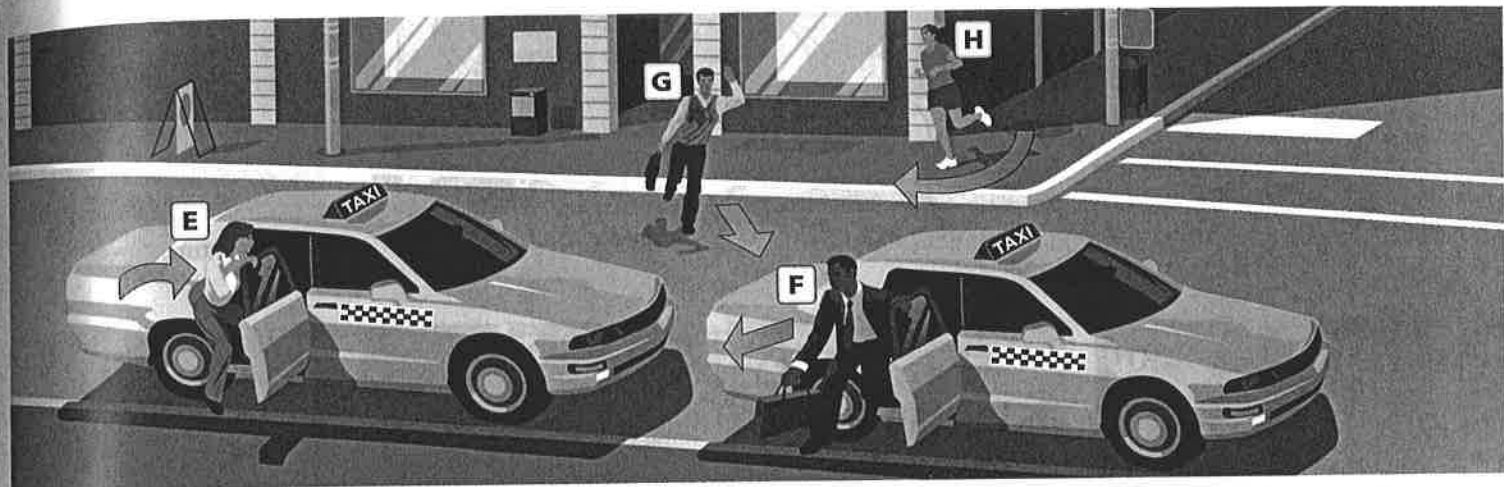
A. go **under** the bridge

B. go **over** the bridge



C. walk **up** the steps

D. walk **down** the steps

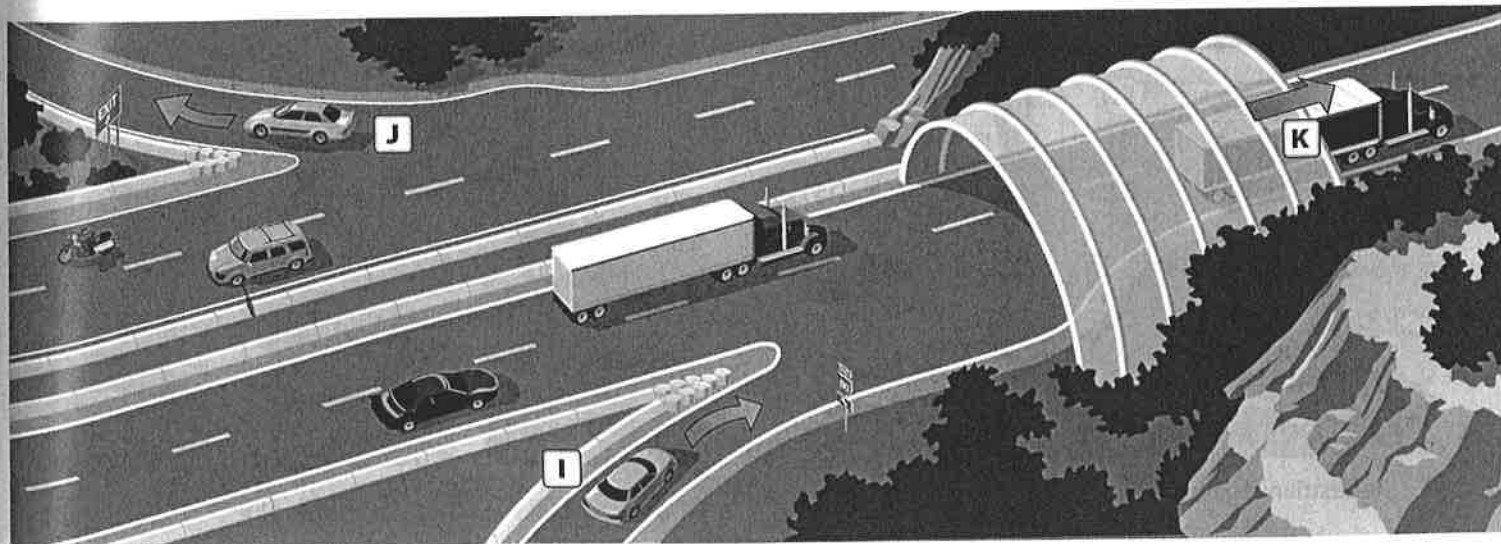


E. get **into** the taxi

F. get **out of** the taxi

G. run **across** the street

H. run **around** the corner



I. get **on** the highway

J. get **off** the highway

K. drive **through** the tunnel

Grammar Point: *into, out of, on, off*

Use *get into* for taxis and cars.

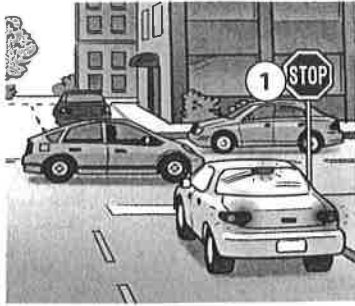
Use *get on* for buses, trains, planes, and highways.

Use *get out of* for taxis and cars.

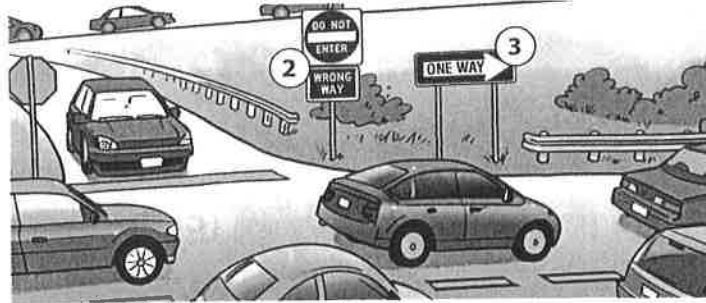
Use *get off* for buses, trains, planes, and highways.



Traffic Signs



1. stop



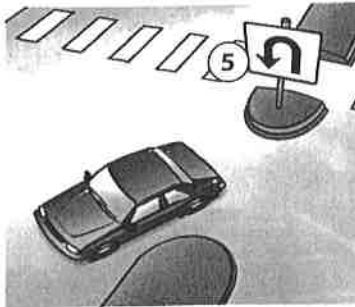
2. do not enter / wrong way



3. one way



4. speed limit



5. U-turn OK



6. no outlet / dead end



7. right turn only



8. no left turn



9. yield



10. merge



11. no parking



12. handicapped parking



13. pedestrian crossing



14. railroad crossing



15. school crossing



16. road work



17. U.S. route / highway marker



18. hospital

Pair practice. Make new conversations.

A: Watch out! The sign says no left turn.

B: Sorry, I was looking at the stop sign.

A: That's OK. Just be careful!

Ask your classmates. Share the answers.

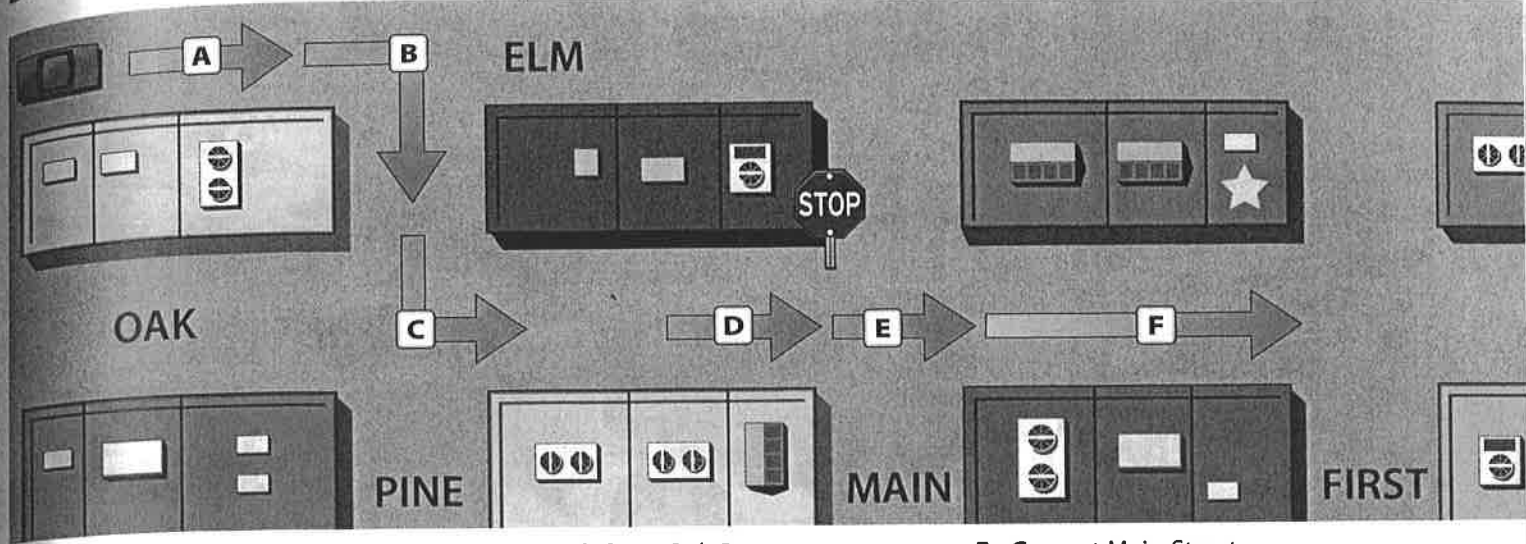
1. How many traffic signs are on your street?

2. What's the speed limit on your street?

3. What traffic signs are the same in your native country?



Directions



A. Go straight on Elm Street.

C. Turn left on Oak Street.

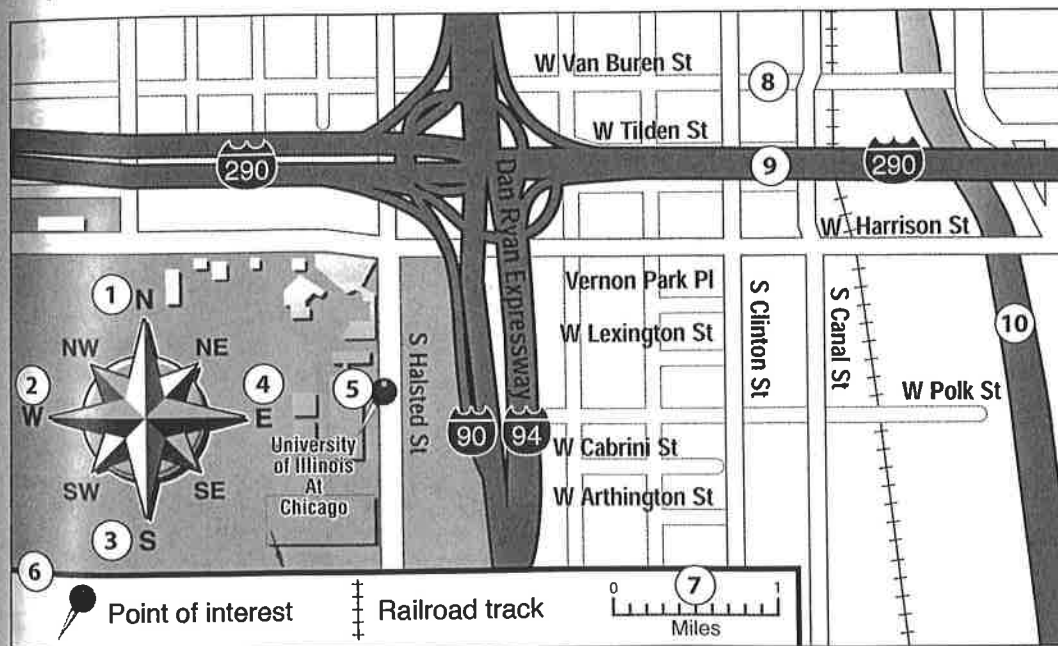
E. Go past Main Street.

B. Turn right on Pine Street.

D. Stop at the corner.

F. Go one block to First Street.

Maps



1. north

3. south

5. symbol

8. street

11. GPS (global positioning system)

2. west

4. east

6. key

9. highway

12. Internet map

7. scale

10. river

Role play. Ask for directions.

A: I'm lost. I need to get to Elm and Pine.

B: Go straight on Oak and make a right on Pine.

A: Thanks so much.

Ask your classmates. Share the answers.

1. How often do you use Internet maps? GPS? paper maps?

2. What was the last map you used? Why?



Cars and Trucks



1. 4-door car / sedan

2. 2-door car / coupe

3. hybrid

4. sports car

5. convertible

6. station wagon

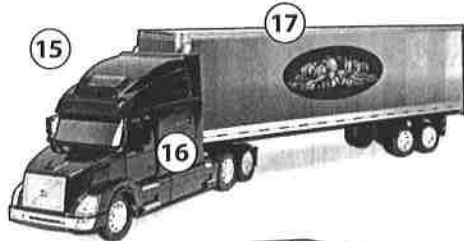
7. SUV (sport-utility vehicle)

8. minivan

9. camper

10. RV (recreational vehicle)

11. limousine / limo



12. pickup truck

14. tow truck

16. cab

18. moving van

20. tank truck

13. cargo van

15. tractor trailer / semi

17. trailer

19. dump truck

21. school bus

Pair practice. Make new conversations.

A: I have a new car!

B: Did you get a hybrid?

A: Yes, but I really wanted a sports car.

More vocabulary

make: the name of the company that makes the car

model: the style of the car



Buying a Used Car



A. Look at car ads.



B. Ask the seller about the car.



C. Take the car to a mechanic.



D. Negotiate a price.



E. Get the title from the seller.



F. Register the car.

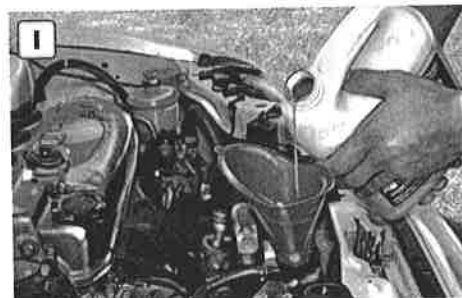
Taking Care of Your Car



G. Fill the tank with gas.



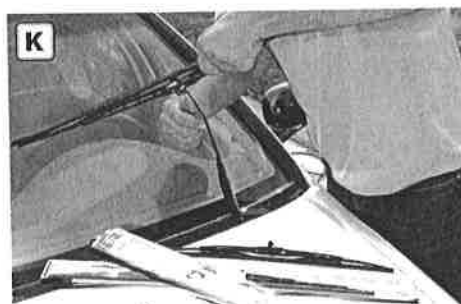
H. Check the oil.



I. Put in coolant.



J. Go for a smog check.*



K. Replace the windshield wipers.



L. Fill the tires with air.

*smog check = emissions test

Ways to request service

Please check the oil.
Could you fill the tank?
Put in coolant, please.

Think about it. Discuss.

1. What's good and bad about a used car?
2. Do you like to negotiate car prices? Why?
3. Do you know any good mechanics? Why are they good?

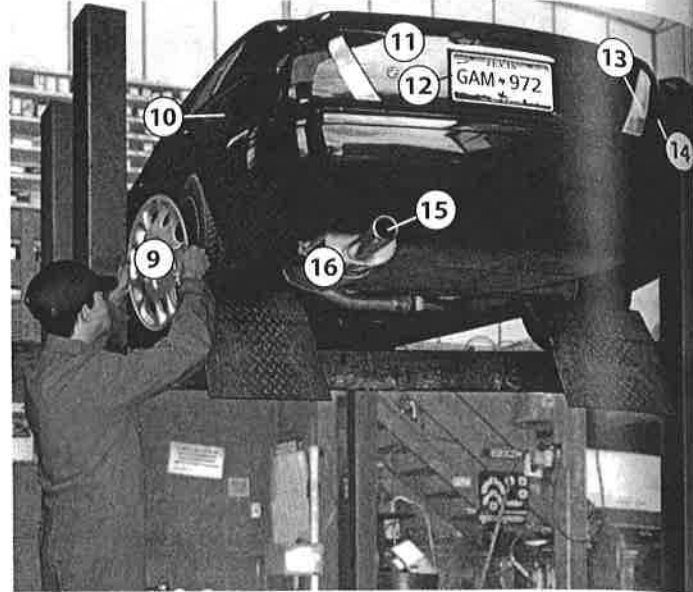


At the Dealer



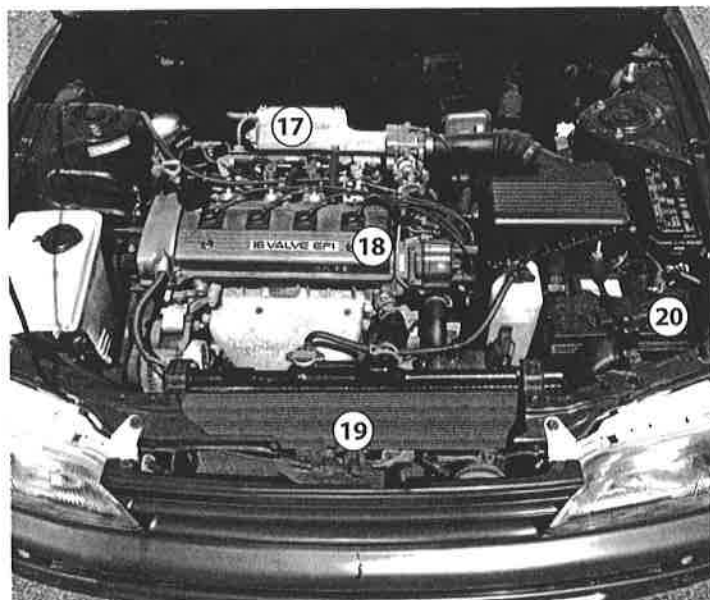
- 1. windshield
- 2. windshield wipers
- 3. sideview mirror
- 4. hood
- 5. tire
- 6. turn signal
- 7. headlight
- 8. bumper

At the Mechanic



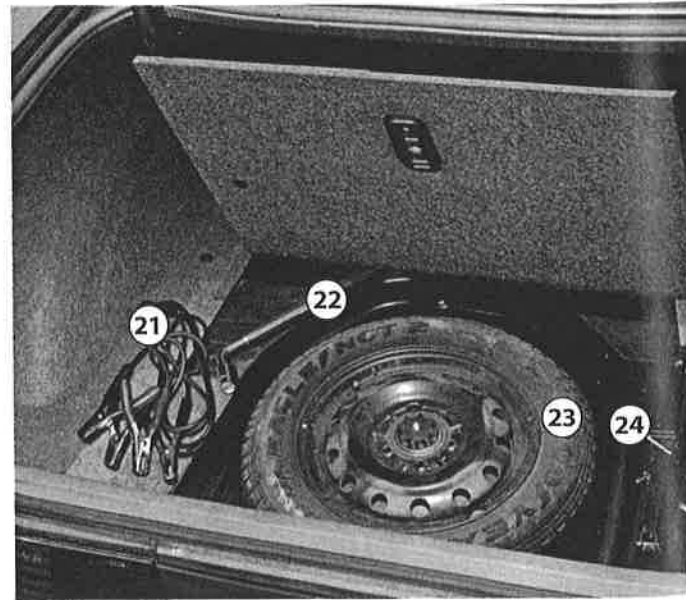
- 9. hubcap / wheel cover
- 10. gas tank
- 11. trunk
- 12. license plate
- 13. tail light
- 14. brake light
- 15. tail pipe
- 16. muffler

Under the Hood



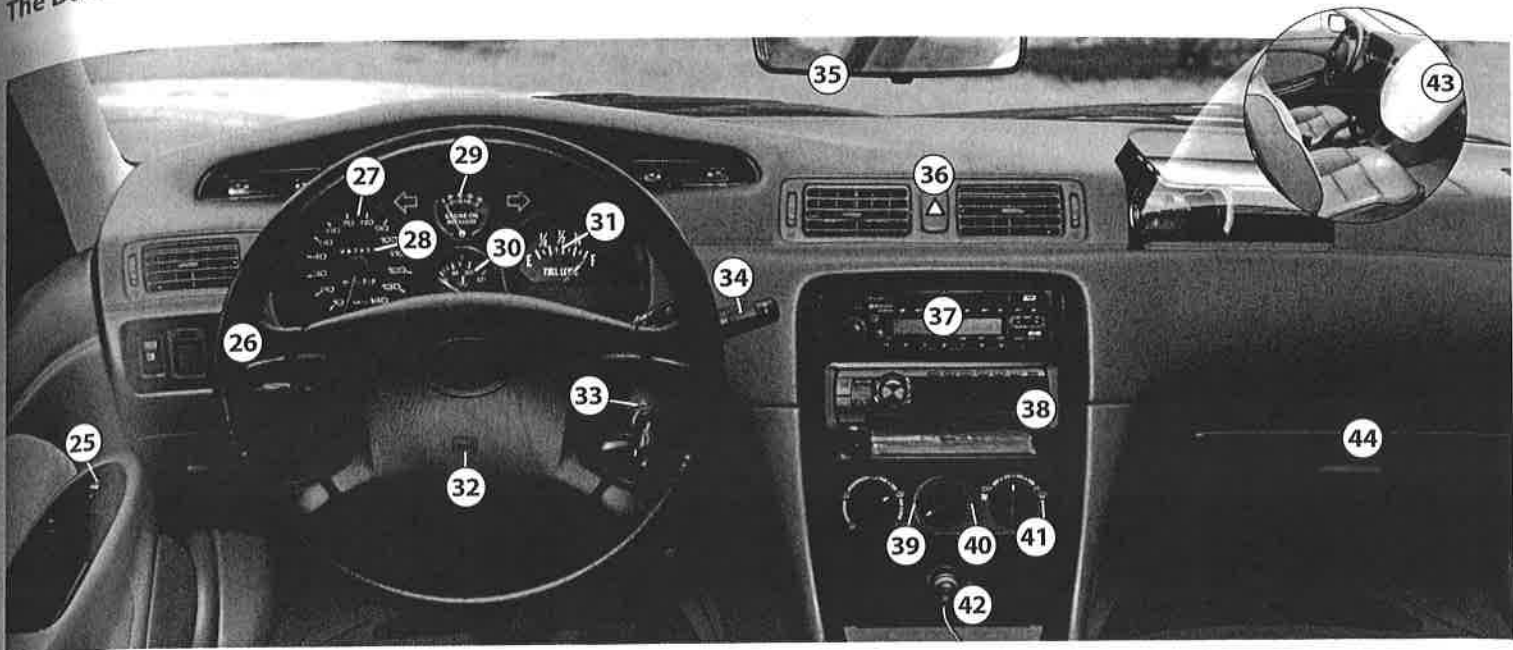
- 17. fuel injection system
- 18. engine
- 19. radiator
- 20. battery

Inside the Trunk



- 21. jumper cables
- 22. lug wrench
- 23. spare tire
- 24. jack

The Dashboard and Instrument Panel

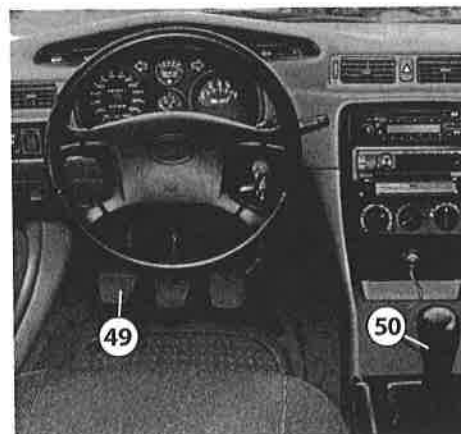
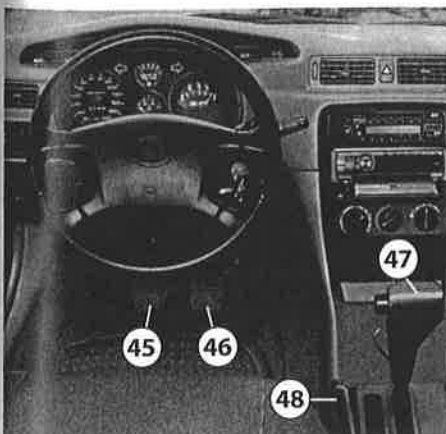


- | | | | |
|--------------------|-----------------------|---------------------|-----------------------|
| 25. door lock | 30. temperature gauge | 35. rearview mirror | 40. heater |
| 26. steering wheel | 31. gas gauge | 36. hazard lights | 41. defroster |
| 27. speedometer | 32. horn | 37. radio | 42. power outlet |
| 28. odometer | 33. ignition | 38. CD player | 43. air bag |
| 29. oil gauge | 34. turn signal | 39. air conditioner | 44. glove compartment |

An Automatic Transmission

A Manual Transmission

Inside the Car



- | | | | | |
|-----------------------------|----------------|-----------------|----------------|-----------------------|
| 45. brake pedal | 47. gear shift | 49. clutch | 51. front seat | 53. child safety seat |
| 46. gas pedal / accelerator | 48. hand brake | 50. stick shift | 52. seat belt | 54. backseat |



In the Airline Terminal



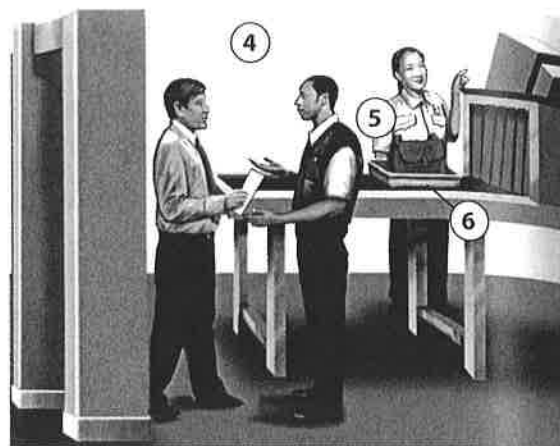
1. skycap

2. check-in kiosk

3. ticket agent

4. screening area

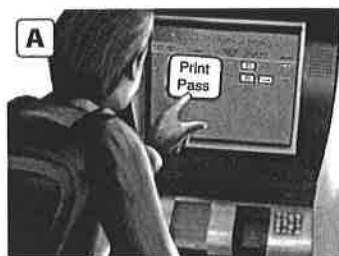
At the Security Checkpoint



5. TSA* agent / security screener

6. bin

Taking a Flight



A. Check in electronically.



B. Check your bags.



C. Show your boarding pass and ID.



D. Go through security.



E. Board the plane.



F. Find your seat.



G. Stow your carry-on bag.



H. Fasten your seat belt.



I. Turn off your cell phone.



J. Take off. / Leave.



K. Land. / Arrive.



L. Claim your baggage.

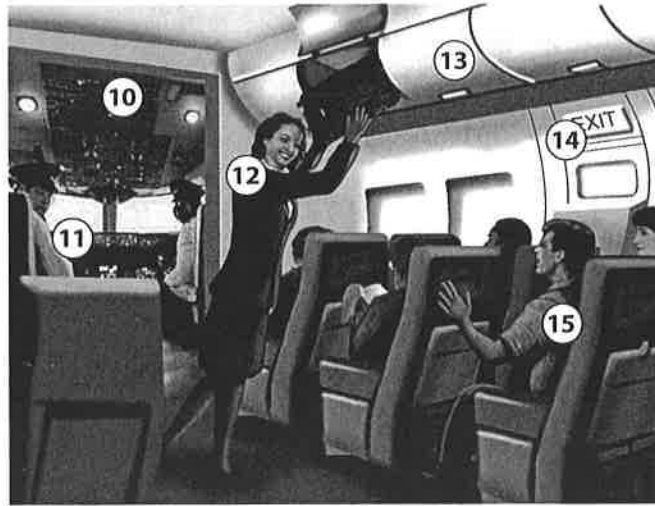
* Transportation Security Administration

At the Gate



- 7. arrival and departure monitors
- 8. gate
- 9. boarding area

On the Airplane



- 10. cockpit
- 11. pilot
- 12. flight attendant
- 13. overhead compartment
- 14. emergency exit
- 15. passenger

At Customs



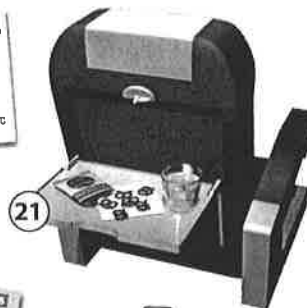
- 16. declaration form
- 17. customs officer
- 18. luggage / bag



- 19. e-ticket



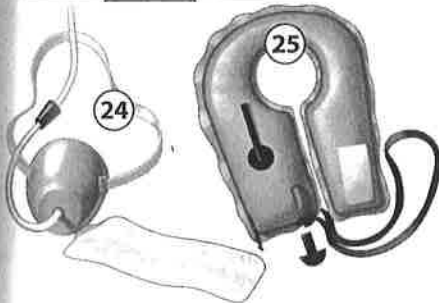
- 20. boarding pass



- 21. tray table



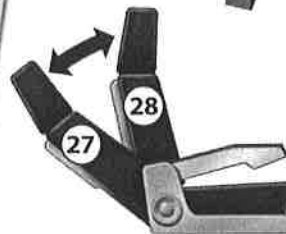
- 22. turbulence
- 23. baggage carousel



- 24. oxygen mask



- 25. life vest
- 26. emergency card



- 27. reclined seat

FLIGHT	SCHEDULED	ARRIVAL
128	1:00 PM	29 1:00 PM
156	2:12 PM	30 2:30 PM
207	4:45 PM	4:45 PM

- 28. upright seat
- 29. on-time
- 30. delayed flight

More vocabulary

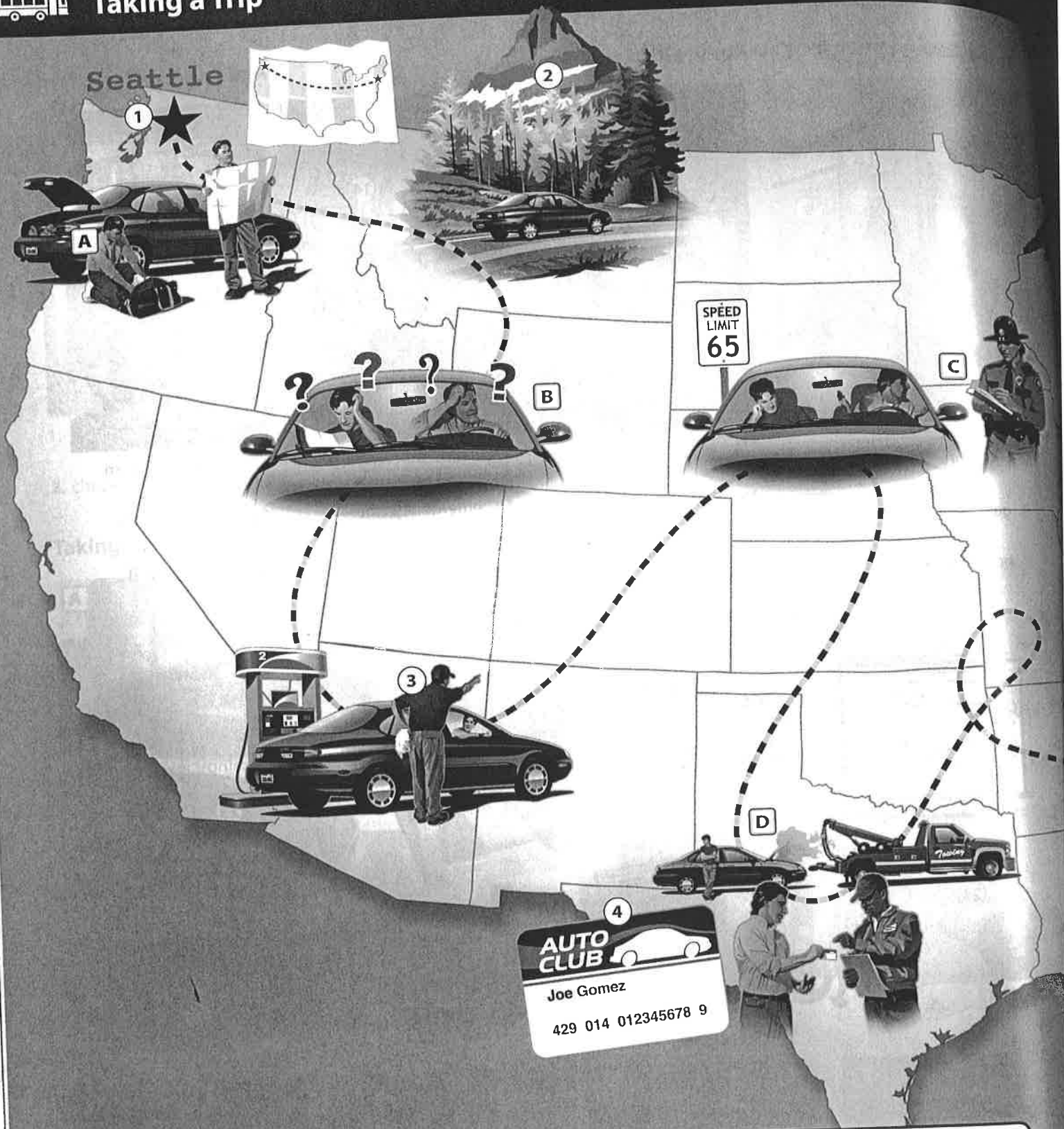
departure time: the time the plane takes off
 arrival time: the time the plane lands
 direct flight: a trip with no stops

Pair practice. Make new conversations.

A: Excuse me. Where do I check in?
 B: At the check-in kiosk.
 A: Thanks.



Taking a Trip



- | | | | |
|--------------------------|-------------------|--------------------------|---------------------|
| 1. starting point | 4. auto club card | B. get lost | E. run out of gas |
| 2. scenery | 5. destination | C. get a speeding ticket | F. have a flat tire |
| 3. gas station attendant | A. pack | D. break down | |

Look at the pictures.

What do you see?

Answer the questions.

1. What are the young men's starting point and destination?
2. What do they see on their trip?
3. What kinds of problems do they have?

 **Read the story.**

A Road Trip

On July 7th Joe and Rob packed their bags for a road trip. Their starting point was Seattle. Their destination was New York City.

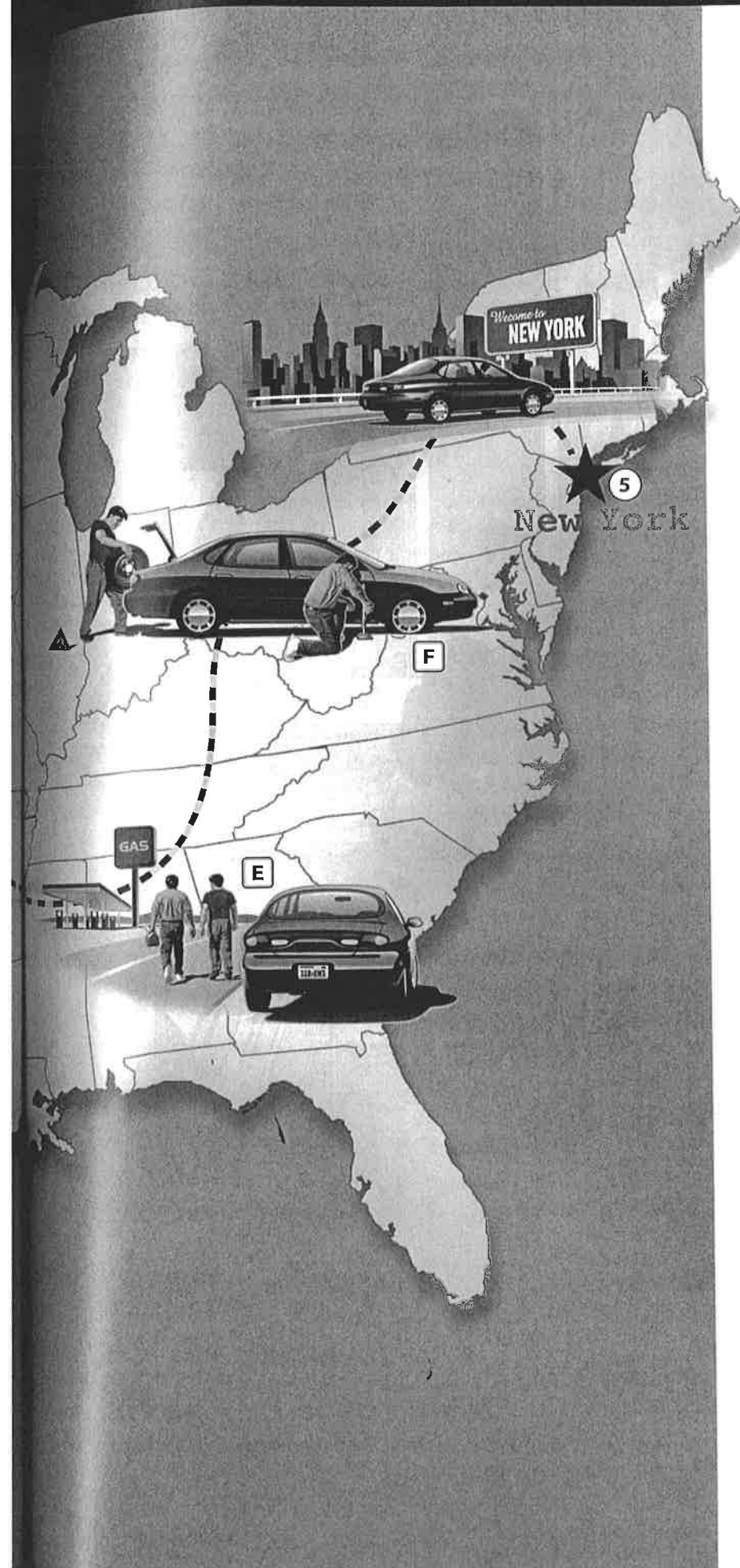
The young men saw beautiful scenery on their trip. But there were also problems. They got lost. Then, a gas station attendant gave them bad directions. Next, they got a speeding ticket. Joe was very upset. After that, their car broke down. Joe called a tow truck and used his auto club card.

The end of their trip was difficult, too. They ran out of gas and then they had a flat tire.

After 7,000 miles of problems, Joe and Rob arrived in New York City. They were happy, but tired. Next time, they're going to take the train.

Think about it.

1. What is the best way to travel across the U.S.? by car? by plane? by train? Why?
2. Imagine your car breaks down on the road. Who can you call? What can you do?





The Workplace

1. entrance
2. customer
3. office
4. employer / boss
5. receptionist
6. safety regulations



Listen and point. Take turns.

A: Point to the front entrance.

B: Point to the receptionist.

A: Point to the time clock.

Dictate to your partner. Take turns.

A: Can you spell employer?

B: I'm not sure. Is it e-m-p-l-o-y-e-r?

A: Yes, that's right.



- 7. time clock
- 8. supervisor
- 9. employee
- 10. payroll clerk
- 11. pay stub
- 12. wages
- 13. deductions
- 14. paycheck

IRINA'S COMPUTER SERVICE 10/17/11 to 10/23/11

7000 Main Street
Houston, TX 77031

Kate Babic
000-23-4567

12	Salary	\$ 800.00
	Deductions	
	Federal	88.00
	State	22.40
	Social Security	51.00
	Medicare	12.00
	SDI	7.50
	Net	\$ 619.10

IRINA'S COMPUTER SERVICE Check number:
123456789 999909999 123

7000 Main Street
Houston, TX 77031

Pay to the order of **Kate Babic** **\$ 619.10**

Six hundred nineteen and 10/100 dollars

Town Bank *Jana Jordan*

Ways to talk about wages

- I earn \$250 a week.
- He makes \$7 an hour.
- I'm paid \$1,000 a month.

Role play. Talk to an employer.

- A: Is everything correct on your paycheck?
- B: No, it isn't. I make \$250 a week, not \$200.
- A: Let's talk to the payroll clerk. Where is she?



Jobs and Occupations A–C



1. accountant



2. actor



3. administrative assistant



4. appliance repair person



5. architect



6. artist



7. assembler



8. auto mechanic



9. babysitter



10. baker



11. business owner



12. businessperson



13. butcher



14. carpenter



15. cashier



16. childcare worker

Ways to ask about someone's job

What's her job?

What does he do?

What kind of work do they do?

Pair practice. Make new conversations.

A: *What kind of work does she do?*

B: *She's an accountant. What do they do?*

A: *They're actors.*



17. commercial fisher



18. computer software engineer



19. computer technician



20. customer service representative



21. delivery person



22. dental assistant



23. dockworker



24. electronics repair person



25. engineer



26. firefighter



27. florist



28. gardener



29. garment worker



30. graphic designer



31. hairdresser / hair stylist



32. home health care aide

Ways to talk about jobs and occupations

Sue's a garment worker. She works in a factory.
Tom's an engineer. He works for a large company.
Ann's a dental assistant. She works with a dentist.

Role play. Talk about a friend's new job.

A: Does your friend like his new job?
B: Yes, he does. He's a graphic designer.
A: Does he work in an office?



Jobs and Occupations H-P



33. homemaker



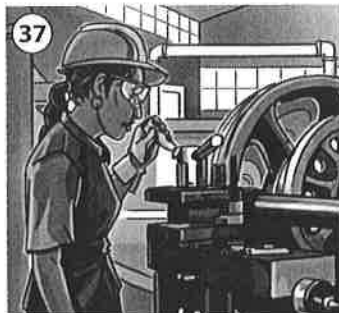
34. housekeeper



35. interpreter / translator



36. lawyer



37. machine operator



38. manicurist



39. medical records technician



40. messenger / courier



41. model



42. mover



43. musician



44. nurse



45. occupational therapist



46. (house) painter



47. physician assistant



48. police officer

Grammar Point: past tense of be

I was a machine operator for 5 years.

She was a nurse for a year.

They were movers from 2003–2007.

Pair practice. Make new conversations.

A: *What was your first job?*

B: *I was a musician. How about you?*

A: *I was a messenger for a small company.*



49. postal worker



50. printer



51. receptionist



52. reporter



53. retail clerk



54. sanitation worker



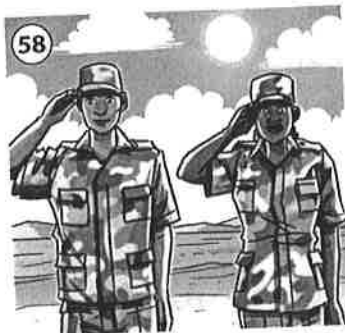
55. security guard



56. server



57. social worker



58. soldier



59. stock clerk



60. telemarketer



61. truck driver



62. veterinarian



63. welder



64. writer / author

Ask your classmates. Share the answers.

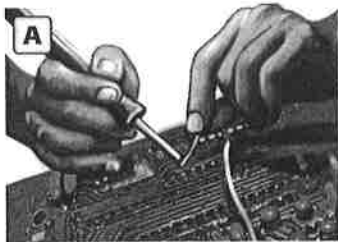
1. Which of these jobs could you do now?
2. What is one job you don't want to have?
3. Which jobs do you want to have?

Think about it. Discuss.

1. Which jobs need special training?
2. What kind of person makes a good interpreter? A good nurse? A good reporter? Why?



Job Skills



A. assemble components



B. assist medical patients



C. cook



D. do manual labor



E. drive a truck



F. fly a plane



G. make furniture



H. operate heavy machinery



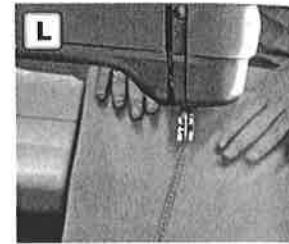
I. program computers



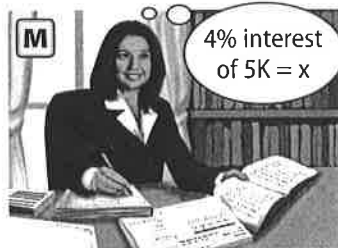
J. repair appliances



K. sell cars



L. sew clothes



M. solve math problems



N. speak another language



O. supervise people



P. take care of children



Q. teach



R. type



S. use a cash register



T. wait on customers

Grammar Point: can, can't

I am a chef. I **can** cook.

I'm not a pilot. I **can't** fly a plane.

I **can't** speak French, but I **can** speak Spanish.

Role play. Talk to a job counselor.

A: Tell me about your skills. Can you type?

B: No, I can't, but I can use a cash register.

A: OK. What other skills do you have?



Office Skills



A. **type** a letter

B. **enter** data

C. **transcribe** notes

D. **make** copies

E. **collate** papers

F. **staple**



G. **fax** a document

H. **scan** a document

I. **print** a document



J. **schedule** a meeting

K. **take** dictation

L. **organize** materials



Telephone Skills

M. **greet** the caller

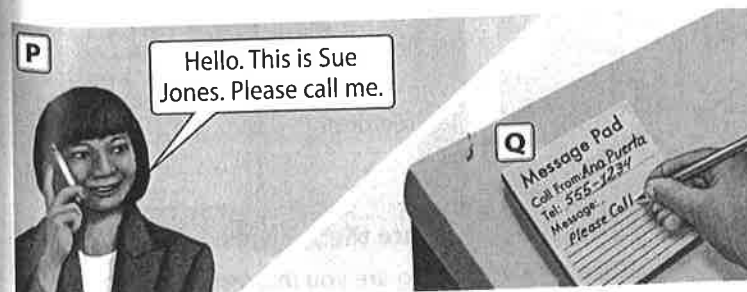
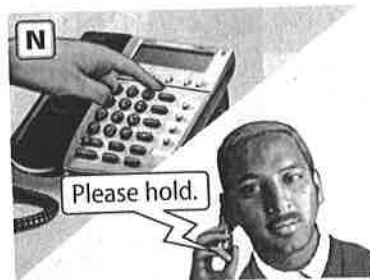
N. **put** the caller on hold

O. **transfer** the call

P. **leave** a message

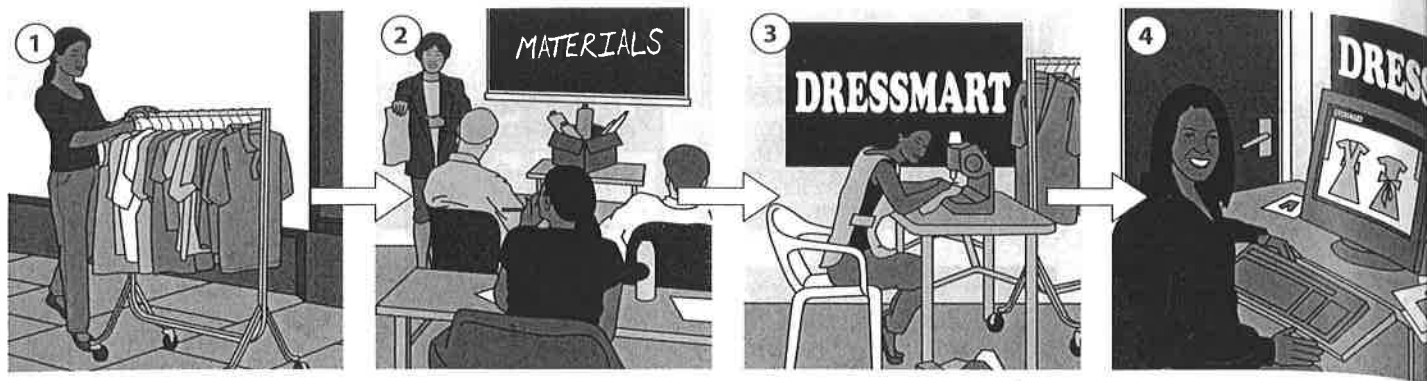
Q. **take** a message

R. **check** messages





Career Path



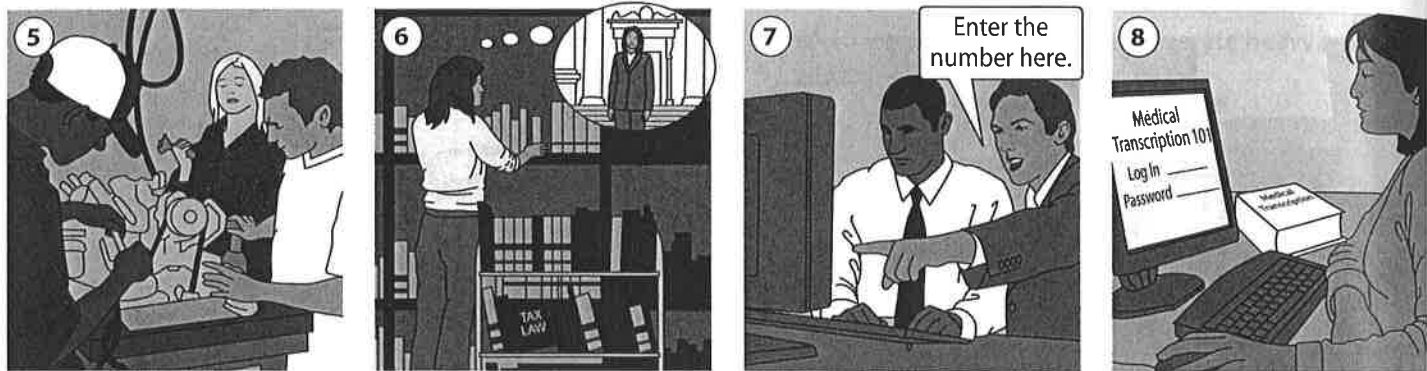
1. entry-level job

2. training

3. new job

4. promotion

Types of Job Training



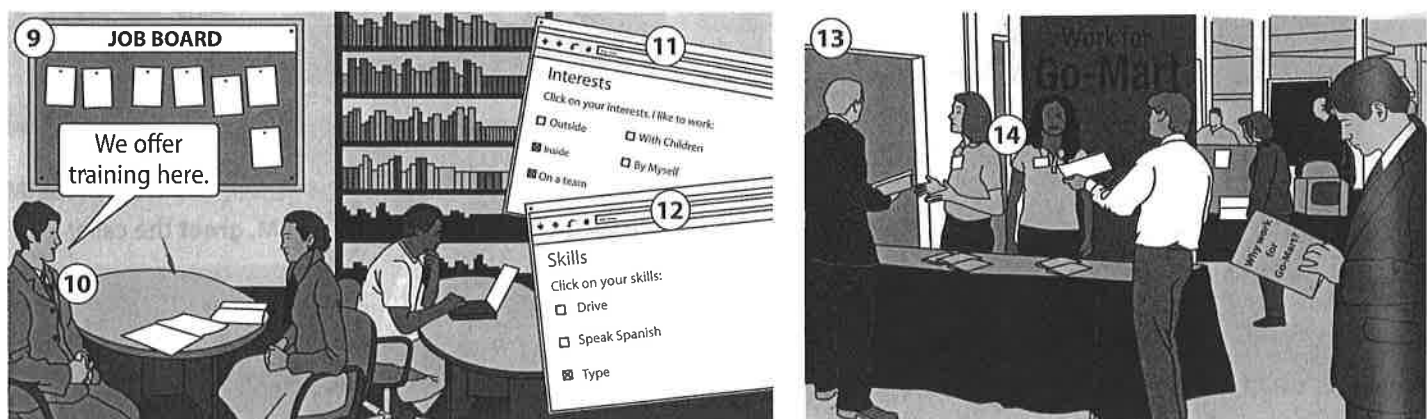
5. vocational training

6. internship

7. on-the-job training

8. online course

Planning a Career



9. resource center

11. interest inventory

13. job fair

10. career counselor

12. skill inventory

14. recruiter

Ways to talk about job training

I'm looking into an online course.

I'm interested in on-the-job training.

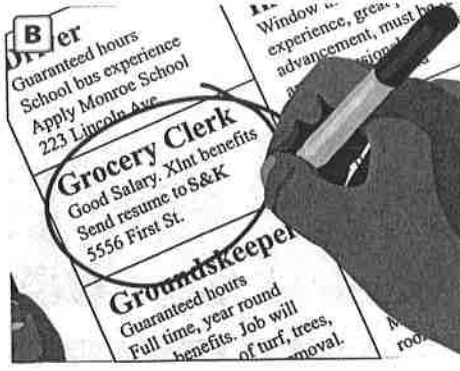
I want to sign up for an internship.

Ask your classmates. Share the answers.

1. What kind of job training are you interested in?
2. Would you rather learn English in an online course or in a classroom?



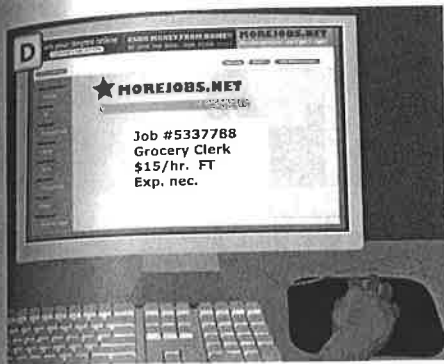
A. talk to friends / network



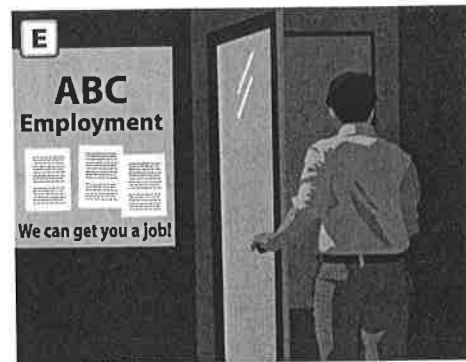
B. look in the classifieds



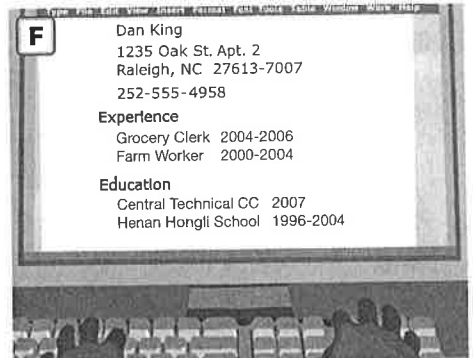
C. look for help wanted signs



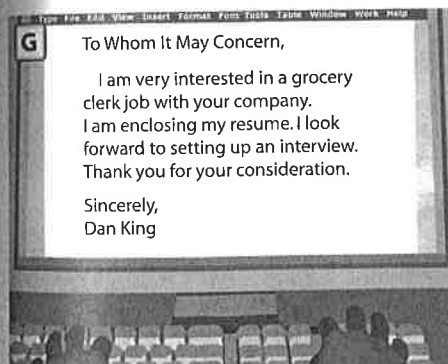
D. check Internet job sites



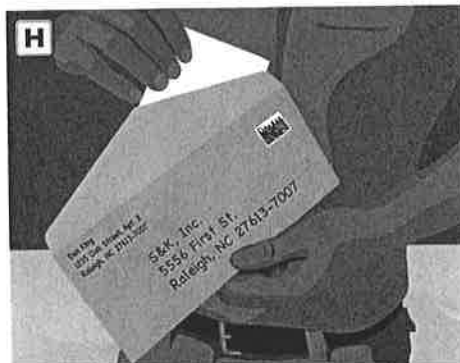
E. go to an employment agency



F. write a resume



G. write a cover letter



H. send in your resume and cover letter



I. set up an interview



J. fill out an application



K. go on an interview



L. get hired

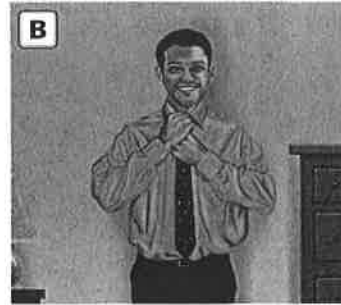


Interview Skills

A. **Prepare** for the interview.



B. **Dress** appropriately.



C. **Be neat.**



D. **Bring** your resume and ID.



E. **Don't be late.**



F. **Be on time.**



G. **Turn off** your cell phone.



H. **Greet** the interviewer.



I. **Shake hands.**

J. **Make eye contact.**



K. **Listen** carefully.



L. **Talk** about your experience.



M. **Ask questions.**



N. **Thank** the interviewer.



O. **Write** a thank-you note.

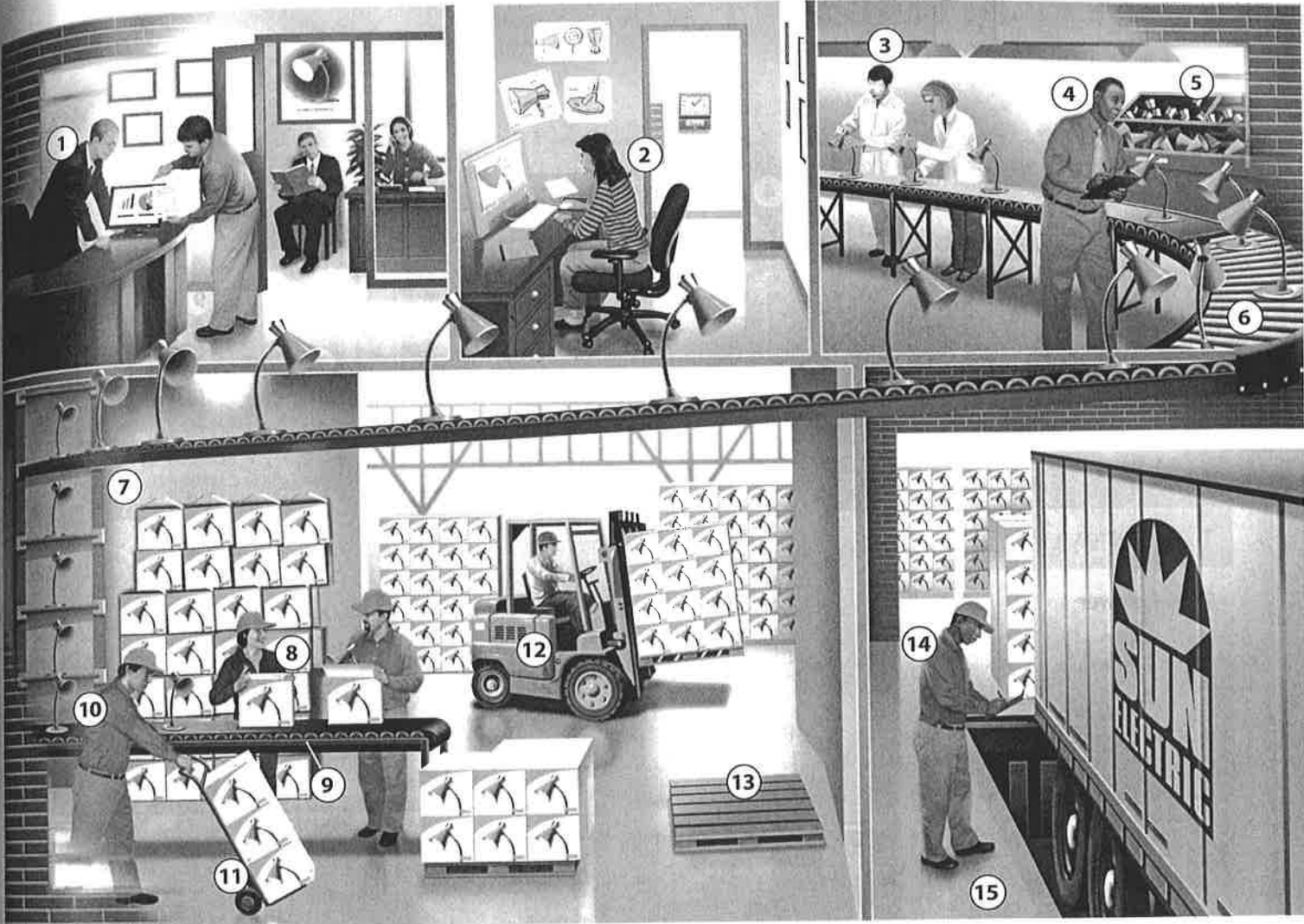


More vocabulary

benefits: health insurance, vacation pay, or other things the employer can offer an employee
inquire about benefits: ask about benefits

Think about it. Discuss.

1. How can you prepare for an interview?
2. Why is it important to make eye contact?
3. What kinds of questions should you ask?



1. factory owner

5. parts

9. conveyer belt

13. pallet

2. designer

6. assembly line

10. order puller

14. shipping clerk

3. factory worker

7. warehouse

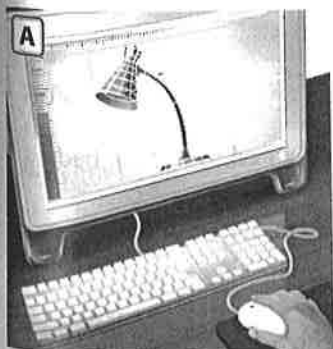
11. hand truck

15. loading dock

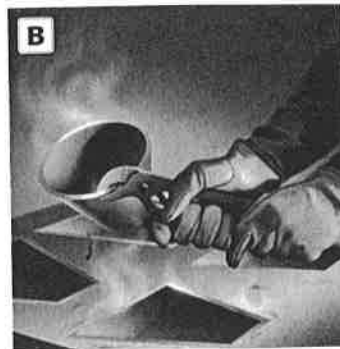
4. line supervisor

8. packer

12. forklift



A. design



B. manufacture



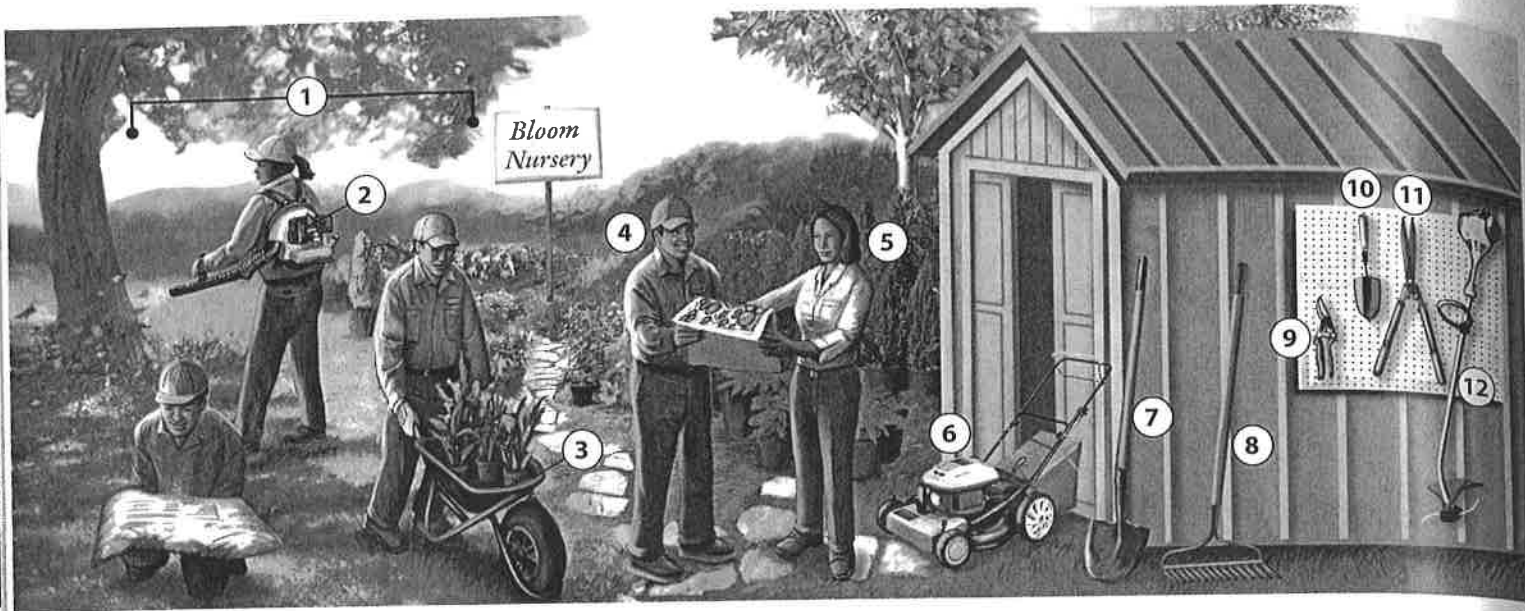
C. assemble



D. ship



Landscaping and Gardening



1. gardening crew

2. leaf blower

3. wheelbarrow

4. gardening crew leader

5. landscape designer

6. lawn mower

7. shovel

8. rake

9. pruning shears

10. trowel

11. hedge clippers

12. weed whacker / weed eater



A. **mow** the lawn



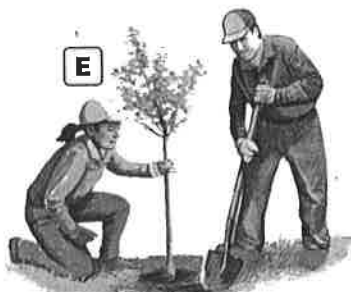
B. **trim** the hedges



C. **rake** the leaves



D. **fertilize / feed** the plants



E. **plant** a tree



F. **water** the plants



G. **weed** the flower beds



H. **install** a sprinkler system

Use the new words.

Look at page 53. Name what you can do in the yard.

A: I can mow the lawn.

B: I can weed the flower bed.

Ask your classmates. Share the answers.

1. Do you know someone who does landscaping? Who?
2. Do you enjoy gardening? Why or why not?
3. Which gardening activity is the hardest to do? Why?



Crops



1. rice



2. wheat



3. soybeans



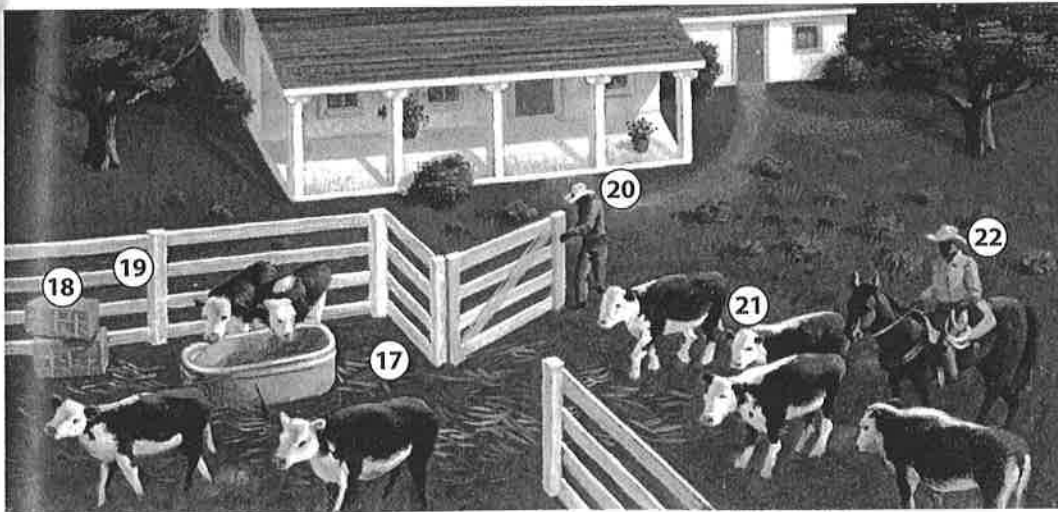
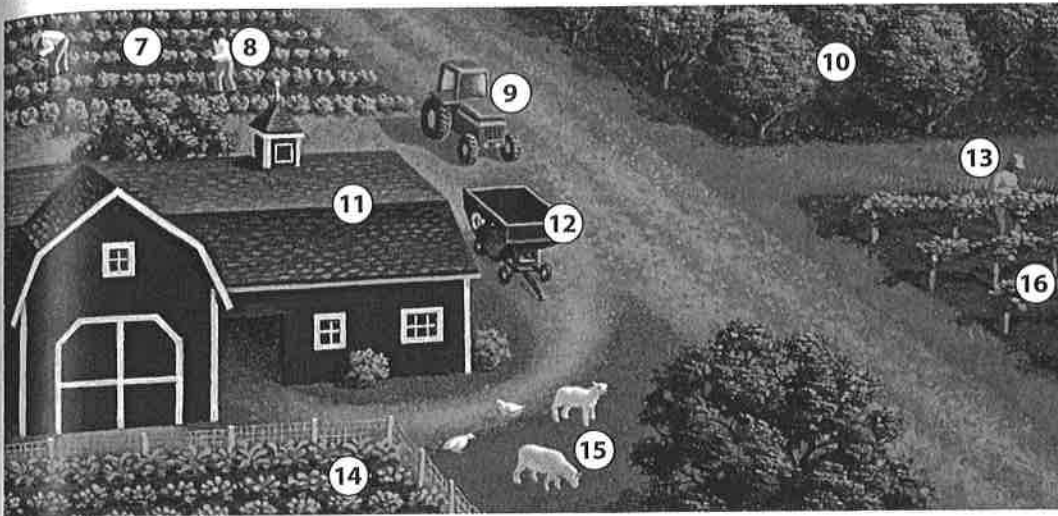
4. corn



5. alfalfa



6. cotton



7. field

8. farmworker

9. tractor

10. orchard

11. barn

12. farm equipment

13. farmer / grower

14. vegetable garden

15. livestock

16. vineyard

17. corral

18. hay

19. fence

20. hired hand

21. cattle

22. rancher

A. plant

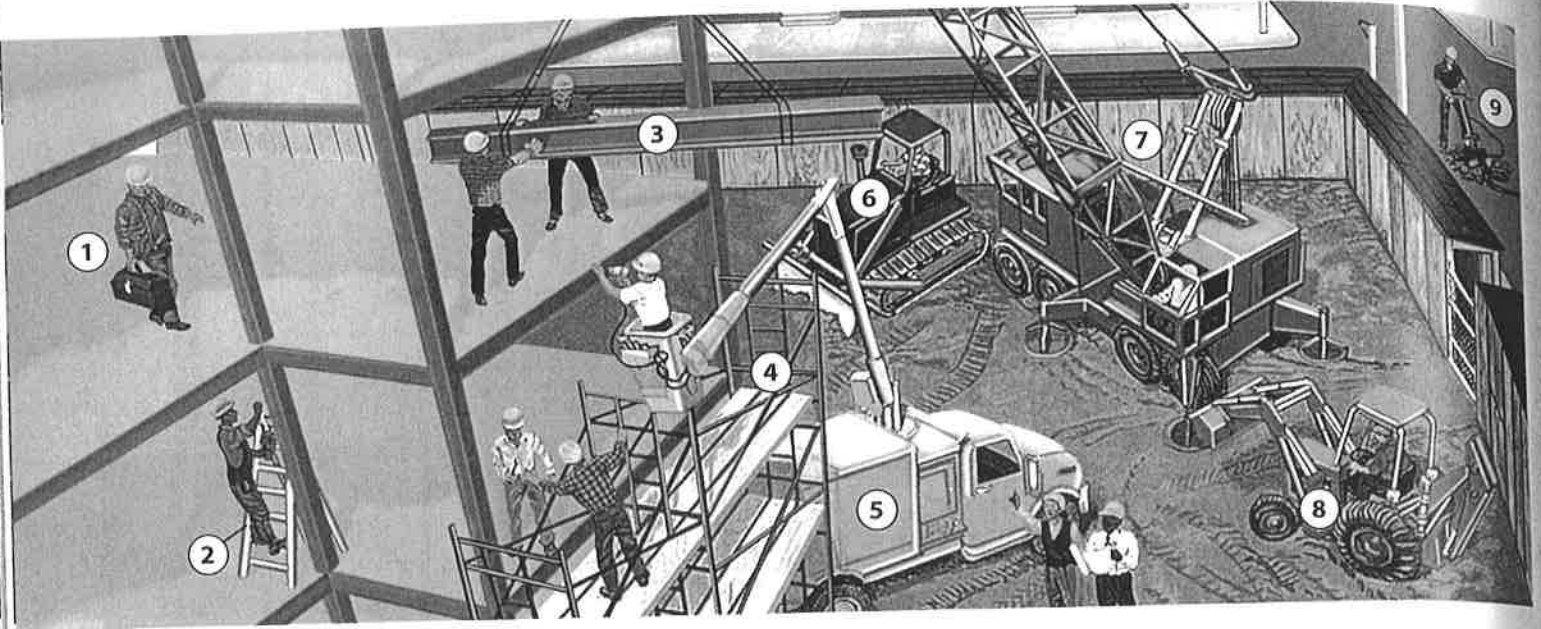
B. harvest

C. milk

D. feed



Construction



1. construction worker

2. ladder

3. I beam/girder

4. scaffolding

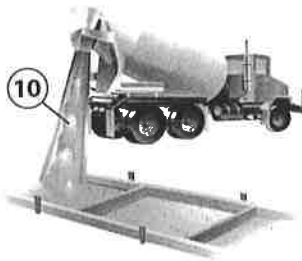
5. cherry picker

6. bulldozer

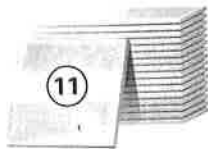
7. crane

8. backhoe

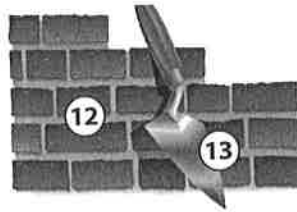
9. jackhammer / pneumatic drill



10. concrete



11. tile

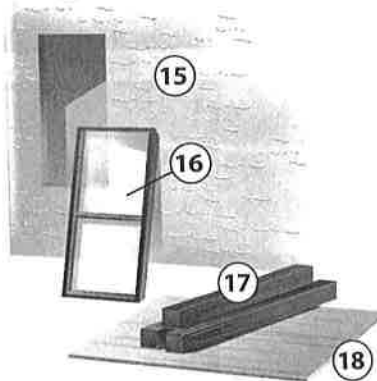


12. bricks

13. trowel



14. insulation

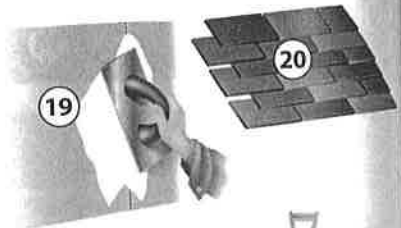


15. stucco

16. window pane

17. wood / lumber

18. plywood



19. drywall

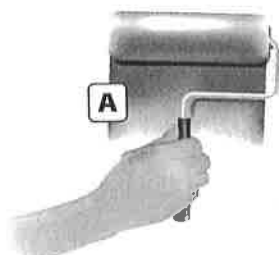
20. shingles



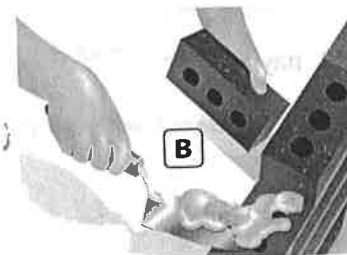
21. pickax

22. shovel

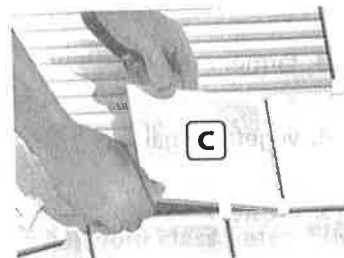
23. sledgehammer



A. paint



B. lay bricks



C. install tile



D. hammer



Safety Hazards and Hazardous Materials



1. careless worker

3. poisonous fumes

5. frayed cord

7. radioactive materials

2. careful worker

4. broken equipment

6. slippery floor

8. flammable liquids

Safety Equipment



9. hard hat

13. respirator

17. work gloves

21. fire extinguisher

10. safety glasses

14. particle mask

18. back support belt

22. two-way radio

11. safety goggles

15. ear plugs

19. knee pads

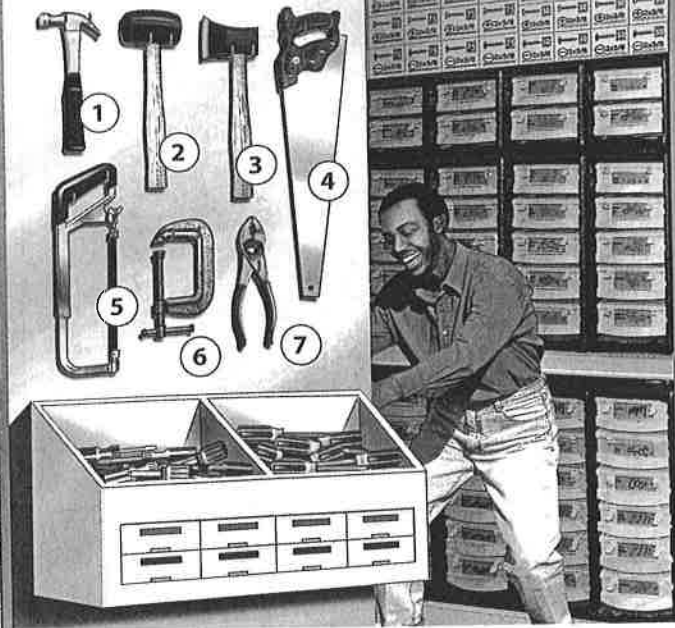
12. safety visor

16. earmuffs

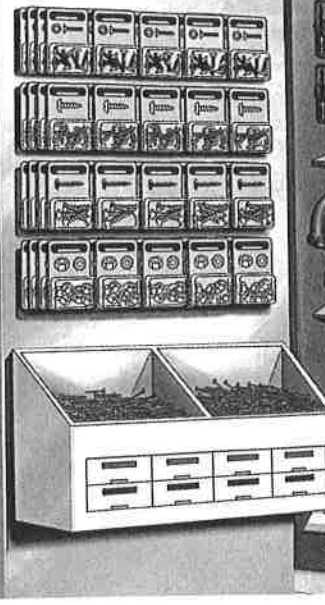
20. safety boots



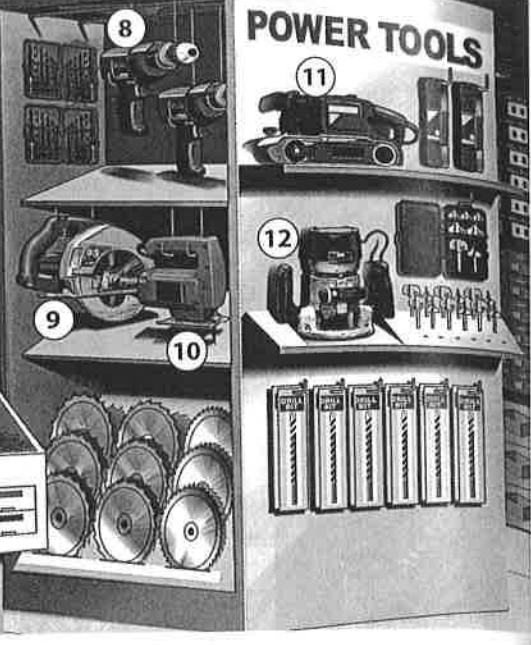
HAND TOOLS



HARDWARE



POWER TOOLS



1. hammer

2. mallet

3. ax

4. handsaw

5. hacksaw

6. C-clamp

7. pliers

8. electric drill

9. circular saw

10. jigsaw

11. power sander

12. router



26. vise

27. blade

28. drill bit

29. level

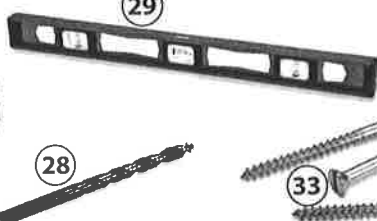


30. screwdriver

31. Phillips screwdriver

32. machine screw

33. wood screw



34. nail

35. bolt

36. nut

37. washer

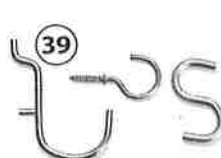


38. toggle bolt

39. hook

40. eye hook

41. chain



Use the new words.

Look at pages 62–63. Name the tools you see.

A: There's a hammer.

B: There's a pipe wrench.

Ask your classmates. Share the answers.

1. Are you good with tools?

2. Which tools do you have at home?

3. Where can you shop for building supplies?

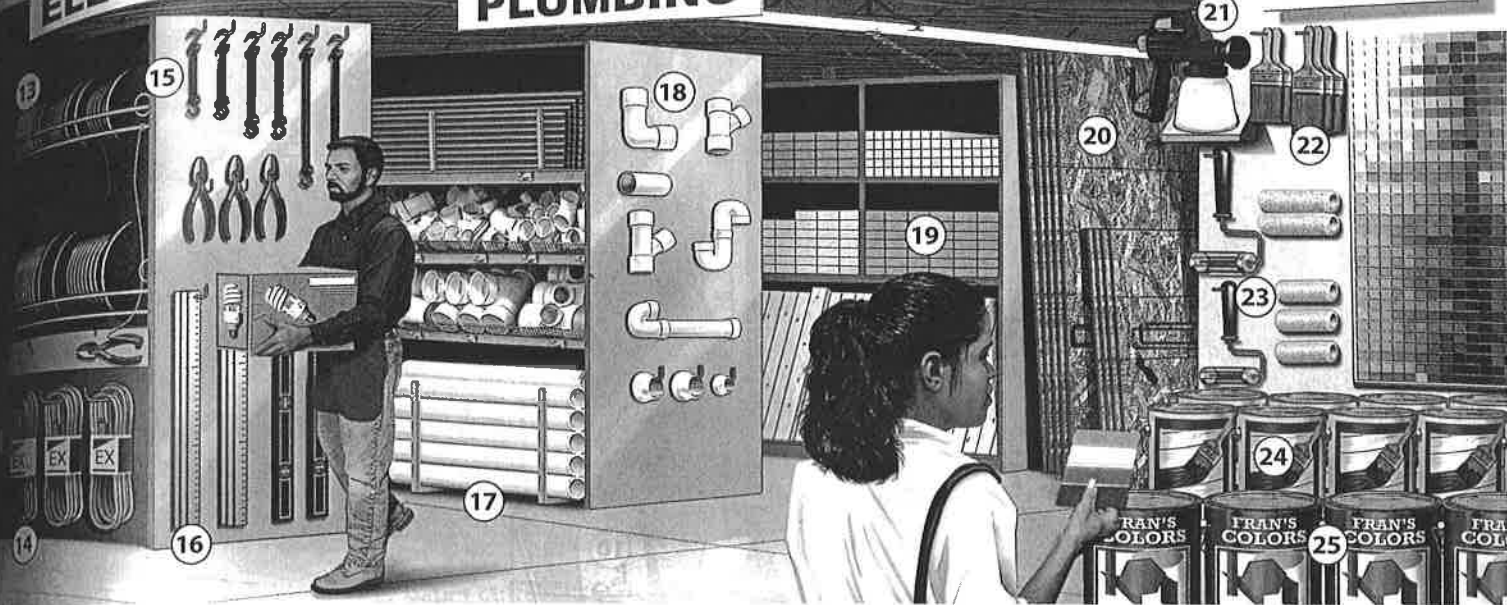


ELECTRICAL

PLUMBING

LUMBER

PAINT



- | | | | | |
|--------------------|---------------|-------------------------|------------------|-----------|
| 13. wire | 16. yardstick | 19. 2 x 4 (two by four) | 22. paintbrush | 25. paint |
| 14. extension cord | 17. pipe | 20. particle board | 23. paint roller | |
| 15. bungee cord | 18. fittings | 21. spray gun | 24. wood stain | |



- | | | | |
|---------------------|-----------------------|------------------|----------------|
| 42. wire stripper | 46. outlet cover | 50. plunger | 54. drop cloth |
| 43. electrical tape | 47. pipe wrench | 51. paint pan | 55. chisel |
| 44. work light | 48. adjustable wrench | 52. scraper | 56. sandpaper |
| 45. tape measure | 49. duct tape | 53. masking tape | 57. plane |

Role play. Find an item in a building supply store.

- A: Where can I find particle board?
- B: It's on the back wall, in the lumber section.
- A: Great. And where are the nails?

Think about it. Discuss.

1. Which tools are the most important to have? Why?
2. Which tools can be dangerous? Why?
3. Do you borrow tools from friends? Why or why not?



An Office



- | | | | |
|--------------------|-------------------|-------------------------|--------------------|
| 1. supply cabinet | 5. executive | 9. desk | 13. PBX |
| 2. clerk | 6. presentation | 10. file clerk | 14. receptionist |
| 3. janitor | 7. cubicle | 11. file cabinet | 15. reception area |
| 4. conference room | 8. office manager | 12. computer technician | 16. waiting area |

Ways to greet a receptionist

I'm here for a job interview.

I have a 9:00 a.m. appointment with Mr. Lee.

I'd like to leave a message for Mr. Lee.

Role play. Talk to a receptionist.

A: Hello. How can I help you?

B: I'm here for a job interview with Mr. Lee.

A: OK. What is your name?



Office Equipment



17. computer

18. inkjet printer

19. laser printer

20. scanner

21. fax machine

22. paper cutter

23. photocopier

24. paper shredder

25. calculator

26. electric pencil sharpener

27. postal scale

Office Supplies



28. stapler

29. staples

30. clear tape

31. paper clip

32. packing tape

33. glue

34. rubber band

35. pushpin

36. correction fluid

37. correction tape

38. legal pad

39. sticky notes

40. mailer

41. mailing label

42. letterhead / stationery

43. envelope

44. rotary card file

45. ink cartridge

46. ink pad

47. stamp

48. appointment book

49. organizer

50. file folder



A Hotel



1. doorman

4. concierge

7. bellhop

10. guest

2. revolving door

5. gift shop

8. luggage cart

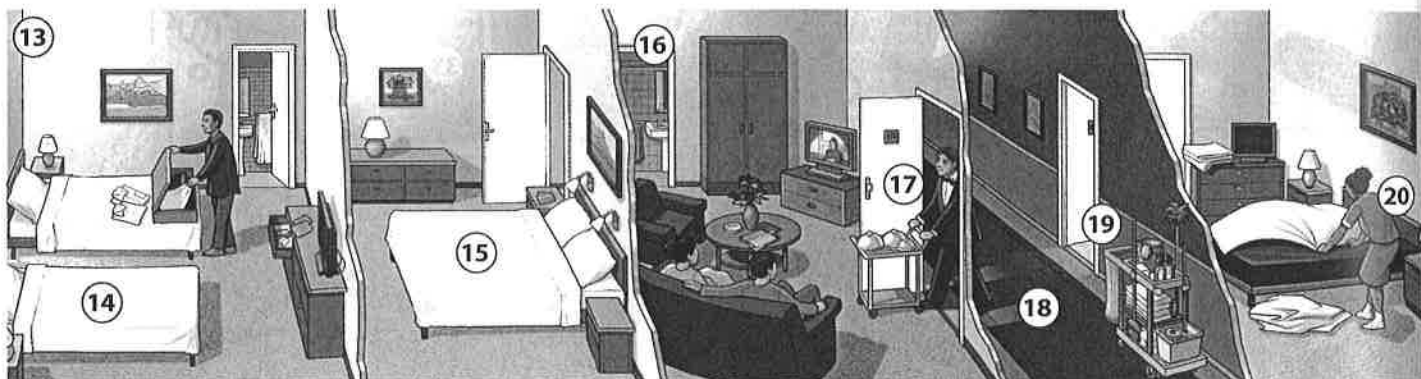
11. desk clerk

3. parking attendant

6. bell captain

9. elevator

12. front desk



13. guest room

15. king-size bed

17. room service

19. housekeeping cart

14. double bed

16. suite

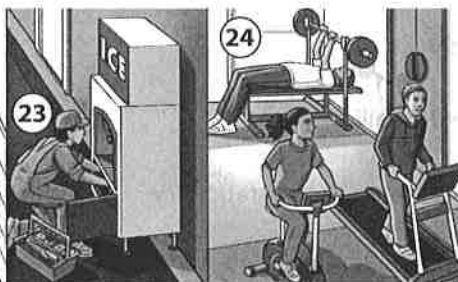
18. hallway

20. housekeeper



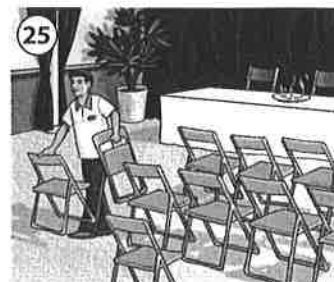
21. pool service

22. pool



23. maintenance

24. gym



25. meeting room



26. ballroom



A Restaurant Kitchen



1. short-order cook

3. walk-in freezer

5. storeroom

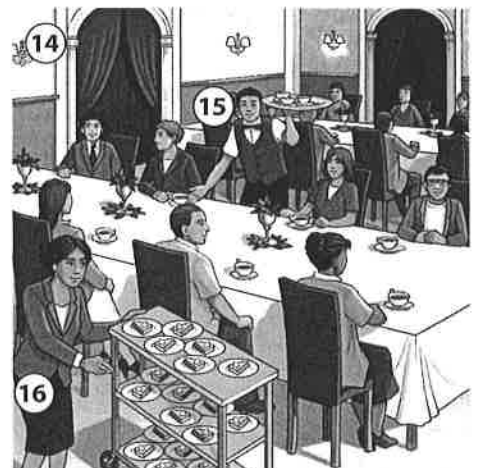
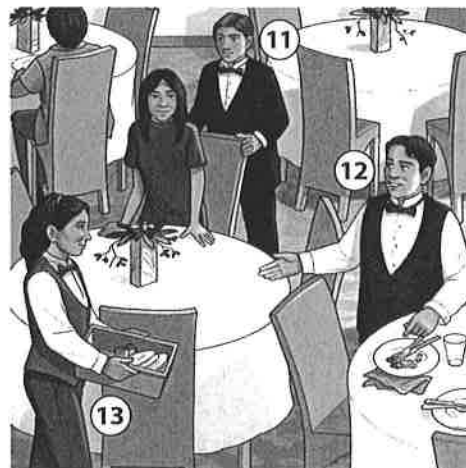
7. head chef / executive chef

2. dishwasher

4. food preparation worker

6. sous chef

Restaurant Dining



8. server

11. maitre d'

14. banquet room

9. diner

12. headwaiter

15. runner

10. buffet

13. bus person

16. caterer

More vocabulary

line cook: short-order cook

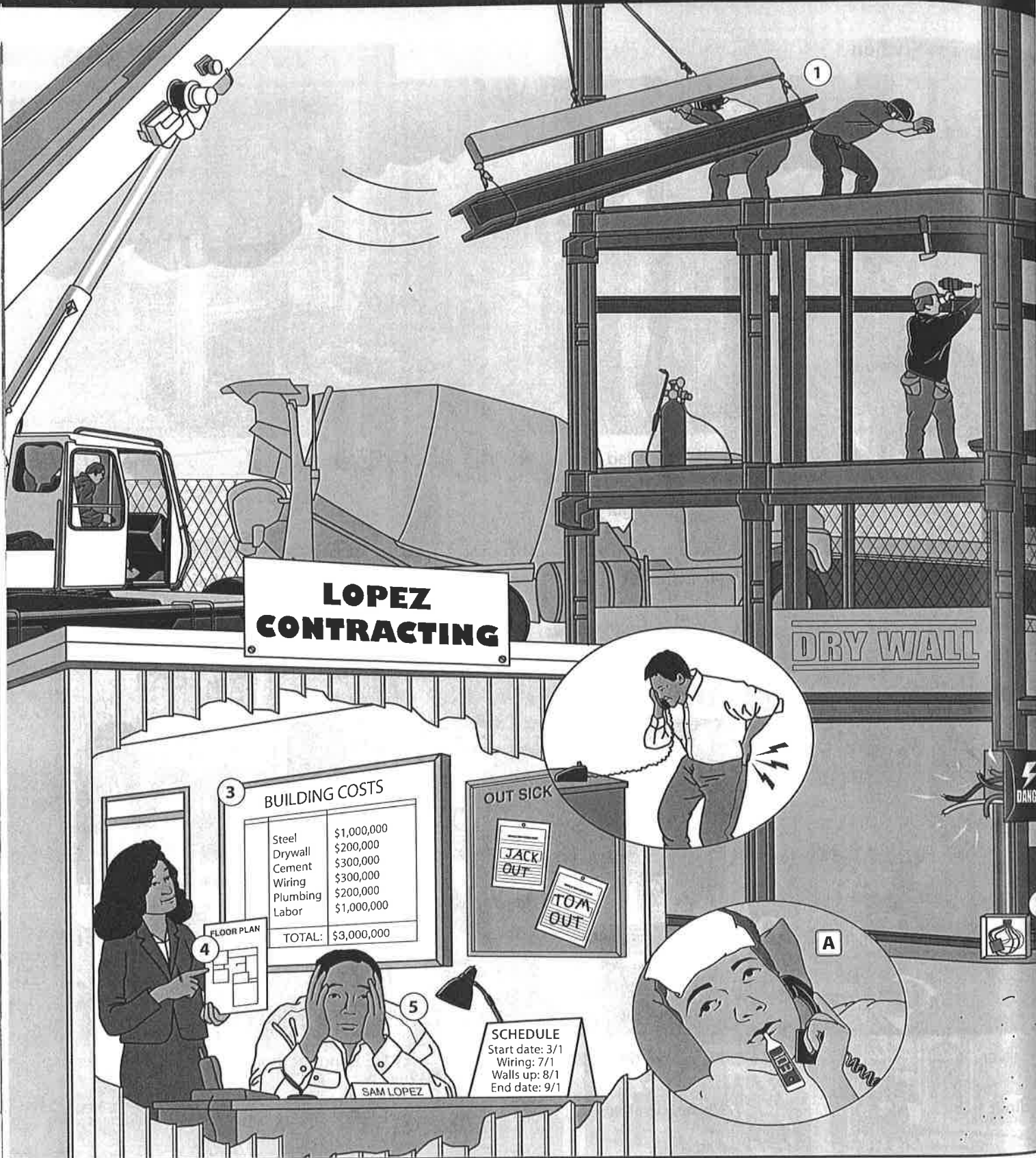
wait staff: servers, headwaiters, and runners

Ask your classmates. Share the answers.

1. Have you ever worked in a hotel? What did you do?
2. What is the hardest job in a hotel?
3. Would you prefer to stay at a hotel in the city or in the country?



A Bad Day at Work



1. dangerous

3. budget

5. contractor

7. wiring

A. call in sick

2. clinic

4. floor plan

6. electrical hazard

8. bricklayer



Look at the picture.
What do you see?

Answer the questions.

1. How many workers are there? How many are working?
2. Why did two workers call in sick?
3. What is dangerous at the construction site?

 **Read the story.**

A Bad Day at Work

Sam Lopez is the contractor for a new building. He makes the schedule and supervises the budget. He also solves problems. Today there are a lot of problems.

Two bricklayers called in sick this morning. Now Sam has only one bricklayer at work. One hour later, a construction worker fell. Now he has to go to the clinic. Sam always tells his workers to be careful. Construction work is dangerous. Sam's also worried because the new wiring is an electrical hazard.

Right now, the building owner is in Sam's office. Her new floor plan has 25 more offices. Sam has a headache. Maybe he needs to call in sick tomorrow.

Think about it.

1. What do you say when you can't come in to work? to school?
2. Imagine you are Sam. What do you tell the building owner? Why?