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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

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

## 8. Transportation

<table>
<thead>
<tr>
<th>Topic</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Transportation</td>
<td>150-151</td>
</tr>
<tr>
<td>Public Transportation.</td>
<td>152</td>
</tr>
<tr>
<td>Prepositions of Motion</td>
<td>153</td>
</tr>
<tr>
<td>Traffic Signs</td>
<td>154</td>
</tr>
<tr>
<td>Directions and Maps</td>
<td>155</td>
</tr>
<tr>
<td>Cars and Trucks</td>
<td>156</td>
</tr>
<tr>
<td>Buying and Maintaining a Car</td>
<td>157</td>
</tr>
<tr>
<td>Parts of a Car</td>
<td>158-159</td>
</tr>
<tr>
<td>An Airport</td>
<td>160-161</td>
</tr>
<tr>
<td>Taking a Trip</td>
<td>162-163</td>
</tr>
</tbody>
</table>

## 9. Work

<table>
<thead>
<tr>
<th>Topic</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Workplace</td>
<td>164-165</td>
</tr>
<tr>
<td>Jobs and Occupations A-C</td>
<td>166</td>
</tr>
<tr>
<td>Jobs and Occupations C-H</td>
<td>167</td>
</tr>
<tr>
<td>Jobs and Occupations H-P</td>
<td>168</td>
</tr>
<tr>
<td>Jobs and Occupations P-W</td>
<td>169</td>
</tr>
<tr>
<td>Job Skills</td>
<td>170</td>
</tr>
<tr>
<td>Office Skills</td>
<td>171</td>
</tr>
<tr>
<td>Career Planning</td>
<td>172</td>
</tr>
<tr>
<td>Job Search</td>
<td>173</td>
</tr>
<tr>
<td>Interview Skills</td>
<td>174</td>
</tr>
<tr>
<td>A Factory</td>
<td>175</td>
</tr>
<tr>
<td>Landscaping and Gardening</td>
<td>176</td>
</tr>
<tr>
<td>Farming and Ranching</td>
<td>177</td>
</tr>
<tr>
<td>Construction</td>
<td>178</td>
</tr>
<tr>
<td>Job Safety</td>
<td>179</td>
</tr>
<tr>
<td>Tools and Building Supplies</td>
<td>180-181</td>
</tr>
<tr>
<td>An Office</td>
<td>182-183</td>
</tr>
<tr>
<td>A Hotel</td>
<td>184</td>
</tr>
<tr>
<td>Food Service</td>
<td>185</td>
</tr>
<tr>
<td>A Bad Day at Work</td>
<td>186-187</td>
</tr>
</tbody>
</table>
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.
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
2. construction site
3. factory
4. car dealership
5. mosque
6. movie theater
7. shopping mall
8. furniture store
9. school
10. gym
11. coffee shop
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.
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?
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?
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

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
2. jewelry store
3. nail salon
4. bookstore
5. toy store
6. pet store
7. card store
8. florist
9. optician
10. shoe store
11. play area
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.
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?
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
1. library clerk
2. circulation desk
3. library patron
4. periodicals
5. magazine
6. newspaper
7. headline
8. atlas
9. reference librarian
10. self-checkout
11. online catalog
12. picture book
13. biography
14. title
15. author
16. novel
17. audiobook
18. videocassette
19. DVD
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.
The Post Office

7. postal clerk
8. scale

9. post office box (PO box)
10. automated postal center (APC)
11. stamp machine
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)**

1. **handbook**
2. **area**
3. DMV clerk
4. photo
5. fingerprint
6. vision exam
7. window
8. **Auto Insurance**
   - Proof of Insurance
   - Holder: Irene Pena
   - Tel: 1119000555
   - Exp: 12/25/2012
   - PLEASE PLACE IN DESIGNATED VEHICLE
9. **CALIFORNIA DRIVER LICENSE**
   - EXP 08-19-14
   - CLASS A1
   - Irene Pena
   - 1313 Balboa Blvd, Van Nuys, CA 91404
   - DOB 7-29-70
10. expiration date
11. driver’s license number
12. license plate
13. registration sticker / tag

**vocabulary**
- **renew**: a license is good, or expires, after the expiration date
- **renew license**: to apply to keep a license before it expires
- **registration 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?
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 23. Legislature 26. mayor
21. lieutenant governor 24. assemblyperson 27. city council
22. state capital 25. state senator 28. councilperson

City Government

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.
**The Legal System**

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
7. courtroom
8. jury
9. evidence
10. prosecuting attorney
11. witness
12. court reporter
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?
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!
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.
   1. meeting place
   2. out-of-state contact
   3. escape route
   4. gas shut-off valve
   5. evacuation route

B. Make a disaster kit.
   6. warm clothes
   7. blankets
   8. can opener
   9. canned food
   10. packaged food
   11. bottled water
   12. moist towelettes
   13. toilet paper
   14. flashlight
   15. batteries
   16. matches
   17. cash and coins
   18. first aid kit
   19. copies of ID and credit cards
   20. copies of important papers

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
2. litter
3. streetlight
4. hardware store
5. petition

A. give a speech
B. applaud
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?
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.
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.
A Bus Stop

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

A Train Station

11. ticket
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?
Prepositions of Motion

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.
B. Turn right on Pine Street.
C. Turn left on Oak Street.
D. Stop at the corner.
E. Go past Main Street.
F. Go one block to First Street.

Maps

1. north
2. west
3. south
4. east
5. symbol
6. key
7. scale
8. street
9. highway
10. river
11. GPS (global positioning system)
12. Internet map

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

An Automatic Transmission

45. brake pedal
46. gas pedal / accelerator
47. gear shift
48. hand brake

A Manual Transmission

49. clutch
50. stick shift

Inside the Car

51. front seat
52. seat belt
53. child safety seat
54. backseat
An Airport

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
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.
1. starting point
2. scenery
3. gas station attendant
4. auto club card
5. destination

A. pack
B. get lost
C. get a speeding ticket
D. break down
E. run out of gas
F. have a flat tire
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?
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.
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?
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.
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?
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.
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?
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  
10. career counselor  
11. interest inventory  
12. skill inventory  
13. job fair  
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?
Job Search

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
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?
A. design
B. manufacture
C. assemble
D. ship
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?
Farming and Ranching

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
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
2. careful worker
3. poisonous fumes
4. broken equipment
5. frayed cord
6. slippery floor
7. radioactive materials
8. flammable liquids

Safety Equipment

9. hard hat
10. safety glasses
11. safety goggles
12. safety visor
13. respirator
14. particle mask
15. ear plugs
16. earmuffs
17. work gloves
18. back support belt
19. knee pads
20. safety boots
21. fire extinguisher
22. two-way radio
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?
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?
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?
<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>doorman</td>
</tr>
<tr>
<td>2</td>
<td>revolving door</td>
</tr>
<tr>
<td>3</td>
<td>parking attendant</td>
</tr>
<tr>
<td>4</td>
<td>concierge</td>
</tr>
<tr>
<td>5</td>
<td>gift shop</td>
</tr>
<tr>
<td>6</td>
<td>bell captain</td>
</tr>
<tr>
<td>7</td>
<td>bellhop</td>
</tr>
<tr>
<td>8</td>
<td>luggage cart</td>
</tr>
<tr>
<td>9</td>
<td>elevator</td>
</tr>
<tr>
<td>10</td>
<td>guest</td>
</tr>
<tr>
<td>11</td>
<td>desk clerk</td>
</tr>
<tr>
<td>12</td>
<td>front desk</td>
</tr>
<tr>
<td>13</td>
<td>guest room</td>
</tr>
<tr>
<td>14</td>
<td>double bed</td>
</tr>
<tr>
<td>15</td>
<td>king-size bed</td>
</tr>
<tr>
<td>16</td>
<td>suite</td>
</tr>
<tr>
<td>17</td>
<td>room service</td>
</tr>
<tr>
<td>18</td>
<td>hallway</td>
</tr>
<tr>
<td>19</td>
<td>housekeeping cart</td>
</tr>
<tr>
<td>20</td>
<td>housekeeper</td>
</tr>
<tr>
<td>21</td>
<td>pool service</td>
</tr>
<tr>
<td>22</td>
<td>pool</td>
</tr>
<tr>
<td>23</td>
<td>maintenance</td>
</tr>
<tr>
<td>24</td>
<td>gym</td>
</tr>
<tr>
<td>25</td>
<td>meeting room</td>
</tr>
<tr>
<td>26</td>
<td>ballroom</td>
</tr>
</tbody>
</table>
A Restaurant Kitchen

1. short-order cook
2. dishwasher
3. walk-in freezer
4. food preparation worker
5. storeroom
6. sous chef
7. head chef / executive chef

Restaurant Dining

8. server
9. diner
10. buffet
11. maitre d'
12. head waiter
13. bus person
14. banquet room
15. runner
16. caterer

More vocabulary
line cook: short-order cook
wait staff: servers, head waiters, 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?
1. dangerous  
2. clinic  
3. budget  
4. floor plan  
5. contractor  
6. electrical hazard  
7. wiring  
A. call in sick  
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?