

# *Putting English to Work 2*

## Summary of Topics and Structures

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### Workbook 1

#### Unit 1

- C How to look for an apartment
- C Reading classified ads
- C What you want in an apartment
- C What you need to move in
- C Simple past tense

#### Unit 2

- C Oral and Written Agreements
- C Telephone Conversations
- C Telephone Messages
- C Questions in the Past Tense

#### Unit 3

- C Past Tense: Irregular Verbs
- C Feelings in the Past Tense
- C Past Tense: "To Be"
- C Neighborhood Places
- C Prepositions of Location

#### Unit 4

- C Ordering Food in a Restaurant
- C Giving and Following Directions
- C A Visit to a Clinic - Part 1
- C Body Parts and Ailments

### Workbook 2

#### Unit 5

- C Expressing Goals
- C The Future Tense: "Will"
- C At the Doctor's Office
- C Health Problems

#### Unit 6

- C Reporting Problems to an Apartment Manager
- C Following Directions on Labels

#### Unit 7

- C Reading Job Bulletins
- C Calling About a Job
- C What Can You Do?
- C Yes, I Can - No, I Can't

#### Unit 8

- C Filling Out a Job Application
- C Job Responsibilities
- C Calling in Sick or Late
- C Must and Must Not

### Workbook 3

#### Unit 9

- C Following Instruction
- C Reading Labels
- C Making and Canceling Appointments

#### Unit 10

- C Calling 9-1-1 in Emergencies
- C Earthquake Preparations
- C Going for an Interview
- C Should and Shouldn't

#### Unit 11

- C Using Coupons
- C Talking to the Police
- C Past Progressive Tense
- C Past Progressive Questions

#### Unit 12

- C Making a Police Report
- C Automobile Parts and Problems
- C Two-Word Verbs

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### Workbook 4

#### Unit 13

- C Opening a Bank Account
- C Difficult Situations at Work
- C “Going To” in the Future

#### Unit 14

- C Returning an Item to a Store
- C Reading Traffic Signs
- C Comparatives - Part 1

#### Unit 15

- C Mailing a Package
- C Confronting the Boss
- C Comparatives - Part 2
- C Comparatives - Good/Bad

#### Unit 16

- C Workers’ Rights
- C Should and Must
- C Ought To

### Workbook 5

#### Unit 17

- C Asking for Help at Work
- C Question Words

#### Unit 18

- C Shopping at the Pharmacy
- C Percentages in Business
- C Count and Non-Count Nouns
- C How Much / How Many

#### Unit 19

- C Troubles at Work
- C Superlatives
- C Making a Date
- C Superlatives - Good / Bad

#### Unit 20

- C Visiting the Free Clinic
- C Visiting a Lawyer
- C Prepositions of Location

### Workbook 6

#### Unit 21

- Asking About Job Responsibilities
- Just a Little / Just a Few
- A Lot of

#### Unit 22

- Confronting Someone
- Adverbs of Frequency
- Possessive Forms of Nouns

#### Unit 23

- Family Relationships
- Tag Questions
- Possessive Adjectives
- Possessive Pronouns

#### Unit 24

- Following a Recipe
- Prepositions of Time
- Used To

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