

Putting English to Work 3

Summary of Topics and Structures

Workbook 1

Unit 1

- C Talking about your Occupation
- C Verb + “-ing”
- C Likes and Dislikes

Unit 2

- C Simple Past of Regular Verbs
- C Simple Past of Irregular Verbs
- C What did you do in your country?

Unit 3

- C Applying for a Job in Person
- C “Used To” Past Tense
- C “Used To” Past with “To Be”

Unit 4

- C Looking for a Job in a Newspaper
- C Calling about a Job
- C Questions in the Past Tense

Workbook 2

Unit 5

- C Setting Up an Interview
- C Past Progressive Tense
- C “One” as Substitute for a Noun

Unit 6

- C Giving and Taking Directions
- C The Future Tense: Will
- C Present Progressive as Future

Unit 7

- C Going to a Job Interview
- C Too / Either
- C “Going To” As Future
- C Giving and Receiving Complements

Unit 8

- C Questions to Ask in a Job Interview
- C Prepositions of Time:
Through and From - To
- C “Would You Be Able to...?”

Workbook 3

Unit 9

- C Prepositions of Location
- C Question Words
- C Questions on the Job

Unit 10

- C Arranging a Work Schedule
- C Prepositions of Time: By / Until
- C Future Progressive Tense

Unit 11

- C Earthquake and Fire Safety at Work
- C First Aid Kits
- C Fire Hazards in the Home
- C Must and Have To

Unit 12

- C Following Instructions
- C Say and Tell
- C Prepositional Phrases
- C Adverbs

Workbook 4

Unit 13

- C Calling in Sick to Work
- C Taking a Message
- C Might

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Summary of Topics and Structures

Unit 14

- C Family Emergencies
- C Calling in Late
- C Adverbial Comparatives

Unit 15

- C Directions on the Job
- C Clarifying Instructions
- C Superlatives

Unit 16

- C Asking for Help on the Job
- C Reporting Problems at Work
- C Tag Questions

Workbook 5

Unit 17

- C Solving Problems
- C So / Neither
- C Possessive Pronouns

Unit 18

- C Asking for Help at Work
- C Offering Help
- C Present Perfect: Already and Yet
- C Irregular Verbs

Unit 19

- C Getting Better Jobs
- C Goals and Plans
- C Present Perfect Questions

Unit 20

- C Asking for Promotions
- C Getting Promotions
- C Present Perfect: For and Since

Workbook 6

Unit 21

- At the Job Fair
- Regional Occupation Centers
- Present Perfect / Simple Past

Unit 22

- Registering for Classes
- A Class at the R.O.C.
- Present Perfect Progressive Tense

Unit 23

- Going to a Dance
- Present Perfect Progressive
- So

Unit 24

- Making Small Talk
- Then
- Present Perfect Questions
- Present Perfect Progressive Questions

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