UNIT 9

Track 49

1. The doctor saw all his patients for the day.
2. Jamie has been ironing shirts for five hours so far.
3. The men have planted five trees so far.
4. The teacher checked all 30 papers.
5. Carlos has delivered 40 packages so far.
6. Mary called 100 people today.
7. Jenna worked at the hospital for 50 years.
8. Tim drives a truck between New York and Florida. He's driven 300 miles so far today.

Track 50

1. a. I sold three cars.
   b. I've sold three cars.
2. a. She worked five hours.
   b. She's worked five hours.
3. a. They made 200 donuts.
   b. They've made 200 donuts.
4. a. She walked four miles.
   b. She's walked four miles.
5. a. I helped ten customers.
   b. I've helped ten customers.
6. a. He planted six trees.
   b. He's planted six trees.
7. a. She read 20 pages.
   b. She's read 20 pages.
8. a. I cleaned seven rooms.
   b. I've cleaned seven rooms.

Track 51

1. I've sold three cars.
2. She's worked five hours.
3. They made 200 donuts.
4. She's walked four miles.
5. I helped ten customers.
6. He planted six trees.
7. She's read 20 pages.
8. I've cleaned seven rooms.

Track 52

My name is George Pappas, and I'm a bus driver for Metro Transit. I started here about eight years ago. Before that, I drove a school bus. In the morning, the kids were quiet, but on the way home, they were too excited. The bus was very noisy, and I really didn't like it.

One day, I decided to apply for a job as a city bus driver. I was lucky—my interview went well, and I had a clear background check and drug test, so I was hired. The starting salary was 17 dollars an hour, which was a dollar more than my job as a school bus driver. There are some rules that everyone has to follow. I have to be at work on time and in uniform. I have to drive carefully and obey all of the traffic and safety laws. I have to pick up and drop off my passengers only at designated bus stops, and I can't make any exceptions. Of course, I have to collect the correct bus fares, and greet and treat the passengers politely. I always say "Good morning" to my passengers, and I know the names of many of my regular passengers.

There is a very clear salary policy in our contract. We receive an evaluation every year. If the evaluation is good, we receive a pay raise. Metro Transit has received very positive letters from some of my passengers, so last year, I received a special award. I've been here for eight years, and I've always received my raise. If a driver doesn't have any problems after four years, the pay increases to almost thirty dollars an hour.

Track 53

A: Thanks for telling me about the job opening, George. What other things should I know about this job?

B: Well, there are a lot of opportunities for overtime.

A: Really? How much overtime do you work?

B: Oh, I usually work about seven hours a week overtime. Overtime pay is time and a half.

A: That's nice. What about traffic tickets? Have you ever gotten any tickets?

B: Yes, unfortunately. The company is very strict about tickets. If you get a ticket, you have to pay for it. Also, the company makes you pay an additional fine.

A: An additional fine? How many tickets have you gotten?

B: Only one. I received a ticket for going through a red light. The light had just turned red when I went through it, but I got a ticket anyway. I had to pay the fine for the ticket and pay extra to Metro Transit.

A: Wow. Do you know any drivers who have gotten speeding tickets?

B: Yeah, one of my friends got two. He's not working here anymore. You get fired if you get two speeding tickets in the same year.

A: Wow. That's tough!

B: It is, but it's necessary. I don't plan on getting any more tickets. I like this job. The pay is good, and the benefits are great.

Track 54

The Changing Workforce

The workforce of the United States includes everyone who is working now and everyone who is looking for a job. The Bureau of Labor Statistics evaluates the current workforce and employment opportunities. It makes predictions about the future.

There are approximately 155 million workers in the United States. What will the future workforce look like? One important change is that the workforce is aging. Many baby boomers—people born between 1946 and 1964—are remaining in their jobs longer than expected. In fact, the number of 64 to 75-year-olds in the workforce has risen more than any other age group. One reason for this may be that baby boomers want to add to their retirement

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benefits. Health costs have been increasing, and people have been living longer, so baby boomers want to work as long as they can. This has been a problem for younger workers because older workers have been staying in senior positions with higher salaries, preventing younger workers from getting promotions.

The kinds of jobs needed in the US have also been changing. The labor department divides jobs into two categories: goods-producing jobs and service-providing jobs. Goods-producing jobs—farming, manufacturing, mining—will show negative growth because most goods will be produced in other countries and many tasks will be done by machines. The government expects that most new job openings in the next ten years will be for service providers, or workers who give assistance to a customer or patient. Many of these jobs will require more than a high school degree. For example, physician assistants, physical therapist assistants, and other health care professionals will be in demand because of the rise of preventive care and the growing number of older people.

In addition, changes in energy and technology have been affecting jobs in the US. Solar panel installation and wind turbine service jobs are expected to grow more than 90 percent between 2016 and 2026. Also, there will be over 25 percent more software developers and computer and data security personnel needed in the near future.

Every two years, the US government publishes the *Occupational Outlook Handbook*, a document that presents specific information about the job market and job outlook. Some of the information included is salary, education required, and job responsibilities. This document can be found online or in the reference section of any local library and is useful for all job seekers.

Track 55

Mr. Davis: Katie, let's go over your performance evaluation.

Katie: Okay.

Mr. Davis: Let's see. You're always available to work, and you dress very professionally, but you've arrived late several times. Since I spoke to you about this, you have improved.

Katie: Well, yes, I've been trying. I was only late once last month.

Mr. Davis: Yes, that is a clear improvement. Okay, I see that you also need to show some initiative. Katie, when you don't have a customer, you stand and daydream. If I ask you to do something, you always do it without complaining, but when you don't have customers, you should polish the jewelry and the mirrors, check the register, and do other things without being asked.

Katie: I understand.

Mr. Davis: You're great with customers—friendly, respectful, and complimentary. You're a good salesperson. This is your number one strength.

Katie: Thank you. Customer service is my favorite part of the job.

Mr. Davis: Good, good. Unfortunately, you have made several mistakes. You've entered the wrong price into the register twice, and you've forgotten to enter in the sales price at least three times. You've overcharged some customers, and undercharged others. I have received complaints, and the store has lost money. You had several problems during our sale last week. Our other sales associates had to correct your mistakes.

Katie: I know. When we're busy, I sometimes get nervous.

Mr. Davis: I've decided to ask Ms. Miller to retrain you on our sales procedures. Are you available next Saturday? She can work with you then.

Katie: Yes, I am.

Mr. Davis: Okay, great. So, Katie, do you have any comments?

Katie: No. I like working here, and I'll try to be more careful.

Mr. Davis: I hope so. If I don't see improvement in your performance, we will have to let you go.

Katie: Oh, no, Mr. Davis. I promise I'll be more careful. What time should I arrive on Saturday?

UNIT 10

Track 56

1. a. We should have left at 3 o'clock.
   b. We shouldn't have left at 3 o'clock.
2. a. They should have been there.
   b. They shouldn't have been there.
3. a. She should have brought her backpack.
   b. She shouldn't have brought her backpack.
4. a. I should have taken a nap.
   b. I shouldn't have taken a nap.

Track 57

1. We should have left at 3 o'clock.
2. They should have been there.
3. She shouldn't have brought her backpack.
4. I shouldn't have taken a nap.

Track 58

1. I bought a used car, and it's already broken down twice. I should have bought a new one.
2. She didn't study very hard for the test, and she got a D. She should have studied harder.
3. I registered for six courses, and now I'm too busy. I shouldn't have taken so many courses.
4. I left too late for the airport and missed my flight. I should have left earlier.
5. I forgot a photo ID. I should have remembered to bring it.
6. Their car ran out of gas. They should have filled the tank.
7. He got a ticket for driving without a license. He shouldn't have driven without one.
8. She didn't remember to bring her homework. She shouldn't have forgotten it.

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