

# *Putting English to Work 2*

## Summary of Topics and Structures

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### Workbook 1

#### Unit 1

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

#### Unit 2

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

#### Unit 3

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

#### Unit 4

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

### Workbook 2

#### Unit 5

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

#### Unit 6

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

#### Unit 7

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

#### Unit 8

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

### Workbook 3

#### Unit 9

- Following Instruction
- Reading Labels
- Making and Canceling Appointments

#### Unit 10

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

#### Unit 11

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

#### Unit 12

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

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### Workbook 4

#### Unit 13

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

#### Unit 14

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

#### Unit 15

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

#### Unit 16

- Workers’ Rights
- Should and Must
- Ought To

### Workbook 5

#### Unit 17

- Asking for Help at Work
- Question Words

#### Unit 18

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

#### Unit 19

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

#### Unit 20

- Visiting the Free Clinic
- Visiting a Lawyer
- 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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