

Putting English to Work 3

Summary of Topics and Structures

Workbook 1

Unit 1

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

Unit 2

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

Unit 3

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

Unit 4

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

Workbook 2

Unit 5

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

Unit 6

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

Unit 7

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

Unit 8

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

Workbook 3

Unit 9

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

Unit 10

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

Unit 11

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

Unit 12

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

Workbook 4

Unit 13

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

Unit 14

- Family Emergencies
- Calling in Late
- Adverbial Comparatives

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Summary of Topics and Structures

Unit 15

- Directions on the Job
- Clarifying Instructions
- Superlatives

Unit 16

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

Workbook 5

Unit 17

- Solving Problems
- So / Neither
- Possessive Pronouns

Unit 18

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

Unit 19

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

Unit 20

- Asking for Promotions
- Getting Promotions
- 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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