

Practice making plurals. Write the plural of each word in the box next to the word.

woman		man	
child		baby	
box		tooth	
knife		person	
mouse		deer	
sheep		fish	
foot		calf	
avocado		taco	
hero		cat	
match		box	
family		wife	
calf		leaf	
monkey		key	
avocado		raspberry	
potato		kiss	
box		brush	
dog		tree	

Pronounce the vocabulary on page 164.

1. Point to the front entrance.
2. Point to the receptionist.
3. Point to the time clock.
4. What is the name of the business?
5. Who is the owner of the business?
6. What do people do at this business?
7. What is the customer bringing in?
8. What is the supervisor saying?
9. Look at the receptionist. She is smiling. Her job is to greet people. The receptionist also answers the phone and takes messages. A secretary usually doesn't greet people. A secretary assists her employer. A secretary writes letters, answers phone calls and helps the boss.

10. The payroll clerk is handing an employee an envelope. What is in the envelope? A payroll clerk pays the employees. She gives them their paycheck. The employee takes the paycheck to the bank. The employee will keep his paycheck stub. This is his record of payment.

11. A wage is the amount of money you make per hour. If you work more hours, you make more money. A salary is a set amount the employer agrees to pay you. It doesn't matter how many hours you make. Usually salaries are per month or per year. You make \$40,000 per year. If you work extra hours, you don't get paid extra. Usually, managers get salaries while lower level employees get wages.

12. If you are paid by the hour, you can earn overtime wages. If you work more than 40 hours per week, you earn overtime pay. Overtime pay is usually time and a half. In other words, if you earn \$20 per hour, your overtime wage would be \$20 plus half of \$20. So you would earn \$30 per hour. Many companies do not like their employees to work overtime, because it is expensive.

Table Talk

Introduce yourself to everyone at the table. Tell them your occupation. Explain where you work now. Explain where you worked before you came to the U.S.. Talk about your job: do you like it?, what are your responsibilities?, what would you rather do?

Listen carefully to your table mates. Make sure you understand them, because the teacher will come to your table and ask you to talk about what you have learned.

Job Idioms

Read the paragraph and tell what the underlined idiom means.

1. John, I am so proud of you. You really did a bang up job on that project. Our customers were very pleased.

2. Your car is ready. But we had a devil of a job repairing your engine. The engine on this car is very hard to get to.

3. Jan walked off the job yesterday. She said she could no longer put up with her boss. He was always yelling at her and insulting her. She had had enough.

4. When I arrived this morning, the cash drawer was empty. I called the police. I thought there had been a break-in. But the police think it was an inside job. There was no sign of forced entry. We need to figure out who was the last employee to leave work last night.

5. After I graduate, I hope to land a job at a software start-up company. They usually pay really well and the work is creative.