



secretary	bank teller	security guard
receptionist	courier	cleaner
office	bank	lobby
reception	downtown	office building

I		a bank teller.
You	am	a secretary.
He	are	a security guard.
She	is	a receptionist.

 Make three sentences.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

We		couriers.
You	are	cleaners.
They		bank tellers.

 Make two sentences.


1. \_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

in an office  
in a bank  
in an office building

in a lobby  
at the reception desk  
downtown

 Complete the sentences.



A bank teller works

---



A cleaner works

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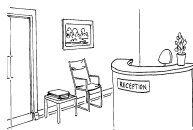
A courier works

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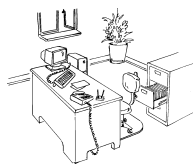
A security guard works

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A receptionist works

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A secretary works

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## The Office Building

Carlos is a security guard in a big office building.  
He starts work at 7:00 a.m. every day.


Carlos sits at the security desk in the lobby.  
He watches the workers come to work.

Kai is a cleaner in the same building.  
He finishes work at 7:00 a.m.  
Kai and Carlos say good morning and goodbye.


Bob and Sue work on the second floor.  
Bob is a secretary.  
Sue is a receptionist.  
They start work at 8:30 a.m.

The building is closed on Saturday and Sunday.

How many different words begin with **s**? \_\_\_\_\_

 Write the words that begin with **s**.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

 Complete the sentences.

Carlos is a \_\_\_\_\_ guard in a big office building.

He \_\_\_\_\_ work at 7:00 a.m. every day.

Carlos \_\_\_\_\_ at the security desk in the lobby.

Kai is a cleaner in the \_\_\_\_\_ building.

Kai and Carlos \_\_\_\_\_ good morning and goodbye.

Bob and \_\_\_\_\_ work on the \_\_\_\_\_ floor.

Bob is a \_\_\_\_\_.

The building is closed on \_\_\_\_\_ and \_\_\_\_\_.

The building is closed on Saturday.

yes      no

 Answer the questions in complete sentences.

What is Carlos's job?

---

What time does he start work?

---

What is Kai's job?

---

What time does he finish work?

---

What is Bob's job?

---

What is Sue's job?

---

What time do Bob and Sue start work?

---

What days is the building closed?

---



 Write **His** or **Her** or **My**.



He is a security guard.

\_\_\_\_\_ name is Carlos.



She is a receptionist.

\_\_\_\_\_ name is Sue.



He is a cleaner.


\_\_\_\_\_ name is Kai.



I am a student.

\_\_\_\_\_ name is \_\_\_\_\_.

say	start	building	lobby	finish	sit	desk	floor
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 Write the words in the correct box.

<b><u>Actions</u></b>

<b><u>Things</u></b>

This is Carlos's directory.

<b>name</b>	<b>floor</b>	<b>phone</b>	<b>extension</b>
Ali Akar	4	888-8493	238
Sue Jones	2	555-7326	543
Joe Sefa	10	888-5487	543
Bill Can	7	588-4939	890
Anna Wong	6	873-2173	900
Bob Omar	2	849-4929	253
Tom Dai	3	382-8837	534
Veena Hu	5	433-9472	344

 Answer the questions.

What floor does Sue work on?

---

What is Sue's phone number?

---

What is Sue's extension number?

---

What floor does Joe work on?

---

What is Bill's extension number?

---

What floor does Anna work on?

---

What is Anna's phone number?

---

What is Veena's extension number?

---



Read the information in the boxes.



Write sentences.

Name:	Carlos
Job:	security guard
Location:	an office building
Hours:	7:00 a.m. to 3:30 p.m.

Carlos is a security guard.

He works at an office building.

He works from 7:00 a.m. to 3:30 p.m.

Name:	Sue
Job:	receptionist
Location:	the reception desk
Hours:	8:30 a.m. to 5:00 p.m.

Sue is

She works at

She works from

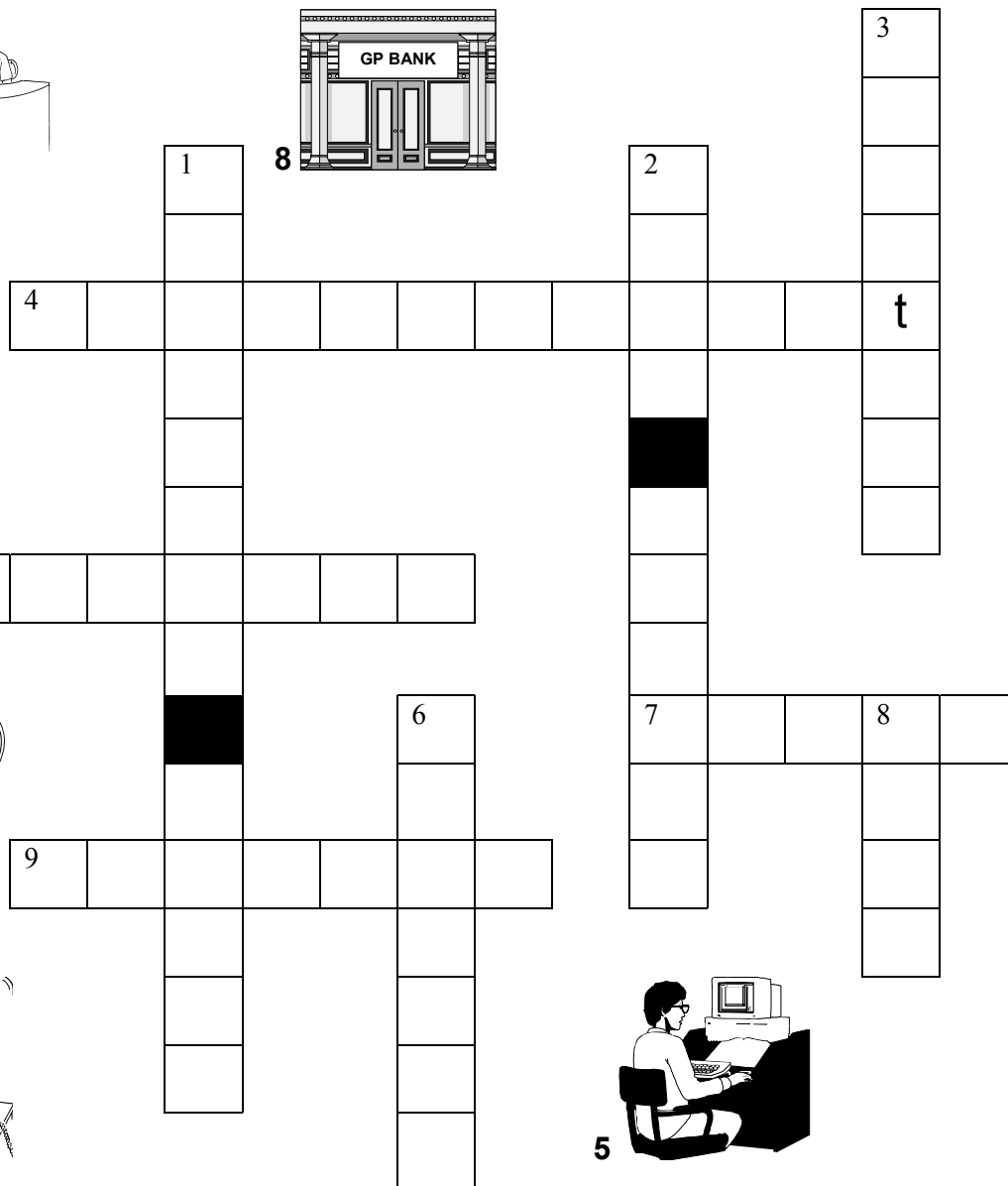
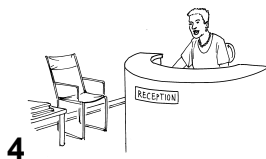
Name:	Bob
Job:	secretary
Location:	King Co.
Hours:	8:30 a.m. to 5:00 p.m.

Name:	Noor
Job:	courier
Location:	downtown offices
Hours:	4:00 p.m. to 10:00 p.m.

Name:	Kai
Job:	cleaner
Location:	an office building
Hours:	10:30 p.m. to 7:00 a.m.

👁 Look at the pictures.

✍ Complete the crossword.





<b>Mon. Oct. 5</b>	<b>Tues. Oct. 5</b>
9:00	9:00
10:00	10:00
11:00	11:00
12:00	12:00
1:00	1:00
2:00	2:00
3:00	3:00

welcomes visitors	types letters	rides a bicycle
makes appointments	files papers	delivers mail
telephone	computer	bicycle
appointment book	filing cabinet	backpack

👁 Look at the flashcards.

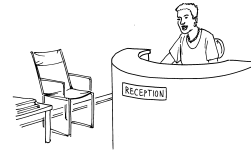
✍ Write the skills.



secretary



courier



receptionist

types letters

---

---

✍ Answer the questions.

Who delivers mail?

**A courier delivers mail.**

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Who types letters?

---

Who rides a bicycle?

---

Who files papers?

---

Who welcomes visitors?

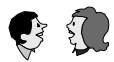
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I	can  can't	speaking English. riding a bicycle. using a computer. using a telephone filing papers. writing in English. typing letters.
---	------------------	--

 Make six sentences about yourself.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





Interview four people. Ask the questions.



Write yes or no.

What is your name?	Can you ride a bicycle?	Can you use a computer?	Can you use a telephone?	Can you write in English?



Write about a man and a woman from the interview.

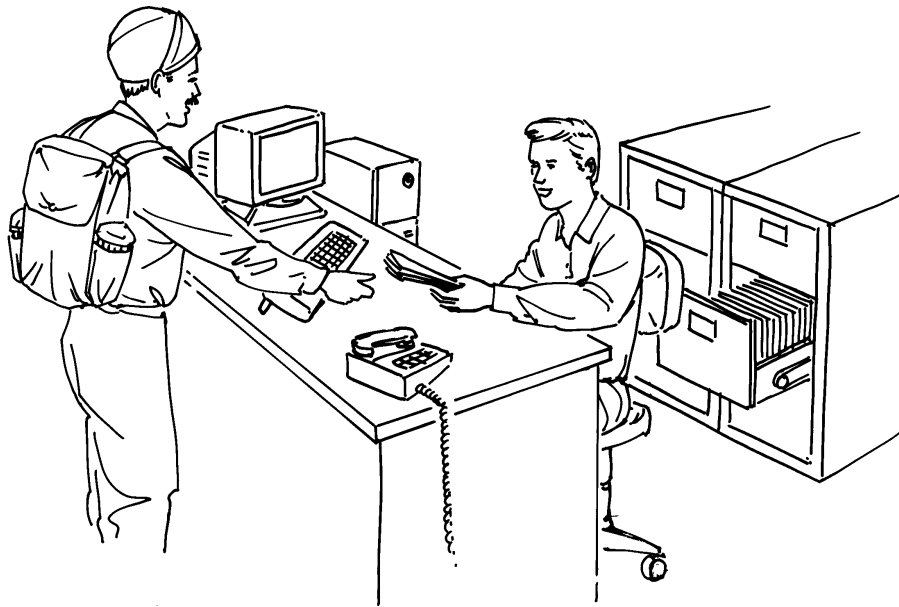
His name is \_\_\_\_\_. He can \_\_\_\_\_.

Her name is \_\_\_\_\_. She can \_\_\_\_\_.



Write about yourself.

My name is \_\_\_\_\_. I can \_\_\_\_\_.



## **Bob's Office**

Bob is a secretary at Brown Company.

His office is small.

There is a desk and a chair.

There is a telephone and a computer on the desk.

Bob types letters on the computer.

There are two filing cabinets in the office.

Bob files papers in the filing cabinets.

Bob likes his job.

Noor is a courier.

He delivers mail and letters to different offices.

He rides his bicycle on busy city streets.

He doesn't like his job when it rains or snows.

 Circle the correct word. Copy the sentence.

Bob is a

---

Bob types letters on the

---

Bob  his job.

---

Noor is a

---

He delivers  to different offices.

---

 Answer the questions in complete sentences.

What is Bob's job?

---

Where does he work?

---


What is Noor's job?

---

Where does he deliver mail and letters?

---

types / desk / chairs / likes / papers / delivers / rides / letters
---

 Copy the words into the correct box.

<b>Actions</b>

<b>Things</b>

There	is are	a desk. two filing cabinets. a chair. many tables. two bicycles. a filing cabinet.
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 Make six sentences.

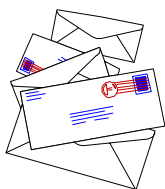
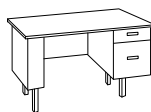
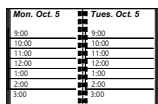
1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_
  5. \_\_\_\_\_
  6. \_\_\_\_\_
- \_\_\_\_\_

👁 Look at the flashcards.

✍ Write the words.



computer



✍ Circle the words.

t	h	e	h	e	l	l	o	s	u	n	d	a	y	e
h	a	p	p	y	s	e	a	m	s	b	i	e	s	s
n	o	t	t	e	l	e	p	h	o	n	e	i	n	g
d	e	s	k	h	a	t	b	a	c	k	p	a	c	k
n	o	w	b	i	c	y	c	l	e	o	n	n	e	r
s	a	f	i	l	i	n	g	c	a	b	i	n	e	t
s	h	o	p	j	l	e	t	t	e	r	s	e	e	r
a	p	p	o	i	n	t	m	e	n	t	b	o	o	k
c	o	m	p	u	t	e	r	m	o	n	d	a	y	r



Read the information in the boxes.



Write sentences.

Name:	Bob
Job:	secretary
Duties:	files papers types letters

Bob is a secretary.

He files papers and types letters.

Name:	Kai
Job:	cleaner
Duties:	cleans offices

Kai is

He

Name:	Noor
Job:	courier
Duties:	delivers mail and letters

Name:	Zahra
Job:	bank teller
Duties:	counts money uses a computer

Name:	Sue
Job:	receptionist
Duties:	makes appointments welcomes visitors

Listen. Write.

1.



— o — — — o — —

3.



— e — — — e — a — —

5.



— e — e — — — o — e

7.



— o — — — u — e —

9.



— i — — — i — —  
— a — — — i — e —

11.



— a — — — — a — —

2.



— a — — —

4.



— i — — — — — e

6.



— e — — — u — — — i — —  
— u — a — — —

8.



— o — u — — — i — e —

10.



— a — — —  
— e — — — — e —

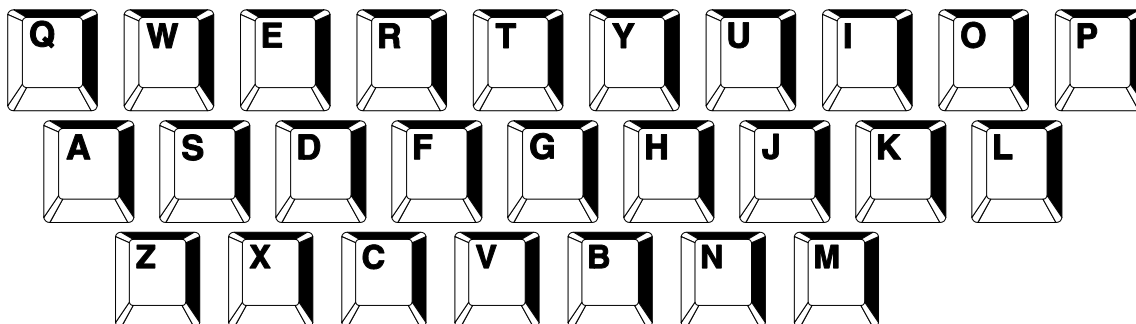
12.



— — — e — a — — — e —



 Listen.  Circle the letters.



 Write a word for each letter.

d _____	b _____
f _____	a _____
l _____	w _____
s _____	v _____
t _____	c _____
p _____	t _____
o _____	r _____
j _____	m _____

Sue is a receptionist.  
She answers the phone and makes appointments.  
She welcomes visitors.



Here is Sue's appointment book.

Thursday June 26			Friday June 27		
Time	Name	Phone	Time	Name	Phone
10:00			10:00		
10:30			10:30		
11:00			11:00		
11:30	<i>Mr. Brown</i>	<i>397-0000</i>	11:30		
2:00			2:00		
2:30			2:30		
3:00			3:00	<i>Ms. Akar</i>	<i>222-5150</i>
3:30			3:30		
4:00			4:00		

The appointment book is open at  
Thursday June 26 and \_\_\_\_\_.

Mr. Brown has an appointment on \_\_\_\_\_.

His appointment is at \_\_\_\_\_.

His phone number is \_\_\_\_\_.

Ms. Akar has an appointment on \_\_\_\_\_.

Her appointment is at \_\_\_\_\_.

Her phone number is \_\_\_\_\_.

Bob Smith has an appointment on June 30 at 11 a.m.  
Bob's phone number is 471-4821.

Ali Akar has an appointment at 3:00 p.m. on June 30.  
His phone number is 399-6077.

Sue Summer has an appointment on June 30 at 4:00 p.m.  
Her telephone number is 842-6079.

 Write the appointments into the book.

Monday June 30		
Time	name	phone
10:00		
10:30		
11:00		
11:30		
2:00		
2:30		
3:00		
3:30		
4:00		