

Lesson **A** *Listening*

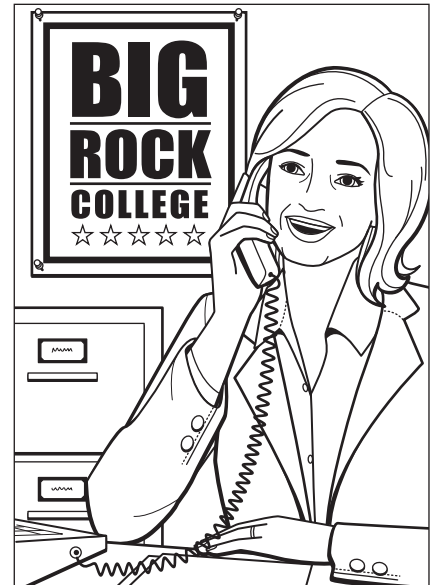
Name: _____

**A** Circle the answers.

- | | | |
|--|------------------|-----------------|
| 1. Leticia speaks two languages. She is ____ . | (a.) bilingual | b. motivated |
| 2. Hong wants to earn a lot of money. He needs a ____ job. | a. financial | b. high-paying |
| 3. Nassim wants to work in the tourism ____ . | a. career | b. industry |
| 4. A good English test score is one of the program ____ . | a. certificates | b. requirements |
| 5. The college offers ____ to students who need money. | a. financial aid | b. internships |
| 6. Fill out your application now. The ____ is tomorrow! | a. graduation | b. deadline |

B Complete the conversation.

You need to take three classes to get the certificate.
 Good morning. Can I help you?
 Yes, but you'll need to send it in right away. The deadline is next week.
 Which program are you interested in?
 Each class costs \$450.

A *Good morning. Can I help you?***B** Yes, I'd like some information about the course requirements for one of your programs.**A** Yes, of course. _____**B** Hospitality and Tourism.**A** _____**B** How much does it cost?**A** _____**B** Could you send me an application, please?**A** _____**B** OK. Thank you. Here is my address. . . .**C** What kind of program are you interested in? Why? Choose a program from the box or use your own idea.
Business Office Technology
Child Day Care
Medical Assistant

I'm interested in a _____ program because _____

_____ .

Lesson A **Listening**

Name: _____

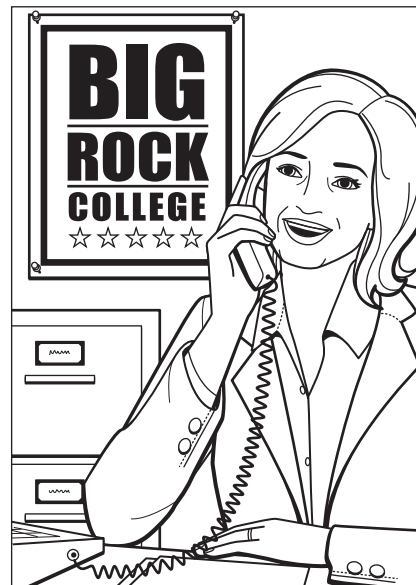
**A** Complete the sentences.

bilingual	deadline	financial aid	high-paying	industry	requirements
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1. Leticia speaks two languages. She is bilingual.
2. Hong wants to earn a lot of money. He needs a _____ job.
3. Nassim wants to work in the tourism _____.
4. A good English test score is one of the program _____.
5. The college offers _____ to students who need money.
6. Fill out your application now. The _____ is tomorrow!

B Number the sentences in the correct order to make a conversation.

- _____ Yes, of course. Which program are you interested in?
- 1 Good morning. Can I help you?
- _____ Yes, I'd like some information about the course requirements for one of your programs.
- _____ Each class costs \$450.
- _____ Yes, but you'll need to send it in right away. The deadline is next week.
- _____ Hospitality and Tourism.
- _____ You need to take three classes to get the certificate.
- _____ Could you send me an application, please?
- _____ OK. Thank you. Here is my address. . . .
- _____ How much does it cost?

**C** What kind of program are you interested in? Why? Choose a program from the box or use your own idea. Then write a question to ask about the program.

Business Office Technology	Child Day Care	Medical Assistant	Teacher's Aide
----------------------------	----------------	-------------------	----------------

I'm interested in a _____ program because _____.

Question: _____?

Lesson A **Listening**

Name: _____

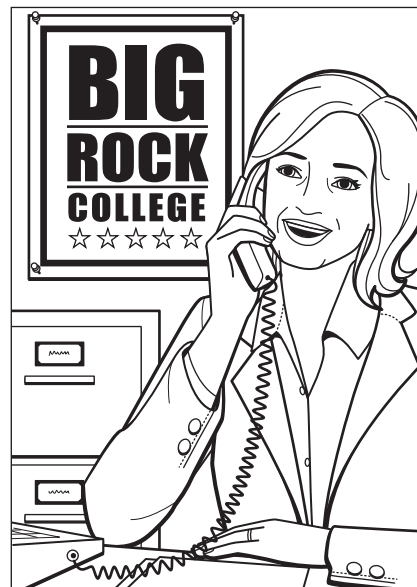
**A** Complete the sentences.

- Leticia speaks two languages. She is b i l i n g u a l .
- Hong wants to earn a lot of money. He needs a high-p _____ job.
- Nassim wants to work in the tourism i _____ .
- A good English test score is one of the program r _____ .
- The college offers financial a _____ to students who need money.
- Fill out your application now. The d _____ is tomorrow!

B Complete the sentences. Then number them in the correct order to make a conversation.

application	certificate	deadline	requirements
-------------	-------------	----------	--------------

- _____ Yes, of course. Which program are you interested in?
- 1 _____ Good morning. Can I help you?
- _____ Yes, I'd like some information about the course _____ for one of your programs.
- _____ Each class costs \$450.
- _____ Yes, but you'll need to send it in right away. The _____ is next week.
- _____ Hospitality and Tourism.
- _____ You need to take three classes to get the _____ .
- _____ Could you send me an _____ , please?
- _____ OK. Thank you. Here is my address. . . .
- _____ How much does it cost?

**C** What kind of program are you interested in? Why? Choose a program from the box or use your own idea. Then write questions to ask about the program.

Business Office Technology	Child Day Care	Medical Assistant	Teacher's Aide
----------------------------	----------------	-------------------	----------------

I'm interested in a _____ program because _____

Question 1: _____

Question 2: _____

**A** Rewrite the sentences. Use the present passive.

1. The college provides free computer classes in the summer.

Free computer classes are provided in the summer .

2. They hold the placement test in the library.

The placement test is _____ .

3. Do they offer English classes, too?

Are English classes _____ ?

4. What kind of experience do you need?

What kind of experience is _____ ?

5. Do they provide a certificate at the end?

Is a certificate _____ ?

6. What kind of forms do they require?

What kind of forms are _____ ?

B Correct the mistake in each sentence. Each mistake is underlined.

1. Business classes ^{are} ~~is~~ offered on Tuesdays and Thursdays.

2. A placement test _____ held on the first day of class.

3. Where the admissions office is located?

4. Is financial aid offer by the college?

5. Registration are required before March 15.

6. What kind of career advice is they provided?

C Internet task: Go on the Internet. Find the Web site of a school or college near you. If you do not have access to the Internet, look for an ad in a local newspaper, magazine, or telephone directory. Write the information.

1. What is the school or college called? _____

2. Where is it located? _____

**A** Rewrite the sentences. Use the present passive.

1. The college provides free computer classes in the summer.

Free computer classes are provided in the summer .

2. They hold the placement test in the library.

The placement test _____ .

3. Do they offer English classes, too?

_____ English classes _____ ?

4. What kind of experience do you need?

What kind of experience _____ ?

5. Do they provide a certificate at the end?

_____ a certificate _____ ?

6. What kind of forms do they require?

What kind of forms _____ ?

B Correct the mistake in each sentence. Use the hint to help you.

1. Business classes ^{are} ~~is~~ offered on Tuesdays and Thursdays. (verb)

2. A placement test held on the first day of class. (verb)

3. Where the admissions office is located? (word order)

4. Is financial aid offer by the college? (verb)

5. Registration are required before March 15. (verb)

6. What kind of career advice is they provided? (extra word)

C Internet task: Go on the Internet. Find the Web site of a school or college near you. If you do not have access to the Internet, look for an ad in a local newspaper, magazine, or telephone directory. Write the information.

1. What is the school or college called? _____

2. Where is it located? _____

3. What are some programs offered? _____

**A** Rewrite the sentences. Use the present passive.

1. The college provides free computer classes in the summer.

Free computer classes are provided in the summer.

2. They hold the placement test in the library.

3. Do they offer English classes, too?

4. What kind of experience do you need?

5. Do they provide a certificate at the end?

6. What kind of forms do they require?

B Correct the mistake in each sentence.

1. Business classes ^{are} ~~is~~ offered on Tuesdays and Thursdays.

2. A placement test held on the first day of class.

3. Where the admissions office is located?

4. Is financial aid offer by the college?

5. Registration are required before March 15.

6. What kind of career advice is they provided?

C Internet task: Go on the Internet. Find the Web site of a school or college near you. If you do not have access to the Internet, look for an ad in a local newspaper, magazine, or telephone directory. Write the information.

1. What is the school or college called? _____

2. Where is it located? _____

3. What are some programs offered? _____

4. Other information: _____


A Rewrite the sentences. Use the present passive with infinitives.

1. We require students to buy a textbook.

Students are required to buy a textbook .

2. We expect students to attend all the classes.

Students are _____ .

3. We advise students to register early.

Students are _____ .

4. We tell students to meet with a tutor once a week.

Students are _____ .

5. We encourage students to hand in their homework on time.

Students are _____ .

6. We allow students to transfer credits from another program.

Students are _____ .

B Complete the questions.

1. Are all students expected to take a placement test?
(expect / take)

2. Is the college _____ a test score?
(require / provide)

3. Are students _____ homework by e-mail?
(encourage / send)

4. Am I _____ credits for work-experience programs?
(allow / earn)

5. Are students _____ with a counselor?
(advise / speak)

6. Is the teacher _____ advice about study problems?
(expect / give)

C Write two questions a new student could ask at your school or college.

attend an orientation session

hand in homework

take a placement test

Example: Are students required to take a placement test ?

1. Are students required to _____ ?

2. Are students encouraged to _____ ?



A Rewrite the sentences. Use the present passive with infinitives.

1. We require students to buy a textbook.

Students are required to buy a textbook .

2. We expect students to attend all the classes.

Students _____ .

3. We advise students to register early.

Students _____ .

4. We tell students to meet with a tutor once a week.

Students _____ .

5. We encourage students to hand in their homework on time.

Students _____ .

6. We allow students to transfer credits from another program.

Students _____ .

B Underline the correct verb and complete the questions.

1. Are / Is all students expected to take a placement test?
(expect / take)

2. Are / Is the college _____ a test score?
(require / provide)

3. Are / Is students _____ homework by e-mail?
(encourage / send)

4. Am / Are I _____ credits for work-experience programs?
(allow / earn)

5. Are / Is students _____ with a counselor?
(advise / speak)

6. Are / Is the teacher _____ advice about study problems?
(expect / give)

C Write three questions a new student could ask at your school or college.

homework an orientation session a placement test registration fees

Example: Are students required to take a placement test ?

1. Are students required to _____ ?

2. Are students encouraged to _____ ?

3. Are students expected to _____ ?



A Complete the sentences. Then rewrite them using the present passive with infinitives.

1. We require students to buy a textbook.

Students are required to buy a textbook.

2. We expect students to _____ all the classes.

3. We advise students to _____ early.

4. We tell students to _____ with a tutor once a week.

5. We encourage students to _____ their homework on time.

6. We allow students to _____ credits from another program.

B Complete the questions.

1. Are all students expected to take a placement test?
(expect / take)

2. _____ the college _____ a test score?
(require / provide)

3. _____ students _____ homework by e-mail?
(encourage / send)

4. _____ I _____ credits for work-experience programs?
(allow / earn)

5. _____ students _____ with a counselor?
(advise / speak)

6. _____ the teacher _____ advice about study problems?
(expect / give)

C Write four questions a new student could ask at your school or college.

a counselor homework an orientation session a placement test registration fees

Example: Are students required to take a placement test ?

1. Are students _____ ?

2. Are students _____ ?

3. Are students _____ ?

4. Are students _____ ?

**A** Scan the article. Find and circle:

- a. the names of two people b. the names of four places c. three dates

Fulfilling Their Dream

In 1990, Ivana graduated from Kiev University in the Ukraine with a degree in science. She married her husband, Vacek, soon after graduation. Ivana taught classes at the university, and Vacek worked as a programmer for a small computer company. After their son was born, Ivana couldn't teach anymore, and they couldn't earn enough to live. Their parents and brothers and sisters were all unemployed and couldn't help them.

Ivana and Vacek decided to move to the United States to find better jobs. They studied hard to learn English and improve their computer skills. They studied immigration rules and filled out all the forms. They chose Chicago, Illinois, because there are a lot of computer companies there. They were determined to start a new life in the United States, but they were sad to leave their family and friends.

In 1992, Ivana and Vacek moved to the United States. Ivana's first job was in a delivery company as a junior clerk. She was told to organize the mail and the paperwork. The job was easy, and she worked quickly and cheerfully. Further education and training were provided and paid for by her company. In 1994, she was offered a job as a manager, and they moved to Houston, Texas.

Today Ivana and Vacek own a house. Vacek has his own Internet company, and their son is studying to be an engineer. In their free time, they offer free computer classes to other immigrants. They feel fortunate to live in the United States and want to help others fulfill their dreams, too.

B Read the article. Circle the answers.

- Where are Ivana and Vacek from?
 (a.) The Ukraine. b. Kiev University.
- What did Ivana do before she came to the United States?
 a. She was a scientist. b. She was a teacher.
- Why did Ivana and Vacek decide to come to the United States?
 a. They needed more money. b. They had many friends.
- Why did Ivana and Vacek move to Houston?
 a. Ivana got a better job. b. Their son went to college.

C Do you think it is difficult or easy for immigrants to fulfill their dreams in the United States? Why? Complete the sentence.

It is _____ because _____ .

**A** Scan the article. Find and circle:

- a. the names of two people b. the names of four places c. three dates d. four jobs

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Today Ivana and Vacek own a house. Vacek has his own Internet company, and their son is studying to be an engineer. In their free time, they offer free computer classes to other immigrants. They feel fortunate to live in the United States and want to help others fulfill their dreams, too.

B Read the article. Circle the answers.

- Where are Ivana and Vacek from?
 (a.) The Ukraine. b. Kiev University. c. Houston.
- What did Ivana do before she came to the United States?
 a. She was a scientist. b. She was a teacher. c. She was a computer programmer.
- Why did Ivana and Vacek decide to come to the United States?
 a. They needed more money. b. They had many friends. c. Their son was born.
- Why did Ivana and Vacek move to Houston?
 a. Ivana got a better job. b. Their son went to college. c. They bought a house.

C Do you think it is difficult or easy for immigrants to fulfill their dreams in the United States? Why? Complete one of the sentences.

It is difficult because _____.

It is easy because _____.

**A** Scan the article. Find and circle:

- a. people b. places c. dates d. jobs

Fulfilling Their Dream

In 1990, Ivana graduated from Kiev University in the Ukraine with a degree in science. She married her husband, Vacek, soon after graduation. Ivana taught classes at the university, and Vacek worked as a programmer for a small computer company. After their son was born, Ivana couldn't teach anymore, and they couldn't earn enough to live. Their parents and brothers and sisters were all unemployed and couldn't help them.

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Today Ivana and Vacek own a house. Vacek has his own Internet company, and their son is studying to be an engineer. In their free time, they offer free computer classes to other immigrants. They feel fortunate to live in the United States and want to help others fulfill their dreams, too.

B Read the article. Read the answers. Write questions.

1. **A** Where are Ivana and Vacek from?

B Ivana and Vacek are from the Ukraine.

2. **A** _____

B She was a teacher before she came to the United States.

3. **A** _____

B Ivana and Vacek decided to come to the United States because they needed more money.

4. **A** _____

B Ivana and Vacek moved to Houston because Ivana got a better job.

C Do you think it is difficult or easy for immigrants to fulfill their dreams in the United States? Why?



A Read the paragraph. Match the questions with the answers.

My Brother's Success Story

My brother, Sandy, is the most successful person I know. He is a musician. He writes music and has made two CDs. However, he had many obstacles on his road to success. When he was at school, he did not have enough money for music lessons. He worked in part-time jobs at night and on the weekend. He saved every penny to pay for clarinet lessons. Our parents did not encourage him to study music because they did not think he could be successful. His friends told him that it was a waste of time. They didn't believe in him. But Sandy believed that he could be a success. He practiced every day and passed his music exams. Then he was offered a scholarship to a music school. It took him five years, but he finally graduated. Now he plays clarinet in an orchestra. He had a dream and he never gave up!

- | | |
|---|---|
| 1. What was Sandy's dream? <u>e</u> | a. Because he had a dream and he never gave up. |
| 2. What three obstacles to success did Sandy have? <u>g</u> , <u>f</u> , <u>h</u> | b. He didn't have enough money for music lessons. |
| 3. What did he do to overcome these obstacles? <u>d</u> , <u>c</u> , <u>a</u> | c. He practiced every day. |
| 4. Why was Sandy successful? <u>a</u> | d. He saved money for music lessons. |
| | e. He wanted to be a musician. |
| | f. His friends didn't believe in him. |
| | g. His parents didn't encourage him. |
| | h. He earned a scholarship to music school. |

B Circle O for obstacle or S for success.

- | | | |
|--|---|-----|
| 1. Dave saved money for a new car. | O | (S) |
| 2. Sofia passed all her exams. | O | S |
| 3. Sam wasn't encouraged to study. | O | S |
| 4. Luisa won a dance contest. | O | S |
| 5. Osman graduated from business school. | O | S |
| 6. Zhu wasn't offered a scholarship. | O | S |



A Read the paragraph. Answer the questions.

My Brother's Success Story

My brother, Sandy, is the most successful person I know. He is a musician. He writes music and has made two CDs. However, he had many obstacles on his road to success. When he was at school, he did not have enough money for music lessons. He worked in part-time jobs at night and on the weekend. He saved every penny to pay for clarinet lessons. Our parents did not encourage him to study music because they did not think he could be successful. His friends told him that it was a waste of time. They didn't believe in him. But Sandy believed that he could be a success. He practiced every day and passed his music exams. Then he was offered a scholarship to a music school. It took him five years, but he finally graduated. Now he plays clarinet in an orchestra. He had a dream and he never gave up!

1. What was Sandy's dream?

He wanted to be a musician.

2. What three obstacles to success did Sandy have?

He didn't have _____ for music lessons.

His parents didn't _____ him.

His friends didn't _____ in him.

3. What did he do to overcome these obstacles?

He saved _____ for music lessons.

He _____ every day.

He earned a _____ to music school.

4. Why was Sandy successful?

Because he had _____ and he _____.

B Complete the sentences. Circle O for obstacle or S for success.

- | | | |
|--|---|-----|
| 1. Dave saved / was saved money for a new car. | O | (S) |
| 2. Sofia passed / was passed all her exams. | O | S |
| 3. Sam didn't / wasn't encouraged to study. | O | S |
| 4. Luisa won / was won a dance contest. | O | S |
| 5. Osman graduated / was graduated from business school. | O | S |
| 6. Zhu didn't / wasn't offered a scholarship. | O | S |



A Read the paragraph. Answer the questions.

My Brother's Success Story

My brother, Sandy, is the most successful person I know. He is a musician. He writes music and has made two CDs. However, he had many obstacles on his road to success. When he was at school, he did not have enough money for music lessons. He worked in part-time jobs at night and on the weekend. He saved every penny to pay for clarinet lessons. Our parents did not encourage him to study music because they did not think he could be successful. His friends told him that it was a waste of time. They didn't believe in him. But Sandy believed that he could be a success. He practiced every day and passed his music exams. Then he was offered a scholarship to a music school. It took him five years, but he finally graduated. Now he plays clarinet in an orchestra. He had a dream and he never gave up!

1. What was Sandy's dream?

He wanted to be a musician .

2. What three obstacles to success did Sandy have?

He didn't have _____ . His parents didn't _____ . His friends didn't _____ .

3. What did he do to overcome these obstacles?

He saved _____ . He practiced _____ . He earned a _____ .

4. Why was Sandy successful?

Because he had _____ .

B Complete the sentences. Then circle O for obstacle or S for success.

encouraged	graduated	offered	passed	saved	won
------------	-----------	---------	--------	-------	-----

- | | | |
|---|---|-----|
| 1. Dave <u>saved</u> money for a new car. | O | (S) |
| 2. Sofia _____ all her exams. | O | S |
| 3. Sam wasn't _____ to study. | O | S |
| 4. Luisa _____ a dance contest. | O | S |
| 5. Osman _____ from business school. | O | S |
| 6. Zhu wasn't _____ a scholarship. | O | S |



A Read the notice. Circle the answers to complete the sentences.

New classes at North College this semester

• Auto Mechanics • Food Service • Nursing • Office Systems • Retail

Classes are ¹_____ at all locations. The admissions office is ²_____ in the Main Building.

Registration is ³_____ before May 15. The placement test is ⁴_____ in the library building

on May 18. Students are ⁵_____ to meet with a counselor before they apply.

Apply now!



1. a. located **(b.) offered**
2. a. allowed b. located
3. a. required b. provided
4. a. held b. required
5. a. offered b. encouraged

B Read the rules. Complete the sentences.

Rules on the Commuter Train

1. No feet on the seats.
2. Talk quietly on your cell phone.
3. Keep conversations low.
4. No smoking on the train.
5. Do not leave garbage on the train.

1. You're **supposed to** / **(not supposed to)** leave garbage on the train.
2. You're **supposed to** / **not supposed to** keep your conversations low.
3. You're **supposed to** / **not supposed to** talk quietly on your cell phone.
4. You're **supposed to** / **not supposed to** smoke on the train.
5. You're **supposed to** / **not supposed to** put your feet on the seats.



A Read the notice. Circle the answers to complete the sentences.

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• Auto Mechanics • Food Service • Nursing • Office Systems • Retail

Classes are _____ at all locations. The admissions office is _____ in the Main Building.

Registration is _____ before May 15. The placement test is _____ in the library building on May 18. Students are _____ to meet with a counselor before they apply.

Apply now!



1. a. located **b. offered** c. provided
2. a. allowed b. located c. advised
3. a. required b. provided c. located
4. a. held b. required c. allowed
5. a. offered b. encouraged c. provided

B Read the rules. Complete the sentences. Use *be supposed to* or *not be supposed to*.

Rules on the Commuter Train

1. No feet on the seats.
2. Talk quietly on your cell phone.
3. Keep conversations low.
4. No smoking on the train.
5. Do not leave garbage on the train.

1. You're not supposed to leave garbage on the train.
2. You _____ keep your conversations low.
3. You _____ talk quietly on your cell phone.
4. You _____ smoke on the train.
5. You _____ put your feet on the seats.



A Read the notice. Complete the sentences.


encouraged held located offered required

New classes at North College this semester

• Auto Mechanics • Food Service • Nursing • Office Systems • Retail

Classes are offered¹ at all locations. The admissions office is located² in the Main Building. Registration is required³ before May 15. The placement test is given⁴ in the library building on May 18. Students are advised⁵ to meet with a counselor before they apply.

Apply now!



B Read the rules. What are you supposed to do and not supposed to do? Write sentences.

Rules on the Commuter Train

1. No feet on the seats.
2. Talk quietly on your cell phone.
3. Keep conversations low.
4. No smoking on the train.
5. Do not leave garbage on the train.

1. (garbage) *You're not supposed to leave garbage on the train.*
2. (conversations) _____
3. (cell phone) _____
4. (smoke) _____
5. (feet on the seats) _____