



en-abilities

Enabling inclusive education through technology

B1. UNIT 8. – JOBS

Vocabulary:

- Jobs.

Grammar:

- Reported speech.



8.1. Match the words to their definitions. Look at the first example.

a librarian	a firefighter	a nurse
a nanny	a salesman	a hair stylist

1. A person who travels a lot, meets clients and tries to sell the products of a company. A salesman
2. A person who looks after a family's children and is expected to be responsible, competent and kind. _____.
3. A person who works in a library and usually collects, organises and lends books, films and audio files. _____.
4. A person who protects and rescues people from fire and emergencies. _____.
5. A person who works in a hospital, looking after the patients and administering medication. _____.
6. A person who specialises in the fashioning and treatment of hair, for example cleaning and cutting hair, offering hair care consultations and recommending hair styling products. _____.



8.2. Read and listen the text. Then select the correct answer.

We are searching for an experienced Auto Mechanic to help our clients resolve issues with vehicle performance and appearance. The candidate is expected to speak to clients about the performance and history of their vehicles, inspect mechanical and electronic components, diagnose issues, discuss possible resolutions with clients and carry on the necessary repairs. Other responsibilities include performing test drives, inspections, and other diagnostic tests on vehicles to identify where problems exist and determine which parts need to be repaired or replaced. High School Diploma or equivalent is required and previous experience is generally preferred. If you have the relevant experience and are reliable, honest and motivated, please e-mail us your CV (Curriculum Vitae).

1. An Auto Mechanic diagnoses and repairs the mechanical and electrical components of vehicles.
 True False
2. An Auto Mechanic does not perform test drivers, inspections, and other diagnostic tests.
 True False
3. An Auto Mechanic listens to clients to learn more about vehicle history and discusses possible solutions with them.
 True False
4. Previous experience ensures better chances for the job.
 True False
5. The candidate is expected to be self-motivated and reliable.
 True False
6. The candidate applies for the job by phoning the company.
 True False



8.3. Match the word to the blank space. Look at the first example.

1. When you are hired by a company it means that you are officially accepted as its _____.
 - employee
 - employer
 - supervisor

2. The company becomes your employer, while the other employees are your colleagues or _____.
 - employers
 - co-workers
 - bosses

3. You can take a full-time job (which means you work around 40 hours per week) or a _____ job (which means your work less than 30 hours per week).
 - periodical
 - non-standard
 - part-time





4. If you work extra hours in addition to your normal load it means that you work _____.
- overtime
 - less time
 - partial time
5. Some companies encourage _____, which means that their employees can work from home rather than in an office.
- work station
 - homeworking
 - commuting
6. As an employee of the company you _____ a salary, which means the money you receive regularly for your work.
- win
 - play
 - earn



8.4. Grammar. Reported Speech.

Look at these examples:

- “I am a computer programmer,” said Mike.
- “I work in a beauty parlour,” said Emma.
- Mike said he was a computer programmer.
- Emma said she worked in a beauty parlour.

When we report someone’s words, we can do it in two ways:

1. Use direct speech with quotation marks (“I am a computer programmer”; “I work in a beauty parlour”).
2. Use reported speech (Mike said he was a computer programmer. Emma said she worked in a beauty parlour).



8.5. Grammar. Reported Speech: tense changes.

We often have to change the verb form when we use reported speech:

DIRECT SPEECH	REPORTED SPEECH
Present	Past
“I usually work from home,” said Tom. “We are working on a new project,” they said.	Tom said that he usually worked from home. They said they were working on a new project.
Present Perfect	Past Perfect
“My parents have sold the house,” said Tina.	Tina said her parents had sold the house.
Past	Past Perfect
“The company phoned me yesterday,” said Mike.	Mike said the company had phoned him the day before.
Will	Would
“I will visit the manager soon,” said Maria.	Maria said she would visit the manager soon.
Can	Could
“I can hear you very well,” grandma said.	Grandma said she could hear me very well.
May	Might
“I may visit London next week,” Pierre said.	Pierre said he might visit London the following week.



8.6. Select the correct answer.

Example:

- "My mother was a pianist", June said.

June said that her mother **had been** a pianist.

1. "Mary has passed her driving test", Mike said.

Mike said that Mary _____ her driving test.

has passed

had passed

2. "I'm thinking of taking a holiday", my friend said.

My friend said that he _____ of taking a holiday.

thinks

was thinking

3. "I didn't go to the interview because I wasn't prepared for it", Tom confessed.

Tom confessed he _____ to the interview because he hadn't been prepared for it.

hadn't gone

doesn't go





4. "Can you come tomorrow to discuss the details of the new job", the manager asked Mike.

The manager asked Mike if he _____ the next day to discuss the details of the new job.

could come

will come

5. "I have a lot of work this week", my daughter said.

My daughter said that she _____ a lot of work that week.

will have

had

6. "I may call on you next week", our friends said.

Our friends said they _____ call on us the following week.

might

will



8.7. Grammar. Reported Speech: other changes.

We often have to change other words apart from the verb tense:

Pronouns

Direct Speech	Reported Speech
I	he / she
you	I / me / they / them
we	they
us	them
my	his / her
your	my / their

Time and place

Direct Speech	Reported Speech
here	there
now	then / at that moment
tomorrow	the next day
today	that day
next week / month	the following week / month
yesterday	the night before
last week / month	the week / month before
ago	before

8.8. Match the word to the blank space.

his	their	her	they	she	he
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Example:

- "I want to study in England," Diana said.
Diana said she wanted to study in England.
- 1. "I want to move to a bigger city," Jane said.
Jane said _____ wanted to move to a bigger city.
- 2. "We've advertised the job in the newspaper," the manager said.
The manager said _____ advertised the job in the newspaper.
- 3. "I haven't visited my parents in a long time," Pierre said.
Pierre said he hadn't visited _____ parents in a long time.
- 4. "I start work at six in the morning," said the mechanic.
The mechanic said _____ started work at six in the morning.
- 5. "Our co-workers come in with the second shift," said the employees.
The employees said _____ co-workers come in with the second shift.
- 6. "My working hours are flexible," acknowledged Sue.
Sue acknowledged that _____ working hours were flexible.



8.9. Select the correct answer.

1. "I'll phone you tomorrow!"

She said she'd phone them _____.

tomorrow

the next day

2. "We travelled to Spain last summer!"

They said they had travelled to Spain _____.

the summer before

last summer

3. "We are expecting guests tonight!"

They said they were expecting guests _____.

tonight

that night

4. "I can't see any prospects of advancement at this moment!"

He said he couldn't see any prospects of advancement
_____.

at that moment

at this moment

5. "I had a job interview yesterday."

He said he had had a job interview _____.

the day before

yesterday

6. "We moved into the neighbourhood two years ago".

They said they had moved into the neighbourhood two years
_____.

ago

before



8.10. Remember. Reported Speech.

To report what somebody else said, we use reported speech. When the reporting verb is in the past, we make the following tense changes:

Original tense	Changed to
Present	Past
Present perfect	Past perfect
Past	Past perfect
Present form of modal	Past form of modal

We often have to change other words apart from the verb form:

Pronouns and demonstratives		Time and place	
I	he/she	here	there
you	I/me/they/them	now	then
we	they	tomorrow	the next day
us	them	tonight	that night
my	his/her	next week/year	the following week/year
your	my/their	yesterday	the day before
this	that	last week/year	the week/year before
these	those	ago	before

Also note that:

- we don't make tense changes when the reporting verb is in the present.
 - "I want to buy a new house."
 - John says he wants to buy a new house.
- we don't change the past perfect.
- we don't change past forms of modals (would, should, could, might).



CORRECT ANSWERS



8.1. Match the words to their definitions. Look at the first example.

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a nanny	a salesman	a hair stylist

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2. A person who looks after a family's children and is expected to be responsible, competent and kind. A nanny.
3. A person who works in a library and usually collects, organises and lends books, films and audio files. A librarian.
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 True False. An Auto Mechanic perform test drivers, inspections and other diagnostic test.

3. An Auto Mechanic listens to clients to learn more about vehicle history and discusses possible solutions with them.
 True False

4. Previous experience ensures better chances for the job.
 True False

5. The candidate is expected to be self-motivated and reliable.
 True False

6. The candidate applies for the job by phoning the company.
 True False. The candidate applies for the job by e-mail.



8.3. Match the word to the blank space. Look at the first example.

1. When you are hired by a company it means that you are officially accepted as its _____.
 employee
 employer
 supervisor
2. The company becomes your employer, while the other employees are your colleagues or _____.
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4. If you work extra hours in addition to your normal load it means that you work _____.

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5. Some companies encourage _____, which means that their employees can work from home rather than in an office.

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The manager said they advertised the job in the newspaper.
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The mechanic said he started work at six in the morning.
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Sue acknowledged that her working hours were flexible.



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