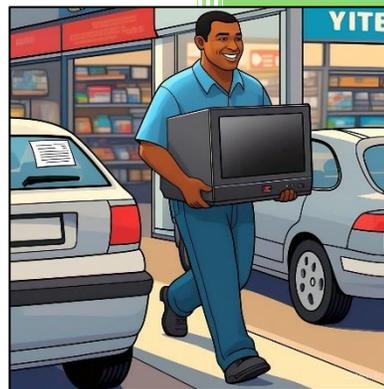


2025

# English for Work – Learner Workbook



**Volume 2**

Literacy Link of  
Eastern Ontario



## Contents

<b>Lesson 1: Common Words in a Bakery</b> .....	1
<b>Word List</b> .....	1
<b>Practice Pronouncing (Saying) These Words</b> .....	1
<b>Digital Skills Activity</b> .....	3
<b>Writing Practice</b> .....	3
<b>Fill in the Blanks</b> .....	5
<b>Real World Examples</b> .....	7
<b>Scenario 1: Preparing an Order</b> .....	7
<b>Scenario 2: Getting Ready for Delivery</b> .....	7
<b>Past Tense Verbs</b> .....	8
<b>Delivery Note Example</b> .....	8
<b>Delivery Note Questions</b> .....	9
Wordsearch Activity .....	10
<b>Build a Sentence</b> .....	11
<b>Lesson 2: Common Workplace Verbs</b> .....	12
Word List .....	12
Practice Pronouncing (Saying) These Words .....	12
Words in Images .....	12
Digital Skills Activity .....	14
Writing Practice .....	15
Definitions and Examples .....	17
<b>Fill in the Blanks (With Past Tense Verbs)</b> .....	17
Answer the Questions .....	19
Lesson: Changing "Y" to "I" in Past Tense Verbs .....	20
<b>Examples:</b> .....	20
<b>Important Rule to Remember:</b> .....	20
Sentence Builders (Jumbled Sentence) .....	21
Word Scramble .....	22

Match the Word to the Meaning.....	22
Workplace Story: Fill in the Blanks.....	22
<b>Lesson 3: Office Jobs – Nouns and Verbs</b> .....	<b>24</b>
Words in Images .....	24
Digital Skills Activity .....	25
Writing Practice .....	26
Definitions and Examples .....	27
Fill in the Blanks (With Past Tense Verbs - add “ed”) .....	27
Real World Conversations.....	28
Answer the Questions.....	29
Grammar: Changing “Y” to “I” in Past Tense Verbs.....	29
Sentence Builder (Jumbled Sentences) .....	30
Word Scramble .....	30
Match the Word to the Meaning.....	31
Workplace Story: Fill in the Blanks.....	31
Wordsearch Activity .....	32
Write a Sentence .....	33
<b>Lesson 4: Cleaning Industry Verbs</b> .....	<b>34</b>
Word List .....	34
Words in Images .....	34
Digital Skills Activity .....	36
Writing Practice .....	36
Definitions and Examples .....	38
Fill in the Blanks (With Past Tense Verbs) .....	38
Real World Examples (Short Workplace Dialogues) .....	39
Answer the Questions.....	40
Lesson: Changing "Y" to "I" in Past Tense Verbs.....	40
Sentence Builder (Jumbled Sentences) .....	41
Word Descrambler.....	41

Match the Word to the Meaning.....	42
Workplace Story: Fill in the Blanks.....	43
Wordsearch .....	44
<b>Lesson 5: Important Construction Words.....</b>	<b>45</b>
Part A: Construction Tools and Materials .....	45
Word List – Nouns .....	45
Words in Images .....	45
Digital Skills Activity .....	46
Writing Practice .....	46
Definitions and Examples .....	48
Discussion Question.....	48
Fill in the Blanks – Construction Nouns .....	49
Part B: Verbs – Construction Actions and Subject-Verb Agreement.....	49
Word List – Verbs .....	49
Words in Images .....	50
Digital Skills Activity .....	51
Writing Practice .....	51
Definitions and Examples .....	53
Subject-Verb Agreement .....	53
Fill in the Blanks – Subject-Verb Agreement .....	54
Real-World Example .....	55
Workplace Conversations .....	55
Answer the Questions.....	55
Build a Sentence.....	56
Write a Sentence with the Words in Brackets ( ) .....	56
<b>Lesson 6: Common Workplace Prepositions .....</b>	<b>57</b>
Word List .....	57
Words in Images .....	57
Writing Practice .....	59

Digital Skills Activity .....	60
Definitions and Examples .....	60
Fill in the Blanks.....	61
Real-World Example .....	61
Workplace Conversations .....	61
Answer the Questions.....	62
Talking Activity .....	62
Practice Activity .....	63
Fill in the blank .....	63
Wordsearch .....	64
Practice Sentences .....	64
<b>Lesson 7: Words for Job Interviews – Part A .....</b>	<b>65</b>
Word List .....	65
Words in Images .....	65
Digital Skills Activity .....	66
Definitions and Examples .....	67
Fill in the Blanks.....	67
Talking Activity .....	70
Word Scramble .....	71
Practice Sentences .....	71
Writing Practice .....	71
<b>Words for Job Interviews – Part B .....</b>	<b>72</b>
Word List .....	72
Words in Images .....	72
Digital Skills Activity .....	73
Rewrite Each Sentence .....	74
Filling Out a Form.....	79
<b>Module 8 - Health Care and Support Verbs.....</b>	<b>80</b>
Word List .....	80

Words in Images .....	80
Writing Practice .....	81
Digital Skills Activity .....	81
Definitions and Examples .....	82
Fill in the Blanks.....	82
Real-World Example .....	83
Workplace Conversation.....	84
Answer the Questions.....	84
Word Scramble.....	85
Practice Sentences.....	85
Jumbled Sentences Activity .....	86
Articles in English: Using A, An, The, or NO Article.....	87
<b>Fill in the blank with A or AN</b> .....	87
<b>Fill in the blank with A, AN, or THE.</b> .....	88
<b>Fill in the blank with A, AN, THE, or Ø (leave blank)</b> .....	89
<b>Find the Countable Noun in the Sentence</b> .....	89
<b>Article Review</b> .....	90
<b>Lesson 9: Words for Canadian Road Signs</b> .....	91
Word List .....	91
Words in Images .....	91
Digital Skills Activity .....	92
Definitions and Examples .....	92
Fill in the Blanks.....	93
Real-World Example .....	93
Workplace Conversations .....	94
Answer the Questions.....	95
Talking Activity .....	96
Word Scramble.....	96
List the Signs .....	97

<b>Lesson 10: Common Truck and Delivery Driver Words</b> .....	98
Word List .....	98
Words in Images .....	98
Digital Skills Activity .....	99
Definitions and Examples .....	99
Writing Practice .....	100
Fill in the Blanks.....	100
Real-World Example .....	101
Answer the Questions.....	102
Talking Activity .....	103
Make Sentences .....	103
Past Tense Verbs.....	103
Articles Review (A, An, The, or No Article) .....	104
<b>Lesson 11: Common Landscaping and Gardening Words</b> .....	105
Word List .....	105
Words in Images .....	105
Writing Activity.....	106
Digital Skills Activity .....	106
Definitions and Examples .....	107
Fill in the Blanks.....	108
Real-World Example .....	108
Workplace Conversations .....	108
Answer the Questions.....	109
Talking Activity .....	110
Make Sentences .....	110
Past Tense Verbs.....	110
Preposition Practice.....	111
<b>Module Review Questions</b> .....	112

## Lesson 1: Common Words in a Bakery

### Word List

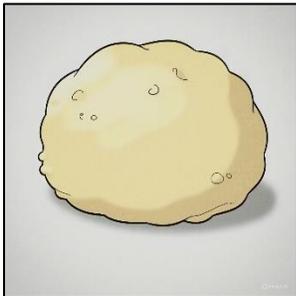


- Dough
- Oven
- Tray
- Mixer
- Timer
- Ingredients
- Label
- Delivery



### Practice Pronouncing (Saying) These Words

### Words in Images



Dough



Oven



Tray



Mixer



Timer



Ingredients



Label



## Delivery

### Digital Skills Activity



Use Google Translate, a phone app, or a dictionary to look up each word in your first language.

### Write the translation:

- Dough – \_\_\_\_\_
- Oven – \_\_\_\_\_
- Tray – \_\_\_\_\_
- Mixer – \_\_\_\_\_
- Timer – \_\_\_\_\_
- Ingredients – \_\_\_\_\_
- Label – \_\_\_\_\_
- Delivery – \_\_\_\_\_

### Writing Practice



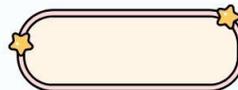
Write each word three times to practice spelling on the next page.

# BAKERY WORD LIST

Write each word three times



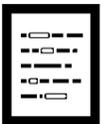
Words	Write 3 times
Dough	
Oven	
Tray	
Mixer	
Timer	
Ingredients	
Label	
Delivery	





### Definitions and Examples

Word	Definition	Example
Dough	A soft mixture used to make bread or buns	I mixed the dough for the bread.
Oven	A machine used to bake items	The buns are baking in the oven.
Tray	A flat surface used to hold baked goods	Put the cookies on the tray.
Mixer	A machine used to mix ingredients	Use the mixer for the dough.
Timer	A tool that tells you when baking is done	Set the timer for 20 minutes.
Ingredients	Items used to make dough or batter	We added all the ingredients to the bowl.
Label	A sticker or tag that gives information	She put a label on each box.
Delivery	Taking baked items to a store or customer	The van left for delivery.



### Fill in the Blanks



1. I used the \_\_\_\_\_ to mix the dough.



2. The buns are in the \_\_\_\_\_ baking now.



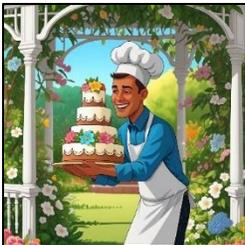
3. We put the bread on a \_\_\_\_\_ to cool.



4. I set the \_\_\_\_\_ for 15 minutes.



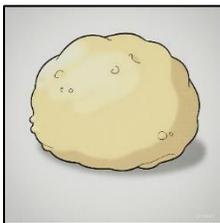
5. Each package needs a \_\_\_\_\_ with the date.



6. The van left for \_\_\_\_\_ this morning.



7. The baker measured the \_\_\_\_\_ carefully.



8. We rolled the \_\_\_\_\_ for the cookies.

**Real World Examples****Scenario 1: Preparing an Order**

**Supervisor:** “Did you add the ingredients?”

**Worker:** “Yes. The dough is ready for the mixer.”

**Supervisor:** “Great. Put it in the oven when the timer goes off.”

**Scenario 2: Getting Ready for Delivery**

**Worker:** “I labelled the trays and packed them in boxes.”

**Driver:** “Good. I will load them for delivery.”

**Worker:** “The van is ready outside.”

**Answer the Questions**

1. What tool mixes ingredients?
  - a) Oven
  - b) Mixer
  - c) Timer
2. What do you do before baking bread?
  - a) Delivery
  - b) Mix the dough
  - c) Label trays
3. What tells you when baking is done?
  - a) Timer
  - b) Mixer
  - c) Tray

## Past Tense Verbs



Write the past tense verb in the sentence. (**+ed** or irregular)

Yesterday,

- Mix → I \_\_\_\_\_ the ingredients in the mixer.
- Set → I \_\_\_\_\_ the timer for 15 minutes.
- Bake → I \_\_\_\_\_ the buns in the oven.
- Label → I \_\_\_\_\_ all the trays.
- Load → I \_\_\_\_\_ the boxes in the delivery van.

## Delivery Note Example

### Bakery Delivery Note

<b>Details</b>
<b>Bakery Name: Sweet Crust Bakery, 22 Baker Street, Ottawa, ON</b>
<b>Customer: Sunrise Café, 98 King Street, Mississauga, ON</b>
<b>Delivery Date: April 17, 2025</b>
<b>Driver: Nour Ahmed</b>
<b>Van Number: BAK-2043</b>
<b>Items Delivered: 4 trays of muffins, 3 trays of croissants</b>
<b>Special Instructions: Keep refrigerated</b>
<b>Driver Signature: _____</b>
<b>Date: _____</b>



### Delivery Note Questions

1. What is the name of the bakery?

---

2. Where is the delivery going?

---

3. What is the delivery date?

---

4. What items were delivered?

---

5. What are the special instructions?

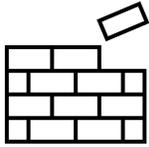
---

## Wordsearch Activity



U T G O B J P K Y H  
 H Z I J C S F A F V  
 B R U M N I R X S I  
 C B S K E T F J M N  
 J P Q L V R U U W G  
 F M J J O M I X E R  
 O T O Y E F Y R A E  
 H L U X K E K O E D  
 A G L Q K I A E H I  
 X O U P G W C E B E  
 Z L J O V B C L B N  
 G T M W D Y A K V T  
 Q Z W A H B V E S S  
 T A Y R E V I L E D  
 O N V L D C B O N W

- Dough
- Oven
- Tray
- Mixer
- Timer
- Ingredients
- Label
- Delivery

**Build a Sentence**

Use the words to make a sentence. Put them in the right order.

1. ingredients / mix / I / morning / the / in / the

---

2. tray / cookies / oven / the / in / baked / I / an

---

3. labeled / She / the / box / date / with / the

---

4. delivery / He / made / early / the / morning / in / the

---

## Lesson 2: Common Workplace Verbs



### Word List

- Find
- Answer
- Prepare
- Deliver
- Assist
- Carry
- Organize
- Clean
- Call

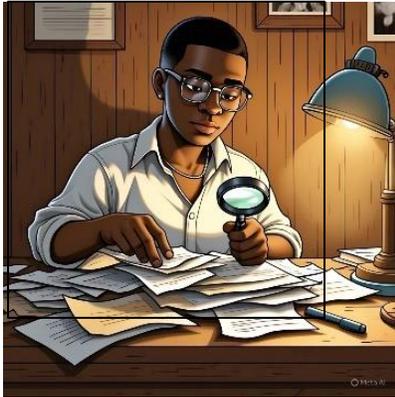


Practice Pronouncing (Saying) These Words



### Words in Images

Look at the pictures that go with the words.



Find



Answer



Prepare



Deliver



Assist



Carry



Organize



Clean



Call



**Digital Skills Activity**

Use Google Translate, a phone app, or a dictionary to look up each word in your first language.

Write the translation:

- Find – \_\_\_\_\_
- Answer – \_\_\_\_\_
- Prepare – \_\_\_\_\_
- Deliver – \_\_\_\_\_
- Assist – \_\_\_\_\_
- Carry – \_\_\_\_\_
- Organize – \_\_\_\_\_
- Clean – \_\_\_\_\_
- Call – \_\_\_\_\_

**Writing Practice**

Write each verb **twice** on the next page.



# My Verb List

New Word	Once	Twice
Find		
Answer		
Prepare		
Deliver		
Assist		
Carry		
Organize		
Clean		
Call		





## Definitions and Examples

Look at the definitions and past tense verbs below.

Word	Definition	Example	Past Tense
<b>Find</b>	To look for and discover something	I found my keys on the table.	<b>Found</b>
<b>Answer</b>	To respond to a question or call	I answered the phone when it rang.	<b>Answered</b>
<b>Prepare</b>	To get ready or set something up	I prepared the food for the meeting.	<b>Prepared</b>
<b>Deliver</b>	To take something to a location	The driver delivered the package to the customer.	<b>Delivered</b>
<b>Assist</b>	To help someone with a task	I assisted the team with the project.	<b>Assisted</b>
<b>Carry</b>	To hold and move something from one place to another	I carried the boxes to the truck.	<b>Carried</b>
<b>Organize</b>	To arrange things in a neat or efficient way	I organized the files by date.	<b>Organized</b>
<b>Clean</b>	To make something free of dirt or mess	I cleaned the desk before the meeting.	<b>Cleaned</b>
<b>Call</b>	To make a phone call to someone	I called the customer to confirm the order.	<b>Called</b>



## Fill in the Blanks (With Past Tense Verbs)



1. I \_\_\_\_\_ the phone when it rang.



2. The team \_\_\_\_\_ the project together.



3. I \_\_\_\_\_ the lunch orders this morning.



4. He \_\_\_\_\_ the boxes to the truck.



5. I \_\_\_\_\_ the customer with their request.



6. She \_\_\_\_\_ the missing documents in the office.



7. The manager \_\_\_\_\_ me back on the phone when I had questions.



8. I \_\_\_\_\_ the files into the correct folders.



9. I \_\_\_\_\_ the meeting room before the guests arrived.

### Real World Examples

Read these examples aloud.

#### Preparing for a Meeting

Supervisor: "Did you prepare the materials for the meeting?"

Worker: "Yes. I prepared everything yesterday."

Supervisor: "Great. Let me know if you need any help."

#### Delivering Supplies

Worker: "I delivered the office supplies to all the departments."

Supervisor: "Thank you! Make sure to answer any questions the staff may have."

#### Organizing the Files

Worker: "I organized the files by date."

Supervisor: "Great, that will help us find the right documents."

### Answer the Questions

1. What do you do when the phone rings?
  - a) Carry
  - b) Answer
  - c) Deliver

2. What do you do before a meeting?
  - a) Deliver
  - b) Prepare
  - c) Assist
  
3. What do you do to help someone?
  - a) Answer
  - b) Carry
  - c) Assist
  
4. What do you do with files to make them easy to find?
  - a) Call
  - b) Clean
  - c) Organize

### Lesson: Changing "Y" to "I" in Past Tense Verbs

When a verb ends with "y," we change the "y" to an "i" before adding "ed" to make the **past** tense.

#### Examples:

**Cry → Cried**

(We change the "y" to "i" and add "ed" to make "cried.")

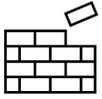
**Carry → Carried**

(We change the "y" to "i" and add "ed" to make "carried.")

1. **Hurry** → \_\_\_\_\_
2. **Study** → \_\_\_\_\_
3. **Try** → \_\_\_\_\_
4. **Cry** → \_\_\_\_\_

#### Important Rule to Remember:

When a verb ends in a consonant + "y" (like hurry, study, or cry), **change the "y" to "i"** and then add "ed."

**Sentence Builders (Jumbled Sentence)**

Instructions: Unscramble the words to make a correct sentence.

1. carry / I / boxes / the

→ \_\_\_\_\_

2. deliver / will / package / the / She

→ \_\_\_\_\_

3. assist / you / Can / me / ?

→ \_\_\_\_\_

4. clean / He / the / wants / room / to

→ \_\_\_\_\_

5. prepare / lunch / They / to / need

→ \_\_\_\_\_

6. organized / files / She / the

→ \_\_\_\_\_

7. answer / phone / the / Please

→ \_\_\_\_\_

8. find / I / paper / the / could / not

→ \_\_\_\_\_

9. call / We / customer / the / should

→ \_\_\_\_\_

## Word Scramble

Instructions: Unscramble the letter and make a word.

1. NDFI → \_\_\_\_\_
2. SSATSI → \_\_\_\_\_
3. RRACY → \_\_\_\_\_
4. NAELC → \_\_\_\_\_
5. WRESNA → \_\_\_\_\_
6. LLCA → \_\_\_\_\_
7. ILREEDV → \_\_\_\_\_
8. RZOGAINE → \_\_\_\_\_
9. RAREPPE → \_\_\_\_\_

## Match the Word to the Meaning

Instructions: Match the word with what its meaning.



Word	Meaning Letter
1. Find	___
2. Answer	___
3. Prepare	___
4. Deliver	___
5. Assist	___
6. Carry	___
7. Organize	___
8. Clean	___
9. Call	___

### Meanings:

- A. Help someone do something
- B. Use a phone to talk to someone
- C. Put things in order
- D. Bring something to someone
- E. Make something ready
- F. Take something and move it
- G. Say or write the correct response
- H. Remove dirt or mess
- I. Look for and get something

## Workplace Story: Fill in the Blanks



Instructions: Use the words from the list to complete the story.

Each word is used **once**.

## Word Bank:

Find – Answer – Prepare – Deliver – Assist – Carry – Organize – Clean – Call



It was a busy morning at the office. First, I had to \_\_\_\_\_ the supplies I needed for the day.



Then, I helped \_\_\_\_\_ the break room before anyone arrived.



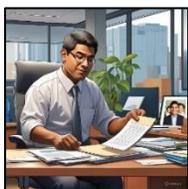
At 9:00 a.m., a customer called, and I had to \_\_\_\_\_ the phone quickly.

They needed help placing an order, so I offered to \_\_\_\_\_ them.



After the call, I started to \_\_\_\_\_ the packages that had to go out by noon.

Once everything was ready, I used the dolly to \_\_\_\_\_ the boxes to the front desk.



Later, I had to \_\_\_\_\_ some important documents and put them in folders.

At 3:00 p.m., I needed to \_\_\_\_\_ the packages to the post office.

Finally, before going home, I had to \_\_\_\_\_ my manager to let her know everything was done.



## Lesson 3: Office Jobs – Nouns and Verbs



### Word List

- Type
- Print
- Email
- Answer
- File
- Copy
- Call
- Report
- Time Management

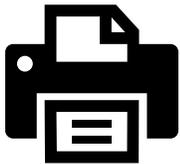
*Practice saying these words*



### Words in Images



Type



Print



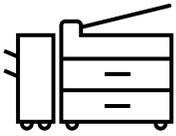
Email



Answer



File



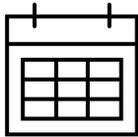
Copy



Call



Report



Time management

### Digital Skills Activity

Use Google Translate or a dictionary to look up each word in your first language. Write the translation:



Type - \_\_\_\_\_

Print - \_\_\_\_\_

Email - \_\_\_\_\_

Answer - \_\_\_\_\_

File - \_\_\_\_\_

Copy - \_\_\_\_\_

Call - \_\_\_\_\_

Report - \_\_\_\_\_

Time management –  
\_\_\_\_\_

**Writing Practice**Write each word **three** times.

# OFFICE WORD LIST

Write each word three times

Words	Write 3 times
type	
print	
email	
answer	
file	
copy	
call	
report	
time management	



## Definitions and Examples

Look at the definitions below.

Word	Definition	Example	Past Tense
<b>Type</b>	To use a keyboard to write	I typed the report.	Typed
<b>Print</b>	To make a paper copy from a computer	She printed the document.	Printed
<b>Email</b>	To send a message on a computer or phone	He emailed the supervisor.	Emailed
<b>Answer</b>	To reply or respond	I answered the phone.	Answered
<b>File</b>	To organize papers or documents	She filed the forms.	Filed
<b>Copy</b>	To make another version of something	We copied the files.	Copied
<b>Call</b>	To talk to someone on the phone	I called the client.	Called
<b>Report</b>	A document that gives information	He wrote a report about sales.	Reported / Wrote
<b>Time Management</b>	Planning your time to finish tasks on time	Good time management helps me meet deadlines.	— (No verb form)

### Fill in the Blanks (With Past Tense Verbs - add “ed”)



1. I \_\_\_\_\_ the client to confirm the time.



2. She \_\_\_\_\_ the document and gave it to her boss.



3. They \_\_\_\_\_ all the receipts in folders. 
4. He \_\_\_\_\_ the form and sent it by email. 
5. We \_\_\_\_\_ the questions right away. 
6. She \_\_\_\_\_ the report before the meeting. 
7. I \_\_\_\_\_ the files and saved them to a USB stick. 
8. My \_\_\_\_\_ \_\_\_\_\_ helped me finish everything for the deadline. 
9. We \_\_\_\_\_ the customer's problem to our boss. 

### Real World Conversations



#### Typing and Emailing

Worker: "I typed the letter and emailed it to the client."

Manager: "Great. Can you also print it for the file?"

#### Phone and Reports

Supervisor: "Did you call the supplier?"

Worker: "Yes, and I also finished the report you asked for."

#### Time Management

Worker: "I used a checklist today to stay on task."

Supervisor: "Good time management! Keep it up."

**Answer the Questions**

1. What do you do with a keyboard?
  - a) Report
  - b) Type
  - c) File
2. What helps you use time wisely at work?
  - a) Email
  - b) Answer
  - c) Time Management
3. What do you do before handing out a document?
  - a) Copy
  - b) Report
  - c) Call
4. What do you send to your manager to give information?
  - a) File
  - b) Report
  - c) Type

**Grammar: Changing “Y” to “I” in Past Tense Verbs**

Take away the “y” and add “ied.”

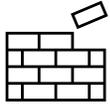
**Examples:**

Copy → Copied

Try → Tried

**Practice:**

1. Copy → \_\_\_\_\_
2. Carry → \_\_\_\_\_
3. Apply → \_\_\_\_\_
4. Try → \_\_\_\_\_

**Sentence Builder (Jumbled Sentences)**

Unscramble the words to make a sentence:

1. printed / the / I / file → \_\_\_\_\_
2. emailed / I / report / the → \_\_\_\_\_
3. typed / the / He / form → \_\_\_\_\_
4. used / checklist / a / I → \_\_\_\_\_
5. call / Can / the / you / client / ? → \_\_\_\_\_

**Word Scramble**

Move the letters around to make words from this lesson.

1. LACL → \_\_\_\_\_
2. LIFE → \_\_\_\_\_
3. TEPY → \_\_\_\_\_
4. LIMAE → \_\_\_\_\_
5. TRORPE → \_\_\_\_\_
6. POCY → \_\_\_\_\_
7. NREASW → \_\_\_\_\_
8. NIPTR → \_\_\_\_\_
9. MTIE NAMAGENTME → \_\_\_\_\_

**Match the Word to the Meaning**

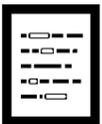
Word	Meaning Letter
------	----------------



- |                    |       |
|--------------------|-------|
| 1. Type            | _____ |
| 2. Print           | _____ |
| 3. Email           | _____ |
| 4. Answer          | _____ |
| 5. File            | _____ |
| 6. Copy            | _____ |
| 7. Call            | _____ |
| 8. Report          | _____ |
| 9. Time Management | _____ |

**Meanings:**

- A. Send a message online
- B. Talk on the phone
- C. Document with information
- D. Use a keyboard
- E. Planning time well
- F. Put papers in order
- G. Make a paper copy
- H. Make a second version
- I. Reply or respond

**Workplace Story: Fill in the Blanks****Word Bank:**

Type – Print – Email – Answer – File – Copy – Call – Report – Time Management

Today at the office, I \_\_\_\_\_ a customer at 9:00 a.m.

Then I \_\_\_\_\_ the letter and \_\_\_\_\_ it to the manager.

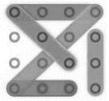
I also \_\_\_\_\_ the document and put it in a folder.

The supervisor asked me to write a \_\_\_\_\_.

I \_\_\_\_\_ all the papers into the right folders.

My \_\_\_\_\_ \_\_\_\_\_ was helpful—I finished my tasks on time.

Finally, I \_\_\_\_\_ the form for the next day.



### Wordsearch Activity

Find the words from the word list in the puzzle on the next page.

### Office Words

E	N	T	T	N	I	R	P	A	M	P	T	C	O
A	O	M	N	F	O	C	A	L	L	Y	N	P	T
E	L	I	F	E	I	E	L	M	G	Y	C	M	C
T	C	I	Y	E	F	T	G	E	R	L	S	C	O
T	I	M	E	M	A	N	A	G	E	M	E	N	T
E	N	W	A	I	M	E	F	F	O	I	I	M	R
T	O	N	T	P	C	P	E	E	R	A	R	I	N
F	Y	E	Y	E	C	M	T	L	E	L	E	E	F
N	I	P	T	T	E	R	I	T	W	E	P	I	N
M	I	L	E	E	M	E	O	M	S	G	O	A	T
F	C	O	P	Y	A	E	E	E	N	T	R	T	A
N	C	O	F	F	I	C	E	O	A	C	T	R	L
W	Y	Y	E	I	L	O	L	T	O	P	F	N	R
E	M	T	Y	I	L	C	C	N	O	R	C	A	E

PRINT  
COPY  
CALL  
ANSWER  
FILE  
OFFICE  
REPORT  
TIME MANAGEMENT  
TYPE  
EMAIL

**Write a Sentence**

Pick **three** words from your list and write a sentence for each word.



---

---

---

---

---

---

---

---

## Lesson 4: Cleaning Industry Verbs



### Word List

- Sweep
- Mop
- Dust
- Scrub
- Disinfect
- Wipe
- Vacuum
- Empty
- Refill

### Practice pronouncing (saying) these words



### Words in Images



Sweep



Mop



Dust



Scrub



Disinfect



Wipe



Vacuum



Empty



Refill

**Digital Skills Activity**

Use Google Translate, a phone app, or a dictionary to look up each word in your first language. Write the translation:



- Sweep - \_\_\_\_\_
- Mop – \_\_\_\_\_
- Dust – \_\_\_\_\_
- Scrub – \_\_\_\_\_
- Disinfect – \_\_\_\_\_
- Wipe – \_\_\_\_\_
- Vacuum – \_\_\_\_\_
- Empty – \_\_\_\_\_
- Refill – \_\_\_\_\_

**Writing Practice**



Write each verb twice on the next page.



New Word	Once	Twice
Sweep		
Mop		
Dust		
Scrub		
Disinfect		
Wipe		
Vacuum		
Empty		
Refill		



### Definitions and Examples

Look at the definitions and past tense verbs below.

Word	Definition	Example	Past Tense
<b>Sweep</b>	To clean the floor with a broom	I swept the hallway.	Swept
<b>Mop</b>	To wash the floor with a mop	She mopped the kitchen floor.	Mopped
<b>Dust</b>	To remove dust from a surface	I dusted the shelves.	Dusted
<b>Scrub</b>	To clean something by rubbing hard	He scrubbed the sink with soap.	Scrubbed
<b>Disinfect</b>	To kill germs on a surface	We disinfected the tables.	Disinfected
<b>Wipe</b>	To clean with a cloth or a paper	I wiped the counters.	Wiped
<b>Vacuum</b>	To clean using a vacuum cleaner	I vacuumed the carpet.	Vacuumed
<b>Empty</b>	To take everything out of something	She emptied the trash can.	Emptied
<b>Refill</b>	To fill again	He refilled the soap dispensers.	Refilled

### Fill in the Blanks (With Past Tense Verbs)

Hint: Today I sweep. Yesterday, I swept.



1. I \_\_\_\_\_ the floor in the gym with a broom.

2. She \_\_\_\_\_ the full trash bins in each room.
3. We \_\_\_\_\_ the dirty tables after lunch.
4. He \_\_\_\_\_ the carpet in the lobby.
5. They \_\_\_\_\_ the spray bottles with disinfectant.
6. I \_\_\_\_\_ the counter with a cloth.
7. She \_\_\_\_\_ the mirror until it was clean.
8. We \_\_\_\_\_ the chairs to remove dust.



### Real World Examples (Short Workplace Dialogues)

#### Cleaning the Lunchroom

Worker: "I mopped the floor and wiped all the tables."

Supervisor: "Good job! Did you disinfect the counters?"

Worker: "Yes, I disinfect everything."

#### Trash and Soap Dispensers

Supervisor: "Did you empty all the garbage bins?"

Worker: "Yes, and I also refilled the soap dispensers."

#### Vacuuming the Lobby

Worker: "I vacuumed the rugs and swept the floor."

Supervisor: "Great! The lobby looks much better."

**Answer the Questions**

1. What do you do with a broom?
  - a) Vacuum
  - b) Sweep
  - c) Mop
2. What do you do after someone sneezes on a table?
  - a) Refill
  - b) Wipe
  - c) Disinfect
3. What do you use to clean a carpet?
  - a) Sweep
  - b) Vacuum
  - c) Dust
4. What do you do to a trash bin when it is full?
  - a) Empty
  - b) Dust
  - c) Scrub

**Lesson: Changing "Y" to "I" in Past Tense Verbs**

When a **verb** ends in a consonant + "y," change "y" to "i" and add "ed"

Examples:

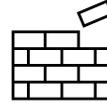
- Hurry → Hurried
- Carry → Carried

**Practice:**

1. Empty → \_\_\_\_\_

2. Dry → \_\_\_\_\_
3. Apply → \_\_\_\_\_
4. Tidy → \_\_\_\_\_

### Sentence Builder (Jumbled Sentences)



Unscramble the words to make a sentence:

1. floor / I / mopped / the  
\_\_\_\_\_
2. trash / emptied / She / the  
\_\_\_\_\_
3. scrub / Can / sink / the / you / ?  
\_\_\_\_\_
4. vacuumed / He / carpet / the  
\_\_\_\_\_
5. refill / need / soap / to / I / the  
\_\_\_\_\_
6. disinfected / She / table / the  
\_\_\_\_\_

### Word Descrambler

1. PIWE → \_\_\_\_\_
2. TUSD → \_\_\_\_\_
3. RSCUB → \_\_\_\_\_
4. WESPE → \_\_\_\_\_
5. LIRLFE → \_\_\_\_\_
6. POM → \_\_\_\_\_

7. TSDIFCINE → \_\_\_\_\_

8. CAVUMU → \_\_\_\_\_

9. PTYME → \_\_\_\_\_

### Match the Word to the Meaning



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

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

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

4. Scrub \_\_\_\_\_

5. Disinfect \_\_\_\_\_

6. Wipe \_\_\_\_\_

7. Vacuum \_\_\_\_\_

8. Empty \_\_\_\_\_

9. Refill \_\_\_\_\_

### Meanings:

A. Clean something using water and cloth or paper

B. Clean the floor with a broom

C. Rub hard to clean

D. Clean with a vacuum machine

E. Put more liquid or soap in something

F. Clean surfaces to kill germs

G. Remove dust from furniture

H. Take out all the trash or items

I. Wash the floor with a mop

**Workplace Story: Fill in the Blanks****Word Bank:**

Sweep – Mop – Dust – Scrub – Disinfect – Wipe – Vacuum – Empty – Refill

It was the start of my shift. I had to \_\_\_\_\_ the hallway with a broom.

Then, I \_\_\_\_\_ the floors in the break room.

Next, I used a cloth to \_\_\_\_\_ the tables.

After that, I \_\_\_\_\_ the sinks and toilets.

Once that was done, I \_\_\_\_\_ the trash

bins and took out the garbage.

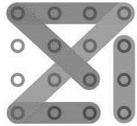
I then \_\_\_\_\_ the paper towels and soap.

Before lunch, I \_\_\_\_\_ the furniture to remove dirt.

I also \_\_\_\_\_ the carpets in the office area.

At the end of the day, I \_\_\_\_\_ all the door handles to remove germs.

Wordsearch



# Cleaning Verbs

Find the words in the puzzle

Sweep

Mop

Dust

Scrub

Disinfect

Wipe

Vacuum

Empty

Refill

H Z J G Z U G I H F J O E U J Y W U B J  
M C O F Z H O F D I H F J R E J X I X A  
Z T O F S L B K T I K X G X B Q D G P Z  
S E U I I W C D Z R S R S N B A J E Z E  
B Q X I J F E C U E S I D A R L G P Q I  
O J S W J M Q E V F R O N W V A C R Q N  
B K J Y L Z Z O P I U W E F B K L B M M  
R T T E O K W K C L J H V A E Z P B U F  
P S W O S A P J Z L S U Q N O C W Y U R  
G W S L E O C J A Z Y Q R V B I T S R F  
C D B U M O Q M X V U N S Y M O P K D W  
X L H J P S X Q L T S R C O E H N O R I  
P F Y T T H E G Y I U Z M N M G S Z D V  
V B D Y Y F S C R U B Y T K C D L Y Q T  
Y S D T A M H P A V Y T J A S N P S C H  
P F S A S Y G C A A S D S Q T M W S Q C  
B U V A C U U M W R R Q M F M Q G S M N  
U L D U S T G F M A X K V W L D J I Q Z  
I U I C N W J Q O R I Y V B T U Z S Q J  
H Q S E K R I M U A L Q L O U K P L P R



## Lesson 5: Important Construction Words

### Part A: Construction Tools and Materials

#### Word List – Nouns



- Hammer
- Ladder
- Cement
- Blueprint
- Drill

Practice pronouncing (saying) these words.



#### Words in Images



Hammer



Ladder



Cement



Blueprint



Drill

### Digital Skills Activity



Use a translation program (Google Translate, a program on your phone, or a dictionary app) to look up each construction word in your first language.

Write the translation next to each word.

Hammer - \_\_\_\_\_

Ladder - \_\_\_\_\_

Cement - \_\_\_\_\_

Blueprint - \_\_\_\_\_

Drill - \_\_\_\_\_

### Writing Practice



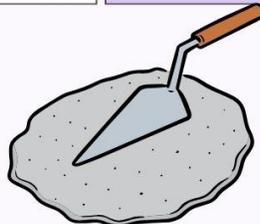
Write each construction word three times on the next page to practice your spelling.

# CONSTRUCTION WORD LIST



Write each word three times

Words	Write 3 times
hammer	
ladder	
cement	
blueprint	
drill	

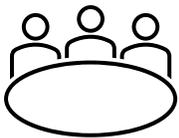


## Definitions and Examples



<b>Word</b>	<b>Definition</b>	<b>Example</b>
<i>Hammer</i>	A tool for hitting nails	"The worker uses a hammer to fix the wooden frame."
<i>Ladder</i>	A tool to reach high places	"He climbed the ladder to reach the roof."
<i>Cement</i>	Material used to build walls/floors	"They poured cement to make the foundation."
<i>Blueprint</i>	A detailed construction plan	"The architect drew the blueprint for the new building."
<i>Drill</i>	A tool for making holes in materials	"She used the drill to put screws in the wall."

## Discussion Question



What is a blueprint? What is it used for in construction?

For example:

"The workers follow the blueprint to build the wall."

"The blueprint shows where the windows go."

A blueprint is: \_\_\_\_\_

### Fill in the Blanks – Construction Nouns



Complete the sentences with the correct construction noun.



The builder showed them the \_\_\_\_\_ of the store.



The worker climbed the \_\_\_\_\_ to reach the top of the building.



They poured \_\_\_\_\_ to make the floor strong.



She used a \_\_\_\_\_ to put nails in the wood.



He used a \_\_\_\_\_ to make a hole in the wall.

### Part B: Verbs – Construction Actions and Subject-Verb Agreement

#### Word List – Verbs

- Build
- Measure
- Mix
- Install
- Lift



Practice pronouncing (saying) the words on the Word List.

**Practice Pronouncing**

Say each verb out loud.



**Words in Images**



Build



Measure



Mix



Install



Lift

### Digital Skills Activity



Use a translation program (Google Translate, a phone app, or a dictionary) to look up each of these verbs in your first language.

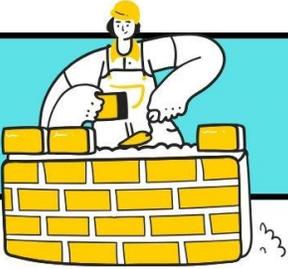
Write the translation next to each word.

1. Build – \_\_\_\_\_
2. Measure – \_\_\_\_\_
3. Mix – \_\_\_\_\_
4. Install – \_\_\_\_\_
5. Lift – \_\_\_\_\_

### Writing Practice



Write each construction verb two times on the next page to practice spelling.



## Construction Verbs List

New Word	Once	Twice
Build		
Measure		
Mix		
Install		
Lift		



## Definitions and Examples



Word	Definition	Example
<b>Build</b>	To make or construct something	"The team builds a new wall every day."
<b>Measure</b>	To find the size or amount	"He measures the wood before cutting."
<b>Mix</b>	To combine materials together	"They mix cement and water to make concrete."
<b>Install</b>	To put something in place	"She installs the new window."
<b>Lift</b>	To move something to a higher place	"They lift heavy boxes onto the truck."

## Subject-Verb Agreement

When we talk about one person or thing (singular), we usually add -s or -es to the verb.

Example:

- "He **builds** a wall." (one worker)
- "She **measures** the wood." (one worker)

When we talk about more than one person or thing (plural), we do not add -s to the verb.

Example:

- "They **build** walls." (many workers)
- "Workers **measure** the boards." (many workers)

Tip: Singular = **one** → add -s.

Plural = **more than one** → no 's.'

**Practice Sentences – Subject-Verb Agreement**

Read the sentences for more example.

The worker builds a wall.

The workers build walls.

She mixes cement and sand.

They mix cement and sand.

He lifts the box.

They lift the boxes.

**Fill in the Blanks – Subject-Verb Agreement**

Example:

The worker \_\_\_\_\_ (lift) the box. → The worker lifts the box. (one worker = singular → add -s)

He \_\_\_\_\_ (build) a new wall every day.

They \_\_\_\_\_ (measure) the wood carefully.

She \_\_\_\_\_ (mix) cement with water.

Workers \_\_\_\_\_ (install) the windows quickly.

The crane \_\_\_\_\_ (lift) the heavy beam.

**Real-World Example**

Miguel is a construction worker.

He builds a wall with his team.

He measures the wood before cutting.

He mixes cement and sand for the foundation.

The workers install windows on the second floor.

They all lift beams with the crane.

**Workplace Conversations**

Read this with a classmate or your instructor:

**Worker 1:** "Can you help me lift this beam?"

**Worker 2:** "Yes, we can lift it together."

**Worker 1:** "Did you measure the wood for the wall?"

**Worker 2:** "Yes, I measured it this morning."

**Answer the Questions**

Who measures the wood?

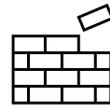
- a) The architect
- b) The worker
- c) The customer
- d) The manager

What do they mix to make cement?

- a) Water and sand
- b) Wood and nails
- c) Metal and paint
- d) Bricks and tiles

### Build a Sentence

Use the words to make a sentence. Put them in the right order.



1. hammer / The / uses / worker / a

\_\_\_\_\_

2. mix / cement / They / the / and / sand

\_\_\_\_\_

3. install / windows / The / workers

\_\_\_\_\_

4. lifts / The / beam / crane / the

\_\_\_\_\_

5. blueprints / follows / The / the / team / construction

\_\_\_\_\_

### Write a Sentence with the Words in Brackets ( )

(drill) \_\_\_\_\_

(ladder) \_\_\_\_\_

(cement) \_\_\_\_\_

## Lesson 6: Common Workplace Prepositions



### Word List

- Above
- Below
- Near
- Over
- Under
- Around
- Into

### Practice Pronouncing (Saying) These Words



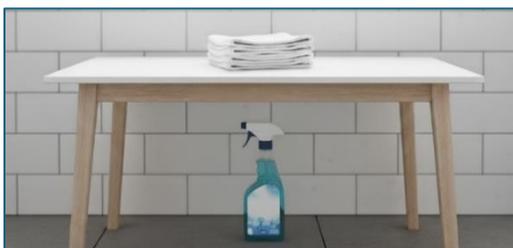
### Words in Images

*Look at where the cleaning tools or items are in the pictures.*

#### Above



The spray cleaner is **above** the table and the cloths.



#### Below

The spray cleaner is **below** the table.



**Near**

The bucket is **near** the spray cleaner.



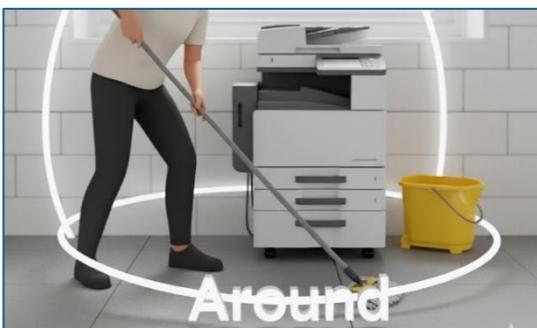
**Over**

The spray cleaner is **over** the cloths.



**Under**

The spray cleaner is **under** the table.



**Around**

The custodian mops **around** the photocopier.



**Into**

The custodian pours the liquid **into** the water.

**Writing Practice**

Write each word or phrase **two times** to practice spelling.

# WORD LIST

Words	Write two times
Above	
Below	
Under	
Near	
Over	
Around	
Into	



### Digital Skills Activity

Look up each word in your first language. Write the translation next to each one.

1. Above - \_\_\_\_\_

5. Under - \_\_\_\_\_

2. Below - \_\_\_\_\_

6. Around - \_\_\_\_\_

3. Near - \_\_\_\_\_

7. Into - \_\_\_\_\_

4. Over - \_\_\_\_\_

### Definitions and Examples



Word/Phrase	Definition	Example
<b>Above</b>	Higher than something	"The clock is above the whiteboard."
<b>Below</b>	Lower than something	"The mop bucket is below the sink."
<b>Near</b>	Close to something	"The break room is near the office."
<b>Over</b>	Directly above, sometimes covering	"The shelf is over the desk."
<b>Under</b>	Beneath something	"The broom is under the table."
<b>Around</b>	On all sides or surrounding	"Walk around the equipment carefully."
<b>Into</b>	Movement from outside to inside	"Pour the water into the bucket."



### Fill in the Blanks

Complete the sentences with a preposition, you can use **above, below, near, over, under, around, into**

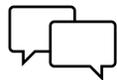
1. The cleaning cart is \_\_\_\_\_ the table.
2. The mop is \_\_\_\_\_ the sink.
3. The locker is \_\_\_\_\_ the break room.
4. The light is \_\_\_\_\_ the doorway.
5. The trash bin is \_\_\_\_\_ the desk.
6. Walk \_\_\_\_\_ the chairs carefully.
7. Pour the water \_\_\_\_\_ the bucket.

### Real-World Example



Lina is a custodian at an office building.

- Her coworker tells her: "The mop bucket is **under the sink.**"
- She sees a paper towel roll **above the counter.**
- She moves a chair **around the table** to clean the floor.
- She pours cleaner **into the mop bucket** before starting work.



### Workplace Conversations

**Employee:** "Where should I put the mop bucket?"

**Supervisor:** "Put it **below the counter** in the janitor's closet."

**Employee:** "Where can I find the cleaning cloths?"

**Coworker:** "They are **near the sink.**"

**Employee:** "Should I add water to the mop bucket?"

**Supervisor:** "Yes, pour it **into** the bucket carefully."

**? Answer the Questions**

1. Where is the mop bucket placed?
  - a) Above the counter
  - b) Under the sink
  - c) Around the table
  - d) Over the desk
  
2. Where are the cleaning cloths?
  - a) Over the shelf
  - b) Under the sink
  - c) Near the sink
  - d) Around the equipment
  
3. Where should the water go for the mop?
  - a) Into the bucket
  - b) Above the bucket
  - c) Around the bucket
  - d) Under the bucket

**Talking Activity**



**Role Play:** Work in pairs to practice giving directions using workplace prepositions.

Take an item and put it in different places.

Practice using **above, below, near, over, under, around, into**

**Practice Activity**



Look at the ball(s). Where is it?

Is it **above**, **below**, **near**, **over**, **under**, or being put **into** the box?

Write the correct preposition on the line.



This is:

\_\_\_\_\_ or \_\_\_\_\_

This is \_\_\_\_\_



This is

\_\_\_\_\_ or \_\_\_\_\_



**Fill in the blank**



The plane flies \_\_\_\_\_ the world.

## Wordsearch



Find the words in the puzzle on the next page:

**Above, Below, Near, Over, Under, Around, Into**



## Practice Sentences



Read these sentences aloud in a group or with a classmate:

1. The mop is under the table.
2. The clock is above the door.
3. The break room is near the office.
4. The shelf is over the desk.
5. Walk around the equipment carefully.
6. The trash bin is below the counter.
7. Pour the cleaning solution into the mop bucket.

## Lesson 7: Words for Job Interviews – Part A

### Word List

- Interview
  - Application
  - Resume
  - Candidate
  - Employer
- 
- Questions
  - Skills
  - Certificates
  - Availability

### Practice Pronouncing (Saying) These Words

#### Words in Images



Look at the office or job interview situations in the pictures.



**INTERVIEW**



**APPLICATION**



**RESUME**



**CANDIDATE**



**EMPLOYER**



**QUESTIONS**



**Digital Skills Activity**



Look up each word in your first language. Write the translation next to each one.

- Interview - \_\_\_\_\_
- Application - \_\_\_\_\_
- Resume - \_\_\_\_\_
- Candidate - \_\_\_\_\_
- Employer - \_\_\_\_\_
- Questions - \_\_\_\_\_
- Skills - \_\_\_\_\_
- Certificates - \_\_\_\_\_
- Availability - \_\_\_\_\_

## Definitions and Examples



Word/Phrase	Definition	Example
<b>Interview</b>	A meeting to see if someone is suitable for a job	"Maria has an interview with the office manager."
<b>Application</b>	A form or document to apply for a job	"He filled out a job application online."
<b>Resume</b>	A document showing your work experience and skills	"She sent her resume to the employer by email."
<b>Candidate</b>	A person applying for a job	"There are three candidates for the receptionist position."
<b>Employer</b>	A person or company who hires workers	"The employer will decide who gets the job."
<b>Questions</b>	Things asked to get information	"The interviewer asked many questions about work experience."
<b>Skills</b>	Abilities or talents a person has for a job	"Carlos has good computer skills and communication skills."
<b>Certificates</b>	Official documents showing you completed training or courses	"She has a food safety certificate and first aid certificate."
<b>Availability</b>	The times and days a person is free to work	"The employer asked about her availability for weekends."

## Fill in the Blanks



Complete the sentences with the correct word: interview, application, resume, candidate, employer, questions, skills, certificates



1. Maria sent her \_\_\_\_\_ to the office manager.



2. The \_\_\_\_\_ asked about his work experience.



3. There are three \_\_\_\_\_ for the new office assistant position.



4. He filled out a job \_\_\_\_\_ online.



5. The \_\_\_\_\_ decides who will be get the job.



6. The interviewer asked \_\_\_\_\_ during the meeting.



Problem-Solving/  
Creative Thinking



Technical/  
Computer Skills

7. Carlos listed his \_\_\_\_\_ on his resume.



8. She showed her \_\_\_\_\_ during the interview to prove her training.



9. Her \_\_\_\_\_ was weekends and evenings.

### Real-World Example



Carlos wants to work at an office.

He fills out a job application online.

He attaches his resume, which lists his skills and certificates.

The employer calls him for an interview.

During the interview, the interviewer asks questions about his experience and skills.

Carlos shows his certificates to prove his training.

Carlos is one of the candidates for the job.



### Workplace Conversations

**Candidate:** "When is the interview scheduled?"

**Employer:** "It is on Thursday at 10 a.m."

**Candidate:** "Do I need to bring my resume and certificates?"

**Employer:** "Yes, please bring copies of your resume, certificates, and any references."

**Candidate:** "Who will ask the questions?"

**Employer:** "The manager and the HR representative will ask questions."

**Candidate:** "Should I talk about my skills?"

**Employer:** "Yes, tell us about your skills and experience."

**Employer:** "What is your availability?"

**Candidate:** "I can work whatever hours are needed for the job."



### Answer the Questions

1. Who decides who gets the job?
  - a) Candidate
  - b) Employer
  - c) Resume
  - d) Application
  
2. What does a candidate bring to the interview?
  - a) Questions
  - b) Resume
  - c) Employer
  - d) Application
  
3. What do interviewers ask to learn about a candidate?
  - a) Resume
  - b) Application
  - c) Questions
  - d) Employer
  
4. What can show a candidate's training?
  - a) Skills
  - b) Certificates
  - c) Questions
  - d) Application

### Talking Activity

Role Play: Work in pairs to practice a job interview.

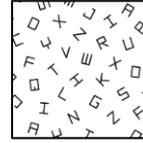
One person is the candidate, the other is the employer.

Ask and answer questions about work experience, skills, certificates, and availability.

Use words from the word list: interview, application, resume, candidate, employer, questions, skills, certificates.

**Word Scramble**

Find the words below by changing the letters around.



1. SENQOTIUS \_\_\_\_\_
2. TDACANEID \_\_\_\_\_
3. CFSTIETACERI \_\_\_\_\_
4. WREIETVIN \_\_\_\_\_
5. YEROMPEL \_\_\_\_\_
6. BVLIYALTAIAI \_\_\_\_\_
7. LSSIKL \_\_\_\_\_
8. CPLTAOINPAI \_\_\_\_\_
9. RMEUSE \_\_\_\_\_

**Practice Sentences**

Read these sentences aloud with a classmate or your instructor:

- I have an interview tomorrow at 10 a.m.
- She sent her resume and certificates to the employer.
- The candidate answered all the questions carefully.
- He filled out the job application online.
- The employer will call the candidate next week.
- During the interview, the interviewer asked many questions.
- Carlos listed his skills on the resume to show he is qualified.

**Writing Practice**

Rewrite each word from this part of the lesson two times.

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

## Words for Job Interviews – Part B

### Word List

- Position
- Experience
- Education
- Training
- Reference

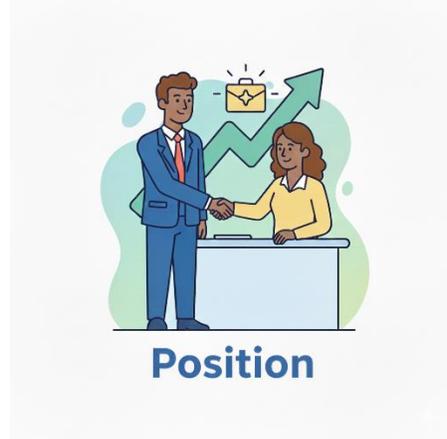


### Practice Pronouncing (Saying) These Words

### Words in Images



Look at the images for each word on the next page.



**Digital Skills Activity**

Look up each word in your first language. Write the translation next to each one.



- Position - \_\_\_\_\_
- Experience - \_\_\_\_\_
- Education - \_\_\_\_\_
- Training - \_\_\_\_\_
- Reference - \_\_\_\_\_

**Rewrite Each Sentence**

I had a lot of **training** at my last **position**.

---



---

I have a high school **education**.

---



---

I have three great **references**.

---



---

I have ten years of experience working with a **team**.

---



---

**Definitions and Examples**

<b>Word</b>	<b>Definition</b>	<b>Example</b>
<b>Position</b>	A specific job or role at a company	"I applied for the administrative assistant position."
<b>Experience</b>	Work you have done before	"He has experience working at a school office."
<b>Education</b>	School or training you have completed	"Her education includes a high school diploma and college courses."
<b>Training</b>	Learning how to do a job through practice or courses	"The company will provide training for the new employees."
<b>Reference</b>	A person who can speak about your work or character	"Please bring a reference from your last job to the interview."

**Fill in the Blanks**

Complete the sentences with the words: position, experience, education, training, or reference.



1. Ahmed has two years of office work \_\_\_\_\_.



2. The company will give new workers the \_\_\_\_\_ they need.



3. Priya applied for the receptionist \_\_\_\_\_.



4. The interviewer asked about her \_\_\_\_\_ and where she went to school.



5. She gave her last employer's name as a \_\_\_\_\_.

**Real-World Example**

Priya is applying for a position at a medical clinic.

She has experience working in customer service and her education is in business office skills.

The employer asks her to bring references and will give her training if she gets the job.

**Workplace Conversation**

Practice with a classmate or a group.

**Employer:** “Do you have experience working with customers?”

**Candidate:** “Yes, I worked in customer service for two years.”

**Employer:** “What was your position in that job?”

**Candidate:** “I was a front desk worker at a hotel.”

**Employer:** “Do you have any references?”

**Candidate:** “Yes, I can give you my employer’s name.”

**Employer:** “We offer training. Do you like learning new skills?”

**Candidate:** “Yes, I’m happy to learn.”

**Answer the Questions**

1. What does a candidate apply for?
  - a) Position
  - b) Experience
  - c) Training
  - d) Reference

2. What helps a new worker learn how to do a job?
  - a) Training
  - b) Position
  - c) Education
  - d) Experience
  
3. What must a person give if an employer wants to call their previous boss?
  - a) Training
  - b) Reference
  - c) Position
  - d) Education

### Match the Sentence

Match vocabulary from Part 2 to the correct sentence.

Write the letter that matches each word to the correct sentence.

### Words:

- a) Position
- b) Education
- c) Experience
- d) Training
- e) Reference

### Categories

Which words go with these sentences?

1. I completed my high school diploma and a business course in college.  
\_\_\_\_\_
2. I have worked as a cashier for two years. \_\_\_\_\_
3. I applied for the full-time front desk \_\_\_\_\_ at the hotel.
4. My supervisor from my last job can speak about my work skills.  
\_\_\_\_\_

5. The new workers will learn how to do their job next week.

**Interview Preparation Checklist**



Practice reading about job interviews using a checklist

Check ✓ the things a candidate should bring or think about before a job interview.

Circle your lesson words: Interview, **position, education, experience, training, reference, availability, resume, certificates, questions,** and **skills** in the checklist below.

Task	Check	Notes
I know what position I applied for and what the job and company are like	✓ _____	_____
I will bring something to show my education	_____	_____
I can talk about my work experience in the interview	_____	_____
I am ready to talk about any training I need	_____	_____
I have a reference to share with the employer	_____	_____
I have the right availability for the job	_____	_____
I know what skills I want to talk about	_____	_____
I have practiced the questions I might be asked	_____	_____
I have a copy of my resume and any certificates I want to bring with me	_____	_____

**Writing Activity**

Write 2–3 sentences about how you will prepare for your next interview.



Use at least **two** new vocabulary words from the list.

Example:

*"I filled in an application for a full-time position as an office clerk. I will bring my resume, reference and talk about my experience working in a school office when I lived in Mexico."*

---



---



---



---



---

**Filling Out a Form**

Practice filling out a form with your information.

Name	
Address (street, city, postal code)	
Phone Number	
Emergency contact name:	
Emergency contact phone number:	
Relationship to contact (example: parent, friend):	

**Interview Date**

Your interview is at 9am on March 16<sup>th</sup>. What day of the week is this?

\_\_\_\_\_ Circle it  
on the calendar.

**MARCH 2026**

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

## Module 8 - Health Care and Support Verbs

### Word List

- Assist
- Check
- Report
- Lift
- Comfort
- Encourage
- Monitor

### Practice Pronouncing These Words



#### Words in Images

Look at pictures of Health Care Aides at work. Point to the actions:



**ASSIST**



**CHECK**



**REPORT**



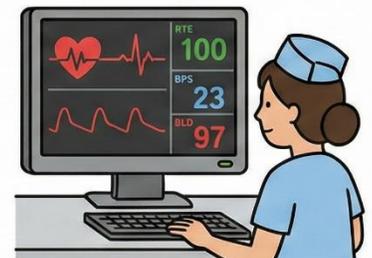
**LIFT**



**COMFORT**



**ENCOURAGE**



**MONITOR**

**Writing Practice**

Rewrite each word from the list **two times**:

---

---

---

---

---

---

---

---

---

---

**Digital Skills Activity**

Look up each word in your first language. Write the translation:

- Assist – \_\_\_\_\_
- Check – \_\_\_\_\_
- Report – \_\_\_\_\_
- Lift – \_\_\_\_\_
- Comfort – \_\_\_\_\_
- Encourage – \_\_\_\_\_
- Monitor – \_\_\_\_\_

## Definitions and Examples



Word	Definition	Example
<b>Assist</b>	Help a patient with daily activities	“The Health Care Aide assists the resident.”
<b>Check</b>	Examine or look at a patient’s condition	“The Health Care Aide checks the patient’s temperature.”
<b>Report</b>	Tell a nurse or supervisor about a change	“The Health Care Aide reports any changes to the nurse.”
<b>Lift</b>	Safely move or support a patient	“Two staff members lift the patient safely.”
<b>Comfort</b>	Help a patient feel calm or safe	“The Health Care Aide comforts the upset resident.”
<b>Encourage</b>	Give support or motivation to a patient	“The Health Care Aide encourages the patient to walk.”
<b>Monitor</b>	Watch the patient for changes	“The Health Care Aide monitors the patients during the shift.”

## Fill in the Blanks



Use: assist, check, report, lift, comfort, encourage, monitor.



1. Two staff members will \_\_\_\_\_ a patient safely.



2. It is important to \_\_\_\_\_ patients during the shift.



3. You must \_\_\_\_\_ any changes to the nurse.



4. The Health Care Aide will \_\_\_\_\_ the resident.



5. The Personal Support Worker will \_\_\_\_\_ the upset resident.



6. Always \_\_\_\_\_ the patient's temperature.



7. The Health Care Aide will \_\_\_\_\_ the patients to come to events.



### Real-World Example

Rosa Lopez works as a PSW (Personal Support Worker) in a long-term care home.

She assists residents with walking, eating, and dressing.

She checks their vital signs and reports changes to the nurse.

When a resident feels sad, she comforts them and encourages them to participate in activities.

Rosa monitors each resident throughout her shift to keep them safe and healthy.

**Workplace Conversation**

Practice reading this conversation with a classmate or your group.

**Supervisor:** “Can you assist the resident to stand up?”

**Health Care Aide:** “Yes, I will assist them safely.”

**Supervisor:** “Please check their temperature after they sit down.”

**Health Care Aide:** “I will check it now.”

**Supervisor:** “Report any changes to me.”

**Health Care Aide:** “Of course. I will also comfort them if they are upset.”

**Supervisor:** “Good. Encourage them to walk a little each day.”

**Health Care Aide:** “I will monitor them while they are walking.”

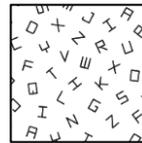
**Answer the Questions**

1. What does a Health Care Aide do to help a patient feel calm?
  - a) Lift
  - b) Comfort
  - c) Assist
  - d) Report
2. Which verb means to give support or motivation?
  - a) Encourage
  - b) Monitor
  - c) Check
  - d) Lift

3. What does a Health Care Aide do to tell a nurse about a change?
  - a) Report
  - b) Assist
  - c) Comfort
  - d) Encourage
  
4. Which verb means to watch a patient for changes?
  - a) Monitor
  - b) Check
  - c) Lift
  - d) Assist

### Word Scramble

Unscramble the letters to find the words:



1. TROPER \_\_\_\_\_
2. URAGECENO \_\_\_\_\_
3. RMTONIO \_\_\_\_\_
4. HCEKC \_\_\_\_\_
5. SSATSI \_\_\_\_\_
6. FTIL \_\_\_\_\_
7. FORTCOM \_\_\_\_\_

### Practice Sentences

Read these sentences aloud:

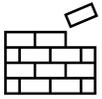
- The Health Care Aide assists the resident.
- The Health Care Aide checks the patient's temperature.
- The Health Care Aide reports any changes to the nurse.
- Two staff members lift the patient safely.



- The Health Care Aide comforts the upset resident.
- The Health Care Aide encourages the patient to walk.
- The Health Care Aide monitors the patients during the shift.

### Jumbled Sentences Activity

#### Instructions:



The words in each sentence are mixed up, and the sentences themselves are out of order. Put each set of words in the correct order to make a complete sentence.

1. reports / Health Care Aide / changes / to / the / nurse / The

---

---

2. assists / resident / The / Health Care Aide / the

---

---

3. will / lift / staff / The / patient / safely / the / members

---

---

4. encourages / The / Health Care Aide / to walk / patient / the

---

---

5. comforts / Health Care Aide / The / upset / resident / the

---

---

6. monitors / the / Health Care Aide / shift / during / patients / The / their

---

---

7. temperature / The / checks / patient's / Health Care Aide / the

---

---

### Articles in English: Using A, An, The, or NO Article

Articles are good to know when speaking and writing English clearly.

You can use translate if you need help with this.

### "A" or "An" For ONE thing (Not Specific)

#### Rule:

- Use **A** before words that start with consonants, these letters: B, C, D, F, G, H, J, K, L, M, N, P, Q, R, S, T, V, W, X, Y, Z.
  - *Example: **a** patient, **a** wheelchair, **a** towel*
- Use **AN** before words that start with vowels, these letters: A, E, I, O, U.
  - *Example: **an** accident, **an** emergency, **an** incident*

#### Fill in the blank with A or AN.

1. I will **assist** \_\_\_\_\_ resident.
2. Please **check on** \_\_\_\_\_ activity.
3. We need to **report** \_\_\_\_\_ incident.
4. She will **lift** \_\_\_\_\_ small box.
5. I try to **comfort** \_\_\_\_\_ upset person.
6. Please **encourage** \_\_\_\_\_ patient to walk.
7. We must **monitor** \_\_\_\_\_ new virus.

**"The" – For ONE Specific thing, or MANY Specific things****Rule:**

- Use **THE** when you talk about a **specific** thing. You know which one.
  - Example: "Pass me **the** chart." (We know what chart.)
  - Example: "Open **the** window." (We know which window.)
- Use **THE** for specific things you cannot count (like "the water in **the** cup") or for many things (like "the patients in room 3").

**Fill in the blank with A, AN, or THE.**

1. Please **check** \_\_\_\_\_ resident in Room 14's blood pressure.
2. Let us **lift** \_\_\_\_\_ patient using the machine.
3. Please **comfort** \_\_\_\_\_ crying child in the waiting area.
4. We will **monitor** \_\_\_\_\_ vital signs for the next hour.
5. Please find \_\_\_\_\_ patient and **assist** with their meal.
6. Please **encourage** \_\_\_\_\_ woman in bed 2 to drink water.

**No Article (Ø) – For Things You CANNOT Count (General)****Rule:**

- Sometimes, you do not use any article (write nothing **Ø**). This is for things you **cannot count** (like "water," "information," "help," "advice") when you talk about them in general.
  - Example: "Drink **Ø** water." (Not specific water)
  - Example: "She needs **Ø** help." (Not specific help)
- Also for **many things** when you talk about them in general.
  - Example: "PSWs care for **Ø** residents." (Not specific residents, all residents)

**Fill in the blank with A, AN, THE, or Ø (leave blank)**

1. I need to **report** \_\_\_\_\_ information about the new patient.
2. Please **assist** \_\_\_\_\_ resident on the couch.
3. We should **encourage** \_\_\_\_\_ exercise.
4. It is important to **monitor** \_\_\_\_\_ safety.
5. Always **check** \_\_\_\_\_ equipment before use.
6. **Comfort** \_\_\_\_\_ patient if they have pain.
7. We must **lift** \_\_\_\_\_ heavy objects carefully.

**Find the Countable Noun in the Sentence**

Read each sentence.

One word in **bold** can be counted.

All other **bold** words cannot be counted.

Circle the **ONE** sentence where the **bold** word **CAN BE COUNTED**.

*Example:*

- I need to give **assistance**. (Cannot count)
- She feels **pain**. (Cannot count)

- We have **a patient**. (can count)

1. a) We need more information. b) Always check for safety. c) Please assist a patient. d) She needs more help.
2. a) The lab took blood. b) We give good care. c) I need to write a report. d) The facility has new equipment.
3. a) He has pain. b) I need help with this. c) Can you read a chart? d) She needs some advice.

4. a) She felt comfort. b) I need a bandage. c) He has a lot of energy. d) I need some understanding.
5. a) He is taking medication. b) She took the pill. c) We wish him good health. d) There is good progress.

### Article Review

**Task:** Complete the sentences using the **bold verb**. Add other words and choose the best article (**A, An, The, or Ø**).

*Our Healthcare Words: Assist, Check, Report, Lift, Comfort, Encourage, Monitor*

1. **ASSIST:** My job is to assist \_\_\_\_\_.
2. **CHECK:** Before I leave, I must check \_\_\_\_\_.
3. **REPORT:** If there is a problem, I will report \_\_\_\_\_.
4. **LIFT:** Be careful when you lift \_\_\_\_\_.
5. **COMFORT:** I always try to comfort \_\_\_\_\_.
6. **ENCOURAGE:** We should encourage \_\_\_\_\_.
7. **MONITOR:** It is important to monitor \_\_\_\_\_.

## Lesson 9: Words for Canadian Road Signs

### Word List

- Stop
- Yield
- No Parking
- Merge



- Speed Limit
- School Crossing
- Detour
- Slippery When Wet
- No U-Turn

### Practice Pronouncing (Saying) These Words

Say these words out loud.



### Words in Images

Here are the road signs. Look at the image and the word.





### Digital Skills Activity

Look up each word in your first language. Write the translation next to each one.

- Stop - \_\_\_\_\_
- Yield - \_\_\_\_\_
- No Parking - \_\_\_\_\_
- Merge - \_\_\_\_\_
- Speed Limit - \_\_\_\_\_
- School Crossing - \_\_\_\_\_
- Detour - \_\_\_\_\_
- Slippery When Wet - \_\_\_\_\_
- No U-Turn - \_\_\_\_\_



### Definitions and Examples

Word/Phrase	Definition	Example
<b>Stop</b>	You must stop your vehicle completely.	"You must <b>stop</b> at the red sign."
<b>Yield</b>	Slow down and let other cars go first if they are close.	"Always <b>yield</b> to cars coming from the left."
<b>No Parking</b>	You cannot park your car here.	"Look for the <b>No Parking</b> sign near the fire hydrant."
<b>Merge</b>	Two lanes of traffic come together into one lane.	"Cars must <b>merge</b> when the lane ends."
<b>Speed Limit</b>	The fastest speed you can drive.	"The <b>speed limit</b> on this road is 50 km/h."
<b>School Crossing</b>	Children may be crossing the road. Drive slowly.	"Drive carefully near a <b>School Crossing</b> ."

<b>Detour</b>	A different way to go because the usual road is closed.	"There is a <b>detour</b> because of road work."
<b>Slippery When Wet</b>	The road can be dangerous when it rains or is wet. Drive slowly.	"The sign says <b>Slippery When Wet</b> , so drive slow."
<b>No U-Turn</b>	You cannot turn your car around to go the other way.	"It is illegal to make a <b>No U-Turn</b> here."

### Fill in the Blanks



Complete the sentences with the correct word from the list:

Stop, Yield, No Parking, Merge, Speed Limit, School Crossing, Detour, Slippery When Wet, No U-Turn

1. The usual road is closed, so follow the \_\_\_\_\_ signs.
2. Drivers must \_\_\_\_\_ when two lanes join.
3. The road is wet, so the sign says \_\_\_\_\_.
4. You cannot leave your car here; it is a \_\_\_\_\_ area.
5. You cannot turn around here, the sign says \_\_\_\_\_.
6. At a triangle sign, you must slow and \_\_\_\_\_ to traffic.
7. Children are near, so drive slow for the \_\_\_\_\_ sign.
8. The sign shows 80 km/h; this is the \_\_\_\_\_.
9. At the red sign, you must \_\_\_\_\_ your car.



### Real-World Example

Maria is driving her car in Canada.

She sees a red sign and must stop.

Then she sees a Speed Limit sign for 60 km/h.

She drives past a School Crossing, so she slows down.

Later, she sees a sign that says Merge, so she moves carefully into the next lane.

It starts to rain, and a sign warns Slippery When Wet.

The road ahead is closed, so she follows a Detour.

She sees a sign with a red circle and a "U" with a line through it. This means No U-Turn.

She also needs to find a place to park, but many signs say No Parking.

### Workplace Conversations



Read this conversation with a classmate, your instructor, or your group.

**Driver:** "What does this red triangle sign mean?"

**Instructor:** "That means Yield. You must slow down and let other cars go first."

**Driver:** "Oh no, I can't find a spot!"

**Instructor:** "Yes, all these signs say No Parking."

**Driver:** "Why is traffic moving slowly here?"

**Instructor:** "Because two lanes of traffic have to Merge into one."

**Driver:** "Why did you say to stop there? There was no red light."

**Instructor:** "I saw a Stop sign. You must always stop at that sign."

**Driver:** "The road is very wet. Should I drive faster?"

**Instructor:** "No, look at the sign! It says Slippery When Wet. Drive slowly."

**Answer the Questions**

Choose the best answer.

1. What sign means you must stop your car completely?
  - a) Yield
  - b) Stop
  - c) Merge
  - d) Speed Limit
  
2. What sign tells you the fastest speed you can drive?
  - a) No Parking
  - b) Detour
  - c) Speed Limit
  - d) School Crossing
  
3. If a road is closed, what sign tells you a different way to go?
  - a) No U-Turn
  - b) Slippery When Wet
  - c) Merge
  - d) Detour
  
4. What sign means children might be on the road?
  - a) School Crossing
  - b) Yield
  - c) Stop
  - d) No Parking

## Talking Activity

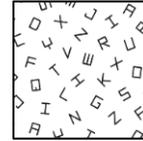
**Role Play:** Imagine you are giving directions to a friend who is new to Canada.



- Tell your classmate or instructor what to do when they see a **Yield** sign.
- Explain what **Slippery When Wet** means.
- Describe what to do if they see a **Detour** sign.
- Tell them about **No Parking** areas.

## Word Scramble

Find the words below by changing the letters around.



1. DLYEI \_\_\_\_\_
2. YLSEPPRI HEWN ETW \_\_\_\_\_
3. POTS \_\_\_\_\_
4. RODETU \_\_\_\_\_
5. ON NIKGRAP \_\_\_\_\_
6. GERME \_\_\_\_\_
7. PEEDS ILMIT \_\_\_\_\_
8. OOHLCN NGSCIOSR \_\_\_\_\_
9. ON U-NUTR \_\_\_\_\_

**List the Signs**

What signs do you see in this picture? Write them below.

<input type="checkbox"/>	_____



---

---

---

---

---

---

---

---

What sign(s) from the lesson are not in the picture?

---

## Lesson 10: Common Truck and Delivery Driver Words

### Word List

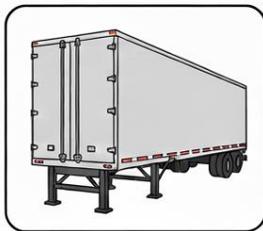
- Trailer
- Load / Cargo
- Rest Stop
- Dispatcher
- Route
- Logbook
- Fuel
- Traffic
- 

### Practice Pronouncing (Saying) These Words

Say these words out loud.

### Words in Images

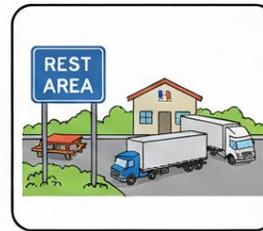
Here are the words used in the truck and delivery job. Look at the image and the word.



**TRAILER**



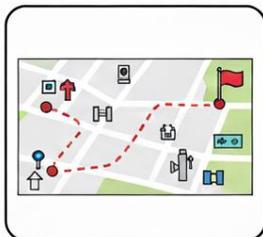
**LOAD / CARGO**



**REST STOP**



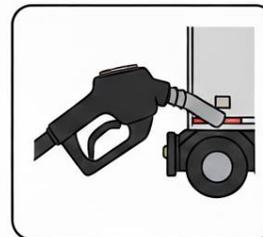
**DISPATCHER**



**ROUTE**



**LOGBOOK**



**FUEL**



**TRAFFIC**

## Digital Skills Activity

Look up each word in your first language. Write the translation next to each one.

- Trailer - \_\_\_\_\_
- Load / Cargo - \_\_\_\_\_
- Rest Stop - \_\_\_\_\_
- Dispatcher - \_\_\_\_\_
- Route - \_\_\_\_\_
- Logbook - \_\_\_\_\_
- Fuel - \_\_\_\_\_
- Traffic - \_\_\_\_\_

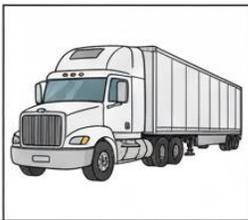
## Definitions and Examples

Word/Phrase	Definition	Example
<b>Trailer</b>	The long box pulled by the truck where goods are carried.	"The <b>trailer</b> can hold many heavy boxes."
<b>Load / Cargo</b>	The goods or products being transported (moved).	"Our <b>cargo</b> is fragile, so drive carefully."
<b>Rest Stop</b>	A place on the highway where drivers can park, sleep, and use the washroom.	"I must stop at the next <b>rest stop</b> for a break."
<b>Dispatcher</b>	The person who gives the driver instructions about the job and where to go.	"The <b>dispatcher</b> changed my delivery address."
<b>Route</b>	The planned road or path the truck must follow.	"This <b>route</b> takes me through Toronto."
<b>Logbook</b>	A physical book or digital device used to record driving and rest hours.	"The police officer checked the driver's <b>logbook</b> ."

<b>Fuel</b>	Gas or diesel needed to run the truck.	"We need to get <b>fuel</b> before starting the trip."
<b>Traffic</b>	Many cars and trucks moving slowly or stopped on the road.	"Heavy <b>traffic</b> made us late for the drop-off."

### Writing Practice

Write each word two times under the pictures.



\_\_\_\_\_

\_\_\_\_\_



\_\_\_\_\_

\_\_\_\_\_



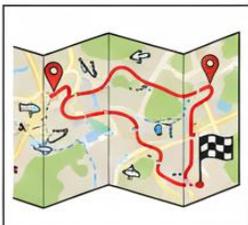
\_\_\_\_\_

\_\_\_\_\_



\_\_\_\_\_

\_\_\_\_\_



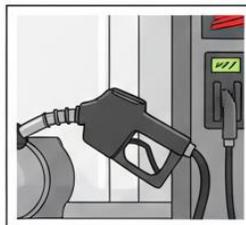
\_\_\_\_\_

\_\_\_\_\_



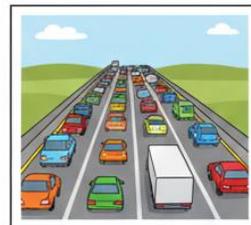
\_\_\_\_\_

\_\_\_\_\_



\_\_\_\_\_

\_\_\_\_\_



\_\_\_\_\_

\_\_\_\_\_

### Fill in the Blanks



Complete the sentences with the correct word: **Trailer, Load / Cargo, Rest Stop, Dispatcher, Route, Logbook, Fuel, Traffic**

1. The driver stopped to check the tire pressure on the large

\_\_\_\_\_.

2. I waited two hours because of heavy \_\_\_\_\_ near the city center.
3. The \_\_\_\_\_ told me to drive to Montreal first.
4. The driver must take a break at the next \_\_\_\_\_ to sleep.
5. We must record our hours in the \_\_\_\_\_ every day.
6. The truck needs more \_\_\_\_\_ to finish the long trip.
7. The truck is carrying a heavy \_\_\_\_\_ of building supplies.
8. I must follow the planned \_\_\_\_\_ to be on time.



### Real-World Example

Ahmed is a truck driver. His **dispatcher** gave him a new **route** to Winnipeg.

He checked the **logbook** to make sure his hours were legal.

The **trailer** was heavy because of the large **load** of food inside.

He checked his **fuel** before leaving.

On the highway, he hit bad **traffic** and knew he would be delayed.

He decided to pull over at the next **rest stop** for a short sleep.



### Workplace Conversations

Driver: "My logbook says I need to take a break soon."

Dispatcher: "There is a large rest stop 20 kilometers ahead."

Driver: "I am delayed because of bad traffic on Highway 401."

Dispatcher: "Can you find a new route to avoid the city?"

Driver: "The trailer feels very heavy."

Dispatcher: "Yes, the cargo weighs 40,000 pounds. Be careful on the hills."

Driver: "I need to get fuel right now; the tank is almost empty."

Dispatcher: "Okay, stop at the next truck stop."

**Answer the Questions**

Choose the best answer.

1. Who tells the driver where to go?

- a) Rest Stop
- b) Logbook
- c) Dispatcher
- d) Trailer

2. What do you use to record your driving hours?

- a) Fuel
- b) Logbook
- c) Traffic
- d) Route

3. What do you call the goods in the back of the truck?

- a) Traffic
- b) Fuel
- c) Cargo
- d) Rest Stop

4. What is the main problem if many cars are stopped on the road?

- a) Trailer
- b) Route
- c) Dispatcher
- d) Traffic

## Talking Activity

**Role Play:** Work with a partner. One person is the **Dispatcher** and the other is the **Driver**.



- The Dispatcher gives the Driver a **route**.
- The Driver asks the Dispatcher about the **load** or **fuel**.
- The Dispatcher reminds the Driver to check the **logbook** and find a **rest stop**.

## Make Sentences

Use the words below to write one complete sentence for each word.

1. **TRAILER:** \_\_\_\_\_
2. **LOAD:** \_\_\_\_\_
3. **DISPATCHER:**  
\_\_\_\_\_
4. **TRAFFIC:** \_\_\_\_\_

## Past Tense Verbs



Complete the sentences by changing the verb in the brackets ( ) to the **Past Tense**.

*Example: Yesterday, I **checked** the tires. Hint: Use 'ed.' for all words but 'drive'*

1. The driver (wait) \_\_\_\_\_ for the light to change.
2. The **dispatcher** (call) \_\_\_\_\_ the driver yesterday morning.
3. We (drive) \_\_\_\_\_ the new **route** last week.
4. I (stop) \_\_\_\_\_ at the **rest stop** for lunch.
5. He (fill) \_\_\_\_\_ the tank with **fuel** before leaving.

**Articles Review (A, An, The, or Ø)**

Fill in the blank with **A, AN, THE**, or **Ø** (not countable) to complete the sentence.

1. I am waiting for \_\_\_\_\_ **dispatcher** to call me.
2. We must haul \_\_\_\_\_ **cargo** to Vancouver.
3. There is \_\_\_\_\_ **rest stop** at exit 142.
4. We must not drive in \_\_\_\_\_ heavy **traffic**.
5. I have to find \_\_\_\_\_ **trailer** for this job.
6. Always look at \_\_\_\_\_ **logbook** before you start.
7. We used \_\_\_\_\_ **fuel** very quickly.
8. I need \_\_\_\_\_ hour of sleep before driving.

## Lesson 11: Common Landscaping and Gardening Words

### Word List

- Lawn
- Weed
- Soil
- Shovel
- Rake



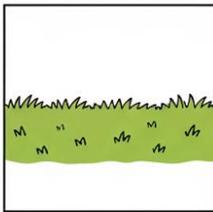
- Hose
- Mow (Verb)
- Plant (Verb)
- Prune (Verb)

### Practice Pronouncing (Saying) These Words

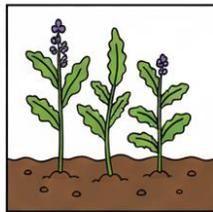
Say these words out loud.

### Words in Images

Here are the words used in gardening and landscaping. Look at the image and the word.



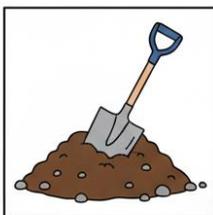
**LAWN**



**WEED**



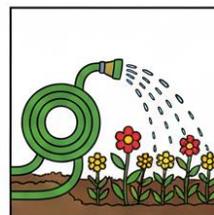
**SOIL**



**SHOVEL**



**RAKE**



**HOSE**



**MOW**



**PLANT**



**PRUNE**

**Writing Activity**

Rewrite each word twice below the picture.



**Lesson 11: Common Landscaping and Gardening Words**

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

**Digital Skills Activity**

Look up each word in your first language. Write the translation next to each one.

- Lawn - \_\_\_\_\_
- Weed - \_\_\_\_\_
- Soil - \_\_\_\_\_
- Shovel - \_\_\_\_\_
- Rake - \_\_\_\_\_



- Hose - \_\_\_\_\_
- Mow - \_\_\_\_\_
- Plant - \_\_\_\_\_
- Prune - \_\_\_\_\_



### Definitions and Examples

Word/Phrase	Definition	Example
<b>Lawn</b>	The area of grass that needs to be cut.	"The <b>lawn</b> is green in the summer."
<b>Weed</b>	A wild plant that grows where it is not wanted.	"I spent an hour pulling <b>weeds</b> from the flowerbed."
<b>Soil</b>	The dirt or earth where plants grow.	"We need to add new <b>soil</b> to the garden."
<b>Shovel</b>	A tool used for digging holes or moving <b>soil</b> .	"Use the <b>shovel</b> to dig a hole for the tree."
<b>Rake</b>	A tool with long teeth used to gather leaves or loose grass.	"Please <b>rake</b> the leaves into a big pile."
<b>Hose</b>	A long, flexible tube used to spray <b>water</b> onto the plants.	"Can you turn on the <b>hose</b> so I can water the garden?"
<b>Mow (Verb)</b>	To cut the <b>lawn</b> with a machine (a mower).	"I need to <b>mow</b> the grass every Saturday."
<b>Plant (Verb)</b>	To put seeds or small trees into the <b>soil</b> so they can grow.	"We will <b>plant</b> flowers next to the fence."
<b>Prune (Verb)</b>	To cut off dead or unwanted parts of a tree or bush.	"I must <b>prune</b> the rose bushes before winter."

**Fill in the Blanks**

Complete the sentences with the correct word:

**Lawn, Weed, Soil, Shovel, Rake, Hose, Mow, Plant, Prune**

1. I need to use the \_\_\_\_\_ to pick up all the fallen leaves.
2. It is important to water the garden with the \_\_\_\_\_ when it is dry.
3. My neighbour will \_\_\_\_\_ the long grass for me today.
4. The flowers need good \_\_\_\_\_ to grow big and strong.
5. I used the \_\_\_\_\_ to dig a big hole.
6. The \_\_\_\_\_ looks messy because the grass is too long.
7. We must \_\_\_\_\_ new vegetables in the spring.
8. I always pull every \_\_\_\_\_ out of my vegetable garden.
9. I will \_\_\_\_\_ the small tree branches with shears.

**Real-World Example**

John is working in his yard.

First, he uses the **rake** to clear the leaves.

Then, he uses a **shovel** to mix the new **soil** into the flowerbed.

He decided to **plant** some red flowers.

Later, he needs to **mow** the **lawn** because the grass is very tall.

He also needs to **prune** the overgrown rose bushes.

Finally, he will use the **hose** to **water** all the new flowers and check the garden for any **weeds**.

**Workplace Conversations**

Boss: "Did you mow the lawn today?"

Worker: "Yes, the grass is short now. I also used the rake to clean up."

Worker: "Where should I plant these small trees?"

Boss: "Dig a hole in the new soil near the back fence."

Boss: "Did you check the garden for weeds?"

Worker: "Yes, I pulled them out by hand."

Worker: "I need the hose to water the new bushes."

Boss: "Remember to prune the dead branches first!"

### Answer the Questions



1. What tool is best for digging a hole?

- a) Rake
- b) Shovel
- c) Hose
- d) Lawn

2. What is the area of grass called?

- a) Soil
- b) Weed
- c) Lawn
- d) Plant

3. What do you call a plant you do not want in your garden?

- a) Soil
- b) Weed
- c) Flower
- d) Mow

4. What action means to cut the grass?

- a) Rake
- b) Plant
- c) Mow
- d) Prune

### Talking Activity



**Discussion:** Talk with a classmate, your group, or the instructor.

- What is your favourite thing to **plant** in a garden?
- Do you **mow lawns**, or does someone else do it?
- What tools do you need if you want to pull **weeds**?

### Make Sentences

Use the words below to write one complete sentence for each word.

1. **SHOVEL:** \_\_\_\_\_
2. **MOW:** \_\_\_\_\_
3. **SOIL:** \_\_\_\_\_
4. **WEED:** \_\_\_\_\_

### Past Tense Verbs



Complete the sentences by changing the verb in the brackets ( ) to the **Past Tense**.

*Example: Yesterday, I **raked** the leaves. Hint: Use 'ed.'*

1. The landscaper (mow) \_\_\_\_\_ the **lawn** yesterday afternoon.
2. I (plant) \_\_\_\_\_ two apple trees last month.
3. The worker (use) \_\_\_\_\_ the **shovel** to dig the hole.
4. We (prune) \_\_\_\_\_ the bushes last week.

5. I (pull) \_\_\_\_\_ many **weeds** from the vegetable bed.

### Preposition Practice

Fill in the blank with one of the prepositions: **above, around, under, on, into**

1. The tools are hanging \_\_\_\_\_ the workbench.
2. I put the seeds \_\_\_\_\_ the **soil** in the pot.
3. We need to dig \_\_\_\_\_ the large tree roots.
4. The large pot is sitting \_\_\_\_\_ the patio stone.
5. There are small pebbles scattered \_\_\_\_\_ the flowerbed.

### Making a List



Use the words from your word list: **Mowing, Planting, Pruning, Raking, Weeding, Using a Hose, Shovel.** What is each person doing?

Person 1: \_\_\_\_\_

What is in the dirt? \_\_\_\_\_

Person 2: \_\_\_\_\_

Person 3: \_\_\_\_\_

Person 4: \_\_\_\_\_

Person 5: \_\_\_\_\_

## Module Review Questions

1. A baker has 5 tasks to complete this morning. Read the tasks below and decide the order they should be done. Write them in the **To-Do List** starting with **Priority 1 (Most Important)** and ending with **Priority 5 (Least Important)**.

### The Tasks:

- **A.** Put the unbaked **dough** on the **trays**.
- **B.** Load the truck for **delivery** to the café.
- **C.** Set the **timer** for the buns already in the **oven**.
- **D.** Measure and mix the **ingredients** for the next batch.
- **E.** Put a **label** on all the finished boxes.

Priority Level	Task Description (Write A, B, C, D, or E)
Priority 1 (Most Important)	
Priority 2	
Priority 3	
Priority 4	
Priority 5 (Least Important)	

2. Practice choosing the correct verb based on a common workplace example.

Read each situation. Choose the best verb from the word list, and then answer the second question about where or when this usually happens.

**Word List: Find, Answer, Prepare, Deliver, Assist, Carry, Organize, Clean, Call**

Situation	Best Verb to Use	Where / When / How?
1. A client needs help with a heavy box.	You should _____ the client.	<b>Where?</b> ( In the warehouse / In the truck )
2. The paperwork is messy and all over the desk.	You need to _____ the files.	<b>Where?</b> ( At the desk / At home )
3. You need to make sure the meeting room is ready.	You should _____ the room.	<b>When?</b> ( Before the meeting / After the meeting )
4. The manager is trying to locate an old document.	You need to help him _____ it.	<b>Where?</b> ( On the computer / In the parking lot )
5. You have a package that must go to the customer today.	You must _____ the package.	<b>Where?</b> ( To the customer's house / To your kitchen )
6. You have a heavy load of supplies that must move upstairs.	You must _____ the supplies.	<b>What tool helps?</b> ( Hands and arms/ Rake )
7. The supervisor needs to talk to a staff member in another building.	She should _____ them.	<b>How?</b> ( On the phone / On the stapler )

3. Practice the verb words and understand when a task is finished.

Read the first sentence. Write the correct word (**bolded**) to finish the second sentence.

Action Needed (I must...)	Action Finished (I already...)
<b>Example:</b> I must <b>practice</b> good time management.	Example: I already <b>practiced</b> good time management.
1. I must <b>type</b> the letter.	I already _____ the letter.
2. I must <b>print</b> the document.	I already _____ the document.

3. I must <b>email</b> the manager.	I already _____ the manager.
4. I must <b>call</b> the client.	I already _____ the client.
5. I must <b>copy</b> the receipt.	I already _____ the receipt.
6. I must <b>answer</b> the phone.	I already _____ the phone.
7. I must <b>file</b> the invoice.	I already _____ the invoice.
8. I must <b>write</b> a report.	I already _____ the report.

4. Practice using the Past Tense verbs to write a complete, clear workplace email reporting on finished tasks.

Imagine your supervisor gave you this list of tasks for your shift. You must do all of them.

Task	Action Verb
1. Clean the kitchen floor.	Mop
2. Clean the carpet in the main hall.	Vacuum
3. Clean the washroom sinks.	Scrub
4. Take out the trash bins.	Empty
5. Put more soap in the dispensers.	Refill
6. Kill germs on the tables and door handles.	Disinfect

### Step 2: Write Your Email Report

Write an email to your supervisor reporting that **all 6 tasks above are done** .

You will use the **Past Tense** of the verbs in your email (*example: I vacuumed*).

To: Supervisor

From: \_\_\_\_\_

Subject: Shift Completion Report

**Body:** (Write your complete email below, reporting on the 6 completed tasks.)

---

---

---

---

---

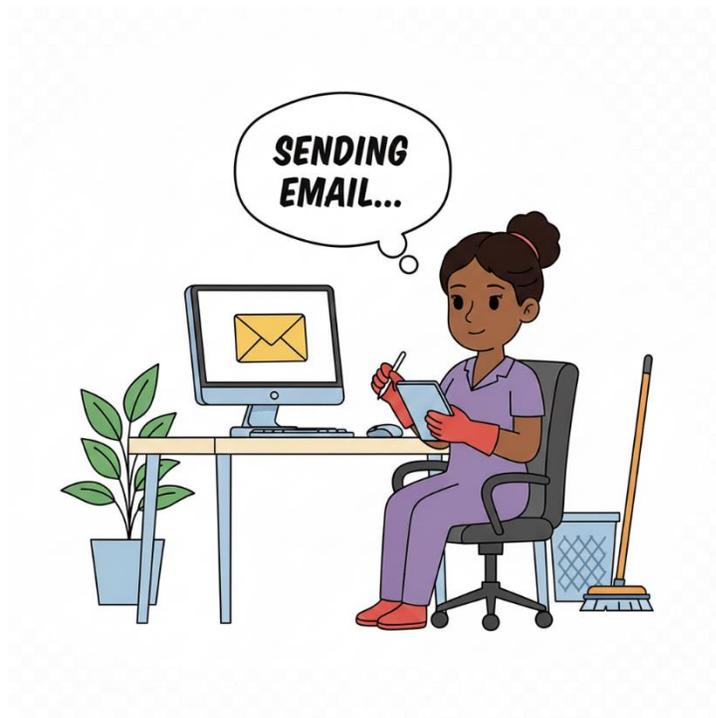
---

---

---

Thank you,

---



5. Match the noun (tool or material) on the left with the verb (action) it is used for on the right.

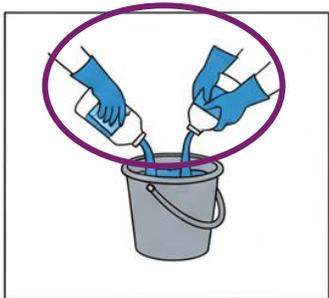
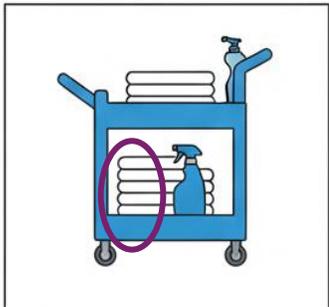
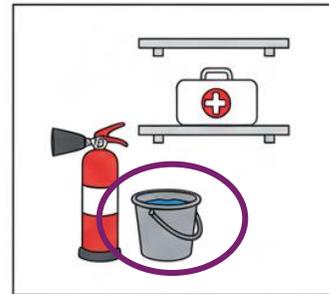
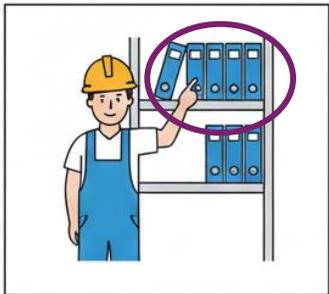
**Noun (Tool/Material)****1. Hammer****2. Ladder****3. Cement****4. Blueprint****5. Drill****6. Window****7. Heavy Box****8. Wood****9. Wall****Verb (Action)****A. Mix****B. Measure****C. Install****D. Lift****E. Build****F. Hit nails****G. Use for holes****H. Climb****I. Follow plan**

6. Look at the pictures. Use the circled item as the main object.

Write what preposition is showing. Use: on, beside, around, above, behind, under, into, or over

You can review Lesson Six to help with this if needed.

## Lesson 6: Common Workplace Prepositions



7. Read each workplace situation. Choose the **ONE** best word from the list that is most important in that moment.

**Word List: Interview, Application, Resume, Candidate, Employer, Questions, Skills, Certificates, Availability**

Situation	Which Word is Most Important?
1. You are sending your information to the company for the first time.	You must attach (email) your _____.
2. The manager wants to know if you can work evenings and weekends.	They are asking about your _____.
3. You are sitting in the office meeting with the manager and talking about the job.	You are having an _____.
4. You are writing down "Excellent computer use" and "Good customer service" on the form.	You are writing about your _____.
5. You need to prove you finished a First Aid course.	You must bring your _____.
6. The company needs you to fill out a long form with all your personal details.	You must complete the _____.
7. The person sitting across from you is the one who will hire you.	This person is the _____.

8. Look at the poster on the next page. Answer the questions below it.

**YOU'RE INVITED!**

*Spring Garden Party & Tea Social!*

June 10<sup>th</sup> from 2pm to 4pm

**Join Us For:**

- Live Music & Refreshments
- Flower Potting Station
- Socializing & Fun!

Our staff will be there to:

- Assist with activities and sunscreen
- Encourage everyone to have fun!
- Lift or support residents who need help getting to the next activity.
- Monitor residents during the events.
- Check on residents often.
- Report any special requests for the day to the nursing staff.

**Location: The Sunshine Terrace Garden. All are welcome!**

What will be done often? \_\_\_\_\_

What will be done for residents needing support getting to the next activity?

\_\_\_\_\_

What will be done with special requests?

\_\_\_\_\_

What will be encouraged? \_\_\_\_\_

How will the workers assist the residents?

---

When will the residents be monitored?

---

When is the Spring Garden Party?

---

8. Where will the party be?

---

### 9. Road Sign Situations

What are the most important signs for the example.

**Word List: Stop, Yield, No Parking, Merge, Speed Limit, School Crossing, Detour, Slippery When Wet, No U-Turn**

Situation	Two Most Important Signs
1. You are driving in front of a school, and the road is wet from rain.	1. _____ 2. _____
2. Your lane is ending, and you see the sign for the fastest speed you can drive.	1. _____ 2. _____
3. You are driving in a town, and you see road construction blocking your way. You also need to drop off a passenger.	1. _____ 2. _____
4. You are coming to a spot with four roads leading to it, and you are not allowed to turn back the other way there.	1. _____ 2. _____

10. Look at the **English Time and Number Sheet**, it will help when looking at times in the activity.

After, read the sentences below.

## English Time and Number Sheet

Practice the English terms for telling time.

<p><b>1. Spelling the Hours</b></p> <ul style="list-style-type: none"> <li>• <b>1</b> – One</li> <li>• <b>2</b> – Two</li> <li>• <b>3</b> – Three</li> <li>• <b>4</b> – Four</li> <li>• <b>5</b> – Five</li> <li>• <b>6</b> – Six</li> <li>• <b>7</b> – Seven</li> <li>• <b>8</b> – Eight</li> <li>• <b>9</b> – Nine</li> <li>• <b>10</b> – Ten</li> <li>• <b>11</b> – Eleven</li> <li>• <b>12</b> – Twelve</li> </ul>	<p><b>2. Counting by 5s (For the Minutes)</b></p> <ul style="list-style-type: none"> <li>• <b>5</b> – Five</li> <li>• <b>10</b> – Ten</li> <li>• <b>15</b> – Fifteen</li> <li>• <b>20</b> – Twenty</li> <li>• <b>25</b> – Twenty-five</li> <li>• <b>30</b> – Thirty</li> <li>• <b>35</b> – Thirty-five</li> <li>• <b>40</b> – Forty</li> <li>• <b>45</b> – Forty-five</li> <li>• <b>50</b> – Fifty</li> <li>• <b>55</b> – Fifty-five</li> <li>• <b>60</b> – Sixty (One Hour)</li> </ul>	<p><b>3. Counting by 10s (For the Minutes)</b></p> <ul style="list-style-type: none"> <li>• <b>10</b> – Ten</li> <li>• <b>20</b> – Twenty</li> <li>• <b>30</b> – Thirty</li> <li>• <b>40</b> – Forty</li> <li>• <b>50</b> – Fifty</li> <li>• <b>60</b> – Sixty</li> </ul>
--	---	---

### 4. Time Telling Terms

- **O'clock:** Use this for exactly the hour. **Example:** 9:00 is "Nine o'clock."
- **AM / Morning:** The time from midnight until lunch. **Example:** 8:00 AM is in the morning.
- **PM / Afternoon:** The time from lunch until midnight. **Example:** 4:00 PM is in the afternoon.
- **Noon:** 12:00 in the middle of the day. **Example:** We eat lunch at noon.

### 5. Dividing the Clock

- **Half past:** 30 minutes after the hour. **Example:** 8:30 is "Half past eight."
- **Quarter past:** 15 minutes after the hour. **Example:** 8:15 is "Quarter past eight."
- **Quarter to:** 15 minutes before the next hour. **Example:** 8:45 is "Quarter to nine."

### 6. Workplace Words

- **Start time:** The time you begin work. **Example:** My start time is 8:30 AM.
- **End time:** The time you finish work and go home. **Example:** My end time is 4:30 PM.
- **Break:** A short time to rest or eat. **Example:** I have a 15-minute break at 10:15 AM.

#### How to Say Time in English:

- Say the hour, then the minutes. **Example:** 10:25 — "Ten twenty-five."

On the next page, write the word from the list on each line to complete the story.

Use each word **only once**.

**Word List: Logbook, Dispatcher, Fuel, Cargo, Trailer, Route, Traffic, Rest Stop**

**Yussuf’s Day**

I woke up at 6 am this morning. Today, the start time for my workday is 8 am.

At 8:20 am, I got instructions from the

(1) \_\_\_\_\_. We loaded the heavy (2) \_\_\_\_\_ inside the long (3) \_\_\_\_\_ between 8:30 am and 9 am. Before driving, I looked at my (4) \_\_\_\_\_ to write down my hours. At 9:15 am I filled the truck with (5) \_\_\_\_\_ for the long trip.

I left the parking lot at 9:30 am. My plan was to follow the shortest (6) \_\_\_\_\_. But on the highway, I saw many slow cars and trucks—this was heavy (7) \_\_\_\_\_! Because of the traffic, I stopped at the nearest (8) \_\_\_\_\_ at 11:30 pm to take a break and eat. I hoped that the traffic would slow down while I ate lunch. At 12:15 pm I got started driving again. I delivered the cargo at 5:45 pm. 6:05 pm was my end time.

**Yussef’s Schedule**

Write a schedule for Yussuf’s day with times and what he did at those times.

Time	Time written in words	Action (What happened?)
6 am	Six o'clock in the morning	Woke up

Congratulations! You have finished this review.