

OXFORD

THIRD EDITION

1



Skills for Success

LISTENING AND SPEAKING

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Business

NOTE-TAKING	writing key words and main ideas
CRITICAL THINKING	comparing and contrasting
LISTENING	listening for key words and phrases
VOCABULARY	distinguishing between words with similar meanings
GRAMMAR	simple present and simple past
PRONUNCIATION	simple past -ed
SPEAKING	asking for repetition and clarification



UNIT QUESTION

What are employers looking for?

A. Discuss these questions with your classmates.

1. Do you have a job? What is your dream job?
2. How do people find jobs?
3. Look at the photo. Where are these people? What are they doing?



B. Listen to *The Q Classroom* online. Then complete the missing information from the students' conversation.

1. Yuna says that employers want someone with a good _____.
2. Marcus says _____ is important.
3. Sophy says companies want people they can _____ easily.
4. Felix says companies want someone who will _____ for the company.

iQ PRACTICE Go to the online discussion board to discuss the Unit Question with your classmates. *Practice > Unit 1 > Activity 1*

UNIT OBJECTIVE

Listen to a conversation and a presentation. Gather information and ideas to role-play a job interview.

NOTE-TAKING SKILL Writing key words and main ideas

When you take notes, you write only a few words and phrases about the most important points. If you try to write too much, you will miss important information. Learn to listen for the main ideas and write the key words and phrases that will help you remember them. Make two columns on your paper and label them *Key Words* and *Main Ideas* as in the example below. As you listen, write the key words in the left column. After you listen, use the key words to fill in additional information about the main ideas in the right column.

Read this transcript from a TV news report about important job skills for university students.

Many college students today do not have the basic skills needed to succeed in a full-time job after they graduate. According to a recent study, universities need to do more to prepare students for the workplace.

Look at the note page below. Notice the key words and main ideas.

Key Words	Main Ideas
Students don't have skills— full-time job	College students don't have skills to succeed in a full-time job after they graduate.
Study: universities need to prepare students	Study: Universities need to do more to prepare students for work.



A. APPLY Listen to the next part of the news report. Make two columns for key words and main ideas. Take notes on the key words.

B. INTERPRET Use the key words you wrote to write the main ideas. Compare notes with a partner.

iQ PRACTICE Go online for more practice writing notes on key words and main ideas. *Practice > Unit 1 > Activity 2*

LISTENING

LISTENING 1 Looking for a Job

OBJECTIVE ►

You are going to listen to two students discuss summer jobs. They find a website with a video called “Careers at Braxton Books.” As you listen to the conversation, gather information and ideas about what employers want.



PREVIEW THE LISTENING

A. **VOCABULARY** Here are some words from Listening 1. Read the sentences. Then write each underlined word next to the correct definition on the next page.

1. Khalid wants to change his career. He wants to become a doctor.
2. Haya starts her new job tomorrow. She's a new employee of that company.
3. A college education is one requirement to be a teacher. You also need some teaching experience.
4. I don't know much about computers. I can only do basic things, like type papers and use email.
5. Our server isn't very organized. He forgot to bring your coffee, and he brought me the wrong food.
6. Education is important. It's harder to get some jobs if you don't have a college degree.
7. I want to get a job at Rick's Café. I just have to complete this application and take it to the restaurant.
8. I have an interview next week at a computer company.

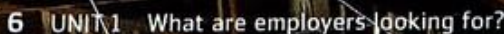
Practice > Unit 1 > Activity 3

B. PREVIEW Two students are looking online for a summer job. They find a website with a video called "Careers at Braxton Books." Check (✓) the topics you think the video will include.

- ☐ how to buy books online ☐ how to get an application
- ☐ job requirements ☐ store hours

 A. LISTEN AND TAKE NOTES Listen to the conversation. Take notes on the key words. Follow the sample notes on page 4.

 **B. INVESTIGATE** Listen to the conversation again. Add notes about the main ideas based on the key words you wrote.



C. CATEGORIZE Read the statements. Write *T* (true) or *F* (false). Then correct any false statements. Write the words or phrases from your notes that helped you get the answer.

F 1. Ben works at Braxton Books now.

Ben doesn't work at Braxton Books yet.

Words and phrases: wants to work there this summer

___ 2. Braxton Books is a big company.

Words and phrases: _____

___ 3. The company sells books in stores and online.

Words and phrases: _____

___ 4. The company has some open jobs.

Words and phrases: _____

___ 5. Ben will probably try to get a job at Braxton Books.

Words and phrases: _____

TIP FOR SUCCESS

Speakers sometimes use certain phrases to signal a list of important information. Some examples are *here are*, *the following are*, and *here is a list of*.

D. IDENTIFY Circle the answer that best completes each statement.

1. Braxton Books plans to _____.
 - a. open a new store
 - b. continue its success
 - c. start an e-book business
2. Salespeople at Braxton Books have to _____.
 - a. work only online
 - b. have a college degree
 - c. help a lot of customers
3. Most Web designers at Braxton Books are _____.
 - a. highly trained
 - b. college students
 - c. friendly people
4. The company only accepts applications _____.
 - a. on its website
 - b. in person
 - c. after an interview

E. IDENTIFY Match the sentence halves to form true statements.

- | | |
|---|------------------------------|
| 1. Ben is looking for ____ | a. a salesperson position. |
| 2. Braxton Books is ____ | b. a summer job. |
| 3. You need basic computer skills for ____ | c. to work on a team. |
| 4. Web designers need ____ | d. an international company. |
| 5. A new part of Braxton's business is ____ | e. a lot of experience. |
| 6. Salespeople must like ____ | f. an e-book business. |

ACADEMIC LANGUAGE

Common phrases for comparing and contrasting in academic speaking include:

The difference between ...

On one hand ...

On the other hand ...

... rather than ...

... as opposed to ...

OPAL

Oxford Phrasal Academic Lexicon



CRITICAL THINKING STRATEGY

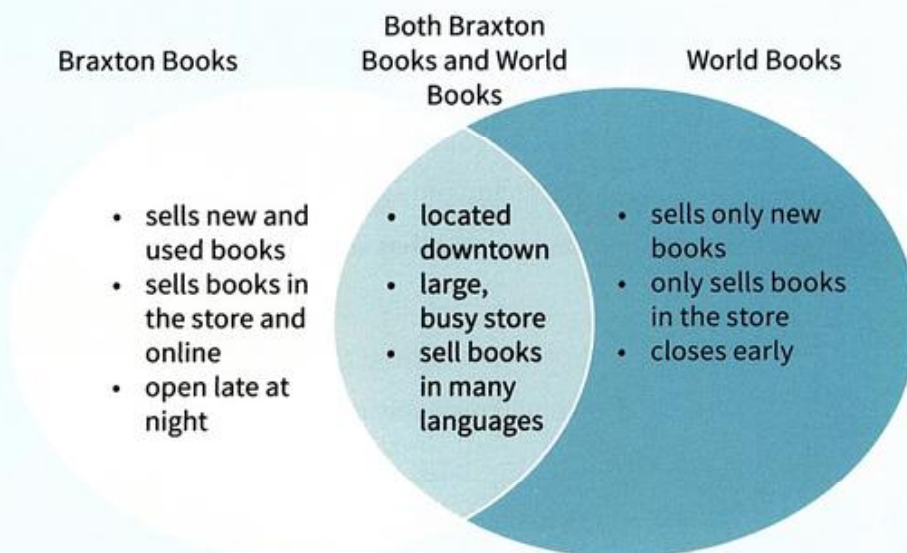
Comparing and contrasting

When you **compare** two things, you notice what is the same about them.

When you **contrast** two things, you notice what is different. Comparing and contrasting can help you remember important points about the two things.

Ask yourself, "What's the same?" and "What's different?"

Look at the Venn diagram for two bookstores. A Venn diagram is a way to organize ideas when you are comparing and contrasting. What's the same and what's different about the bookstores?



IQ PRACTICE Go online to watch the Critical Thinking Video and check your comprehension. *Practice > Unit 1 > Activity 4*



F. APPLY Listen to the excerpt from Listening 1. Draw a Venn diagram like the one in the Critical Thinking Strategy with the headings *Salesperson* on the left, *Web designer* on the right, and *Both jobs* in the center. Compare and contrast the requirements for the two jobs using the Venn diagram.

IQ PRACTICE Go online for additional listening and comprehension. *Practice > Unit 1 > Activity 5*



SAY WHAT YOU THINK

DISCUSS Ask and answer the questions in a group.

1. Look again at the Venn diagram you completed in Activity F. Compare and contrast the requirements for the two jobs at Braxton Books.
2. Do you meet the requirements for the jobs? Which ones?
3. Which student in your group is the best person for each job?