

# Employment

## Table of Contents

2	<b>Objective</b>
	<b>Employment</b>
2	Discussion
3	Chart
	<b>Occupations</b>
4	Matching
4	Descriptions
	<b>Personal Qualities</b>
5	Matching
6	List
6	Sentences
	<b>Help Wanted Ads</b>
7	Abbreviations
8	Reading
8	Discussion
8	Comprehension
	<b>Pair Work</b>
9	Student A
10	Student B
	<b>Application for Employment</b>
11	Form
12	Matching
13	Sentences
	<b>Class Activity</b>
14	Find Someone Who
15	<b>Review Task</b>
16	<b>Teachers' Notes</b>



## Objective

In this unit, you will learn vocabulary related to occupations and job searching. You will work on finding information from help wanted ads and practice filling out job applications. You'll also learn some useful abbreviations. Let's start by having a group discussion about employment. Circle any words you don't know.

## Employment

### A. Discussion

Discuss the following questions in groups.

1. Do you have a job now? If so, where do you work?
2. How many hours per week do you work?
3. What did you do in your country?
4. Did you belong to a union?
5. If you could choose any occupation, what would it be? Why?
6. Which jobs do you think are the most stressful? Why?
7. Which jobs in your country are considered the most prestigious (highest status and respect)?
8. Do most women work outside the home in your country?
9. Do men and women receive equal pay for the same job?
10. At what age do people generally retire in your country?
11. How many hours per week do people generally work in your country?
12. How much paid vacation time do people generally have in your country?

## Employment cont.

### B. Chart

Complete the chart below by asking your classmates questions.

#### Examples

- What did you do in your country?
- Where did you work?

	Classmate #1:	Classmate #2:	Classmate #3:
<b>Occupation in own country</b>			
<b>Place of work</b>			
<b>Number of hours per week</b>			
<b>Job description / responsibilities</b>			
<b>Skills, training, and education required for the job</b>			
<b>Frequency of payment</b>			
<b>How long at that job</b>			

# Occupations

## A. Matching

Match the occupations on the left with the job descriptions on the right.

- |       |                             |  |
|-------|-----------------------------|--|
| _____ | 1. mechanic                 | a) designs houses and buildings                                  |
| _____ | 2. real estate agent        | b) writes for magazines and newspapers                           |
| _____ | 3. accountant               | c) helps people with family problems                             |
| _____ | 4. administrative assistant | d) installs and fixes lights, wiring, etc.                       |
| _____ | 5. tailor                   | e) sells houses, property, and buildings                         |
| _____ | 6. plumber                  | f) builds furniture and houses                                   |
| _____ | 7. nanny                    | g) keeps financial records and does tax forms                    |
| _____ | 8. carpenter                | h) looks after children  |
| _____ | 9. receptionist             | i) works as a cashier in a bank                                  |
| _____ | 10. architect               | j) repairs car engines   |
| _____ | 11. waiter                  | k) answers the phone and greets people in an office              |
| _____ | 12. journalist              | l) takes orders and serves people in restaurants                 |
| _____ | 13. social worker           | m) makes and alters clothes                                      |
| _____ | 14. teller                  | n) fixes water pipes, toilets, and sinks                         |
| _____ | 15. electrician             | o) organizes files, manages correspondence, and provides support |

## B. Descriptions

Read the sentences below and write the name of the described occupation.

#	Description	Occupation
1	This person works in a flower shop and arranges flowers.	
2	This person works in a courthouse.	
3	This person makes and sells breads, cakes, cookies, etc.	
4	This person works in a hospital, looks after patients, and helps the doctors.	
5	This person wears a uniform and patrols buildings.	
6	This person fills prescriptions in a drugstore.	
7	This person is an animal doctor.	
8	This person cleans buildings such as schools.	
9	This person gives religious guidance.	
10	This person prepares meals in a restaurant.	

# Personal Qualities

## A. Matching

Match each quality with the correct definition.

- |       |                         |   |
|-------|-------------------------|---|
| _____ | 1. responsible/reliable | a) is on time   |
| _____ | 2. punctual             | b) doesn't tire easily  |
| _____ | 3. energetic            | c) acts like an adult, not a child  |
| _____ | 4. mature               | d) does what they say that they will do                                   |
| _____ | 5. honest               | e) has good manners   |
| _____ | 6. conscientious        | f) works well with others   |
| _____ | 7. polite               | g) tells the truth, doesn't lie or steal                                  |
| _____ | 8. cooperative          | h) takes the job seriously  |
| _____ | 9. thorough             | i) orderly, works according to plans                                      |
| _____ | 10. patient             | j) can accept new or different ideas                                      |
| _____ | 11. organized           | k) stays with the job, doesn't give up easily, can wait without being mad |
| _____ | 12. open-minded         | l) does a good job, doesn't forget anything, pays attention to details    |
| _____ | 13. neat                | m) correct  |
| _____ | 14. flexible            | n) can accept change easily   |
| _____ | 15. accurate            | o) clean and tidy, not messy  |
| _____ | 16. motivated           | p) pushes oneself to do a good job  |
| _____ | 17. creative            | q) not lazy   |
| _____ | 18. hardworking         | r) can control oneself  |
| _____ | 19. resourceful         | s) has new ideas and a talent for making new things                       |
| _____ | 20. disciplined         | t) good at solving problems with whatever is available                    |
| _____ | 21. well-groomed        | u) sociable and talkative, not shy  |
| _____ | 22. articulate          | v) neat and clean in appearance   |
| _____ | 23. self-confident      | w) feels good about oneself   |
| _____ | 24. outgoing            | x) speaks well  |

## Personal Qualities cont.

### B. List

Some qualities are very important for all jobs. Others are important for certain jobs, but not for others. In your notebook, write down three or four qualities that you think are desirable for all jobs. Then make a list of ten occupations and write two qualities that you feel are most important for each job. Share your ideas with your classmates.

#### Example

##### CHILDCARE WORKER

- patient
- energetic

### C. Sentences

Fill in the blanks with the correct word from the list on the right.

1. A person who can adapt to change easily is \_\_\_\_\_ .
2. Mary is a very \_\_\_\_\_ person. I can always depend on her.
3. Artists and musicians are usually very \_\_\_\_\_ people.
4. It is important for an accountant to be \_\_\_\_\_ in his/her work.
5. You don't have to be very \_\_\_\_\_ if you work in construction. It is different if you are working with the public.
6. He is rarely on time. He is not a very \_\_\_\_\_ person.
7. An \_\_\_\_\_ person plans things carefully and keeps things in order.
8. A \_\_\_\_\_ student likes to learn and doesn't have to be pushed to do it.
9. She is a very \_\_\_\_\_ worker. She completes everything and pays attention to detail.
10. He is not very \_\_\_\_\_. He doesn't work well with his coworkers.
11. His desk is never \_\_\_\_\_. He can never find anything on it.
12. She is a very \_\_\_\_\_ cook. If she doesn't have one of the ingredients, she just substitutes something else.
13. He hates waiting in lines. He is not a very \_\_\_\_\_ person.
14. He is a very \_\_\_\_\_ person. He can work long hours without getting tired.
15. Even though he is still a teenager, he is very \_\_\_\_\_ and responsible.
16. When an interviewer asks you about your \_\_\_\_\_ , he wants to know about your good qualities.

#### Word List:

- well groomed
- mature
- reliable
- strengths
- motivated
- neat
- flexible
- creative
- punctual
- thorough
- energetic
- organized
- patient
- cooperative
- resourceful
- accurate

# Help Wanted Ads

## A. Abbreviations

Newspapers usually use abbreviations in advertisements in order to save space. There are different ways of forming abbreviations.

Some abbreviations may use the first few letters of the word.

- nec. (necessary)

Others are formed by using consonants without any vowels.

- afts. (afternoons)

When there is a compound word or an expression with two or more words, often the abbreviation is formed from the initial letter of each word.

- w.p.m. (words per minute)

Abbreviations without a period are possible, but using a period is more common. There may be slight variations in abbreviations in want ads from one region of the country to another. By reading the want ads in your local newspaper, you will become familiar with many common abbreviations.

Abbreviation	Word
afts.	afternoons
appt.	appointment
approx.	approximately
asst.	assistant
btw.	between
cert.	certified
co.	company
comm.	commission
dent.	dental
eves.	evenings
exc.	excellent
exp.	experience
fin.	financial
f/t	full-time
hr.	hour
immed.	immediately
incl.	include

Abbreviation	Word
info.	information
jr.	junior
lic.	license
ltd.	limited
max.	maximum
mech.	mechanical
med.	medical
m/f	male or female
mfg.	manufacturing
min.	minimum
mo.	month
nec.	necessary
neg.	negotiable
nr.	near
pd.	paid
p/t	part-time
perm.	permanent

Abbreviation	Word
ph.	phone
p.o.	post office
pref.(d)	preferred
ref.	references
req.(d)	required
resp.	responsible
rge.	range
sal.	salary
sr.	senior
temp.	temporary
vic.	vicinity
w.	with
wk.	week or work
w.p.m.	words per minute
wtd.	wanted
yr.	year

# Help Wanted Ads cont.

## B. Reading

### 1. Waiters / Waitresses

Wtd. immed. for busy new rest., f/t and p/t, ref. & exp. req, must be well groomed. Call btw. 9:00 & 11:00, wkdays. 457-0987

### 2. Administrative Assistant

Large law office needs exp. resp. admin. asst. Typing 60 w.p.m., exc. tel. skills, min. 5 yrs. exp. Send resume to ABC Law Firm, 120 Main St., Toronto, Ontario

### 3. St. Regis Hotel Cook

Exp. cook wanted to work 12 noon to 8pm f/t inc. wkends. Perm. position. Ph. btw. 10 & 4pm. 964-3452

### 4. Nanny

Live-in nanny for busy young family, some housework req. Mature, resp., exp. nec. Driv. lic. an asset. Ref. req. Sal. neg. Call 489-2098.

### 5. Req. exp. receptionist

For busy doctor's office. 15 hrs. weekly, 3 days/wk. Good org. skills, good tel. manner essential, typing 45 w.p.m. Email resume to dr.smith@abc.net

### 6. Service Station Attendant

P/T eves. & wkends., must be polite, hardworking, no exp. nec., will train. \$10 per hr. Apply in person to 123 Pembina Ave. wkdays btw. 9:00 & 4:00.

## C. Discussion

Read the ads in Part B.

With your partner, discuss the following for each ad:

- Job Description**  
kind of work, hours, salary, benefits, etc.
- Qualifications / Requirements**  
skills, qualities, education, experience, etc.
- How to Apply**  
in person, by phone, fax or email, in writing

## D. Comprehension

Read the ads again and answer the following questions:

- Are there any jobs that do not require experience? If so, which one(s)? \_\_\_\_\_
- Which job(s) do you need to have references for? \_\_\_\_\_
- Which jobs are full-time? \_\_\_\_\_
- Explain the term "asset" in ad #4.  
\_\_\_\_\_  
\_\_\_\_\_
- Which job requires a neat appearance? \_\_\_\_\_
- Which job mentions salary? \_\_\_\_\_
- Which ad says the employer will teach you how to do the job? \_\_\_\_\_
- Two ads ask for two similar qualifications. Which ads are they? \_\_\_\_\_
- What are the two similar qualifications?  
\_\_\_\_\_



## Pair Work (Student B)

You and your partner each have the same application form, but some information is missing from each one. Complete the form by asking your partner questions.

### Examples

- What is the applicant's surname (last name)?
- Is the applicant male or female?

### Application for Employment

Application Date \_\_\_\_\_

Position Applied For \_\_\_\_\_

#### PERSONAL INFORMATION

**Name:** \_\_\_\_\_ *Sampson*  
First Name Last Name

**Address:** \_\_\_\_\_ *Water St.* \_\_\_\_\_ *IL* \_\_\_\_\_ *60005-1234*  
Apt/House # Street Address City State Zip Code

**Contact:** *(220) 779-2000* \_\_\_\_\_ **Sex:**  Male  Female **SSN:** *403-73-0000* \_\_\_\_\_  
Phone Number Social Security Number

**Are you legally able to work in this country?**  Yes  No

**Do you have a driver's license?**  Yes  No

#### EMPLOYMENT HISTORY

Employment Dates	Company Name	Job Title	Duties
		<i>waiter</i>	<i>served customers</i>
	<i>Big Apple Restaurant</i>		<i>cleared tables</i>
<i>April '05 – Jan. '08</i>		<i>pizza deliverer</i>	

#### EDUCATION & TRAINING

**Schooling:** \_\_\_\_\_ *River Bend High School, Chicago, IL – 2000*  
University High School

**Other:** \_\_\_\_\_ *Bilingual – speak English and Spanish*  
Other Training Other Skills

\_\_\_\_\_  
Signature

# Application for Employment

## A. Form

Complete the following application form. Filling out an application form for a job is very important. The application must be neat, accurate, and complete. Print clearly and check your spelling. Do not leave

out any important information. Make sure that all the information you give is correct. If there is something you don't understand on the form, ask about it.

### Application for Employment

Application Date \_\_\_\_\_

Position Applied For \_\_\_\_\_

#### PERSONAL INFORMATION

**Name:** \_\_\_\_\_  
First Name \_\_\_\_\_ Last Name \_\_\_\_\_

**Address:** \_\_\_\_\_  
Apt/House # \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Contact:** \_\_\_\_\_ **Sex:**  Male  Female **SSN:** \_\_\_\_\_  
Phone Number \_\_\_\_\_ Social Security Number \_\_\_\_\_

**Are you legally able to work in this country?**  Yes  No

**Do you have a driver's license?**  Yes  No

#### EMPLOYMENT HISTORY

Employment Dates	Company Name	Job Title	Duties

#### EDUCATION & TRAINING

**Schooling:** \_\_\_\_\_  
University \_\_\_\_\_ High School \_\_\_\_\_

**Other:** \_\_\_\_\_  
Other Training \_\_\_\_\_ Other Skills \_\_\_\_\_

\_\_\_\_\_  
Signature

## Application for Employment cont.

### B. Matching

Match the expressions on the left with the correct meanings on the right.

- |                                   |   |
|-----------------------------------|---|
| _____ 1. position                 | a) place you last worked  |
| _____ 2. surname                  | b) abilities, things you can do   |
| _____ 3. maiden name              | c) not applicable, doesn't apply in this situation                        |
| _____ 4. valid                    | d) money earned per hour  |
| _____ 5. previous employer        | e) late-night work period   |
| _____ 6. legally entitled to work | f) last name or family name   |
| _____ 7. duties                   | g) money earned per month or year   |
| _____ 8. skills                   | h) person applying for a job  |
| _____ 9. qualifications           | i) effective, current, legal  |
| _____ 10. salary                  | j) woman's surname before marriage  |
| _____ 11. wages                   | k) allowed by law to work   |
| _____ 12. graveyard shift         | l) job wanted or applied for  |
| _____ 13. references              | m) skills, experience, education needed for a job                         |
| _____ 14. applicant               | n) to move to a different place   |
| _____ 15. job title               | o) responsibilities, things employee must do at work                      |
| _____ 16. relocate                | p) name of the work position  |
| _____ 17. N/A                     | q) names of the people who can give positive opinions about the applicant |

## Application for Employment cont.

### C. Sentences

Fill in the blanks with the correct word or expression from the list on the right.

1. His previous employer gave him a very good \_\_\_\_\_ because he was an excellent worker.
2. You don't need experience for that job. The company will \_\_\_\_\_ you.
3. The restaurants will \_\_\_\_\_ many waiters when the tourist season is over.
4. When you write your \_\_\_\_\_, you should include your education, skills, and work experience.
5. Mario wants to quit his job. He doesn't like working the night \_\_\_\_\_.
6. When Joe applied at the store, the manager told him there were no jobs \_\_\_\_\_.
7. Knowing a second language is an \_\_\_\_\_ if you work in a hotel.
8. Besides a good salary, the company offers many \_\_\_\_\_ such as medical insurance, a pension plan, and a three-week paid vacation.
9. He works at a fast-food restaurant. His hourly \_\_\_\_\_ is eight dollars.
10. He won't get the job. He doesn't have the necessary \_\_\_\_\_.
11. A \_\_\_\_\_ is an organization of workers.
12. It is \_\_\_\_\_ to have a car if you are a traveling salesperson.
13. John earns \$10.00 an hour, but his boss promised to give him a \_\_\_\_\_ in a few months. He'll probably be making \$11.50 an hour then.
14. Most workers \_\_\_\_\_ by the age of 65.
15. You should apply to ABC Co. right away.  
I hear they are planning to \_\_\_\_\_ 20 new employees.
16. The boss is going to \_\_\_\_\_ John because he is always late.

**Word List:**

- hire
- fire
- lay off
- available
- reference
- resume
- retire
- asset
- essential
- train
- shift
- wage
- benefits
- union
- qualifications
- raise

## Class Activity

Walk around the classroom and ask your classmates questions. Write the questions in the spaces provided below, and write your classmate's name on the right if he/she answers "yes."

#	Find someone...	Question	Name
1	who can type well.		
2	who was laid off recently.		
3	who prefers manual work to office work.		
4	who has worked a night shift at some time in his/her life.		
5	who has belonged to a union.		
6	who likes working outdoors.		
7	who is willing to train for a new occupation.		
8	who enjoys working with computers.		
9	who reads the want ads in the newspaper regularly.		
10	who has written a resume in English.		
11	who looks for jobs on the Internet.		
12	who is very resourceful.		
13	who always tries to be punctual.		
14	who can type quickly.		

## Review

Your teacher will now assess your ability to read help wanted ads.

### Task

#### READ & RESPOND

Your teacher will give you a page of help wanted ads. Answer the questions.  
Your teacher will tell you whether to write or respond orally.

1. Summarize the job description of the first ad.

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---

2. Are there any jobs that do not require experience? If so, which one(s)?

---

---

3. Explain the term \_\_\_\_\_ in ad # \_\_\_\_\_ .

---

---

4. Do any jobs mention a salary or wage?  
(Name one or two if available, and indicate the rate.)

---

---

5. Which job are you most qualified for? Why?

---

---

6. Do any of the ads have abbreviations?  
Write any abbreviations you recognize and the meanings.

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# Teachers' Notes

**NOTE:**

These activities are designed for low-intermediate ESL learners; however, with some modification, they may also be suitable for upper-beginner through upper-intermediate levels.

**LESSON DESCRIPTION:**

In this lesson, students learn vocabulary for many types of jobs. They also practice finding information from help wanted ads and filling out job applications.

**LEVEL:** Int

**TIME:** 5+ hours

**TAGS:** employment, work, business English, newcomers, jobs, form, forms, application

**FLASHCARDS:** Jobs and Occupations

## Employment

Break the class into groups of three to discuss the questions in Part A and to complete the chart in Part B. There are some new words you may need to teach in advance of these activities, such as *union, stressful, prestigious, retire*, etc. It's a good idea to teach the new words in context, using several examples, and ask students to give sentences of their own to illustrate meaning. Before students do Part B, ask them to form the questions for the highlighted words to ensure they are asking them correctly. After the students have completed both activities, you may have them report back to the whole class to share their ideas.

## Occupations

This worksheet can be used to introduce names of occupations or as a review after occupations and job descriptions have already been taught (with flashcards, for example).

**A. MATCHING**

- |      |      |      |       |       |
|------|------|------|-------|-------|
| 1. j | 4. o | 7. h | 10. a | 13. c |
| 2. e | 5. m | 8. f | 11. l | 14. i |
| 3. g | 6. n | 9. k | 12. b | 15. d |

**B. DESCRIPTIONS**

- |                   |   |
|-------------------|---|
| 1. florist        | 6. pharmacist                               |
| 2. lawyer, judge  | 7. veterinarian                             |
| 3. baker          | 8. janitor, custodian                       |
| 4. nurse          | 9. clergyman, priest, minister, rabbi, etc. |
| 5. security guard | 10. chef, cook                              |

## Personal Qualities

Before beginning this section, try to elicit vocabulary from the students. Ask them about qualities they think are important for certain jobs and why. Many of the words on the sheet may be new for the students; therefore, the matching exercise has been divided into groups of four.

**A. MATCHING**

- |      |      |       |       |       |       |
|------|------|-------|-------|-------|-------|
| 1. d | 5. g | 9. l  | 13. o | 17. s | 21. v |
| 2. a | 6. h | 10. k | 14. n | 18. q | 22. x |
| 3. b | 7. e | 11. i | 15. m | 19. t | 23. u |
| 4. c | 8. f | 12. j | 16. p | 20. r | 24. u |

**B. LIST**

This exercise may be done first in pairs or small groups, but the information should later be shared with the whole class.

**C. SENTENCES**

- |                 |                 |               |
|-----------------|-----------------|---------------|
| 1. flexible     | 7. organized    | 13. patient   |
| 2. reliable     | 8. motivated    | 14. energetic |
| 3. creative     | 9. thorough     | 15. mature    |
| 4. accurate     | 10. cooperative | 16. strengths |
| 5. well groomed | 11. neat        |               |
| 6. punctual     | 12. resourceful |               |

*(continued on the next page...)*

## Teachers' Notes cont.

### Help Wanted Ads

#### A. ABBREVIATIONS

Explain that want ads do not use sentences, but rather shortened forms and abbreviations. Explain the different ways abbreviations are made and give several examples. Have students take turns reading the words aloud to monitor pronunciation and check for comprehension.

#### B. READING

Have the students first read the want ads individually and then discuss the questions in Part C with a partner.

#### C. DISCUSSION

Answers will vary.

#### D. COMPREHENSION

1. Job #6 doesn't require experience.
2. References are required for jobs #1 and #4.
3. Jobs #1, #3, and #4 are full-time.
4. This means it is helpful to have but not required.
5. Job #1 requires a neat appearance.
6. Job #6. Job #4 mentions that the salary is negotiable.
7. Job #6 says the employer will teach you how to do the job.
8. Jobs #2 and #5 ask for similar qualifications.
9. The similar qualifications are good telephone manners and typing skills (45/60 w.p.m.).

### Pair Work

Pair up students and have them ask each other for the missing information. Check to ensure they are forming the questions correctly.

**Date:** Jan. 10 / 17

**Position Applied For:** bartender

**Name:** Luke Sampson

**Address:** 2-8908 Water St., Chicago, IL, 60005-1234

**Phone No.:** (220) 779-2000

**Sex:** male

**Are you legally able to work in this country?** yes

**Social Security Number:** 403-73-0000

**Do you have a driver's license?** yes

**Employment History:**

Jan. '12 – Dec. '16: Blue Moon Restaurant,  
waiter, served customers

Feb. '08 – Dec. '11: Big Apple Restaurant,  
bus boy, cleared tables

April '05 – Jan. '08: Joe's Pizza, pizza deliverer, delivered pizzas

**Education and Training:**

University: University of the North West – B.A. 2004

High School: River Bend High School, Chicago, IL – 2000

Other: Bartending School – Jan. 2005

Other Skills: Bilingual – speak English and Spanish

*(continued on the next page...)*

## Teachers' Notes cont.

### Application for Employment

#### A. FORM

Have students fill in the form individually in class or assign it for homework. This task can be used or repeated for assessment. Use page 9 from Shared Criteria for Success for an assessment tool, or personalize your own. <https://esllibrary.com/resources/2352>

#### B. MATCHING

- |      |      |      |       |       |       |
|------|------|------|-------|-------|-------|
| 1. l | 4. i | 7. o | 10. g | 13. q | 16. n |
| 2. f | 5. a | 8. b | 11. d | 14. h | 17. c |
| 3. j | 6. k | 9. m | 12. e | 15. p |       |

#### C. SENTENCES

- |              |                    |            |
|--------------|--------------------|------------|
| 1. reference | 7. asset           | 13. raise  |
| 2. train     | 8. benefits        | 14. retire |
| 3. lay off   | 9. wage            | 15. hire   |
| 4. resume    | 10. qualifications | 16. fire   |
| 5. shift     | 11. union          |            |
| 6. available | 12. essential      |            |

### Class Activity

Elicit question formation for the first few questions before beginning this activity. You can choose to have students write all the questions before they circulate or write them out as they go.

### Review (Assessment Task)

Print or take a screenshot of a page of help wanted ads (about 5–8 ads, local and current if possible). Hand out the ads and the question sheet. Add your own word to question 3. You can decide whether you want your students to respond orally (one-to-one) or in writing. For a Reading assessment tool, you can personalize one of these forms: <https://esllibrary.com/resources/2132>. For a ready-made tool, use page 10 from Shared Criteria for Success: <https://esllibrary.com/resources/2352>.

#### SPELLING NOTE:

This lesson shows the American spelling of the words *License, Traveling, and Practice*. Most other English-speaking countries spell these words this way: *Licence, Travelling, and Practise* (when used as a verb; *Practice* when used as a noun). Make it a challenge for your students to find these words in the lesson and see if they know the alternate spellings.

#### EDITOR'S NOTE:

Teach your students that certain adjectives such as *well groomed* and *well known* use a hyphen before a noun but don't use one after the Be verb.

- The well-groomed executive addressed the employees.
- It's important to be well groomed when you work in an office.