

PATINA ENGLISH · TEACHER'S KEY

Unit 3: Job Applications

The notes for running each material in class, and every answer key, in book order. The student book has neither.

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| 1. I Work / I Am Working · Grammar | 4. The Job Application · Real world |
| 2. Find the Parts — Right Now · Grammar | 5. Hugo's Application · Read |
| 3. Build It — Right Now · Grammar | 6. At the Library · Listen |

1 I Work / I Am Working GRAMMAR

IN CLASS

ask "What do you do?" and then "What are you doing right now?" and let everyone answer both. Those two questions are the whole sheet.

No key.

2 Find the Parts — Right Now GRAMMAR

IN CLASS

project one sentence and ask "Which word is the helping verb? Say it." The class calls it out; you tap it. · Indigo = subject · Red = helping verb · Green = -ing verb · Amber = time word

ANSWER KEY

1 Subject: I · Maria · We · They · **2 Helping verb:** am · is · are · is · **3 -ING verb:** applying · writing · getting · saving · **4 Time word:** now · this week · this year · today · **5 Whole verb:** am filling out · are studying · is getting · are saving

3 Build It — Right Now GRAMMAR

IN CLASS

project it, tap a subject, then ask "am, is, or are?" Let them argue before you tap. · On paper: circle one word in each column, choose am, is, or are, then write your sentence.

ANSWER KEY

I am applying for a new job now. · **She is** getting a GED this year. · **We are** studying for the citizenship test this week. · **They are** saving for a house.

4 The Job Application REAL WORLD

IN CLASS

project Ana's card and call one field — "What goes in DOB?" Everyone types the answer in the chat before you fill it in. · On paper: copy from Ana's card and print clearly — neat handwriting is part of the skill.

ANSWER KEY

Title Ms. · **First** Ana · **M.I.** L · **Last** Morales · **Street** 128 Oak Street · **Apt #** 4B · **City** Springfield · **State** IL · **ZIP** 62704 · **Area code** 555 · **Phone** 201-3344 · **DOB** 05/12/1985 · **Position** Cashier · **A-Number** A 012-345-678 · **Prev. employer** Rosa's Market · **Job title** Cashier helper · **From** 06/2021 · **To** 02/2024 · **Supervisor** Mr. Diaz · **Reference** Marta Reyes, (555) 443-9821 · **Signature** Ana Morales + today's date

5 Hugo's Application READ

IN CLASS

read it once, then have the room act it: "I am writing my first name." Everyone mimes it. "Number 1 — put your answer in the chat." ★★★ has no key; any true sentence with am + -ing is right.

No key.

6 At the Library **LISTEN**

IN CLASS

play the whole scene once with the script hidden and Share sound on. "Number 1 — Where is Hugo? Tap it." Play it again. Then Show the script, read it in two voices with the room, and point out the short forms. For ★★, play one line at a time. **Now you** has no key.

ANSWER KEY

★ **Listen:** at the library · a job application ★★ **Listen and read:** his phone number · on 37th Avenue · cooking dinner · signing the application ★★★ **Listen and write:** filling · sitting · cooking.