This is the second of two volumes devoted to dialogs designed for classroom use by students of English as a second language. Survival skills are emphasized. The dialogs are grouped under the following titles: (1) "Buying Furniture," (2) "Straightening Metal Surfaces," (3) "Opening a Checking Account," (4) "Going to the Doctor," (5) "Building Shelves," (6) "How to Use the Disc Grinder," (7) "Getting the Car Fixed," (8) "Going to the Post Office," (9) "Emergency!" (10) "Applying and Cutting Plastic Filler," (11) "The Traffic Ticket," (12) "Going to the Library," and (13) "The Job Interview." Several of the units deal with autobody repair. Dialogs are followed by questions that ask students to describe aspects of a pictured situation. Each unit ends with an exercise in which students are required to improvise dialog. (JG)
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UNIT XV
BUYING FURNITURE

PREVIEW

In this unit, you will practice:

1. talking about buying furniture.

2. using and talking about using a department store catalog and the classified ads in the newspaper.

3. talking to a furniture salesman.
LOOKING AT FURNITURE ADS IN THE PAPER

[DIALOG]

Randy is looking at the furniture ads in the paper. Nancy is checking MP's catalog. Nancy wants to buy a sofa bed. Randy says sofa beds are too expensive. They also need beds and a dinette set.

Nancy: Randy! MP's has a sofa bed for just two hundred ninety-nine dollars.

Randy: Yes, but the regular sofas are only one hundred eighty-nine.

Nancy: But we need an extra bed.

Randy: Why?

Nancy: So my mother can visit.

Randy: Ouch. Okay, dear. We'll see.

Nancy: Here's a dinette set for $89.95.

Randy: Here's one in the classified for $45.

QUESTIONS

1. Why does Nancy want a sofa bed?
2. What is Randy doing?
3. Where can you find cheap furniture?
DIALOG 2

Randy We need some beds.
Nancy Right. Two twin beds for the kids.
Randy And a double bed for us.
Nancy MP's has twin beds for seventy-seven dollars ($77.00).
Randy But those are cheap ones, right?
Nancy Yes. They have more expensive ones, too.
Randy We're also some beds in the classified.
Nancy How much?
Randy They have twin beds for fifty dollars and a double bed for a hundred.

DIALOG 3

Nancy Look, Randy! MP's has a sofa-bed on sale for $299 (two hundred ninety-nine dollars).
Randy Right, but last week I saw a regular sofa for just $189.
Nancy But we could use an extra bed when we have visitors.
Randy Well, we can go and look at both sofas. What about the dinette sets?
Nancy The lowest priced five-piece set in the catalog is $89.95.
Randy We're one under furniture in the want ads for only $45.

QUESTIONS

1. What are Randy and Nancy going to do next?

2. Which do you think is better -- to buy furniture new from a store or second-hand from a private party?
**MP's CATALOG**

**FURNITURE SECTION**

**SOFA BED $299.00**

**SOFA $149.00**

**TWIN SIZE $77.00**

**DOUBLE SIZE $119.00**

**3 PC DINETTE SET $119.15**

**7 PC DINETTE SET $129.15**
We need two twin beds for the kids and a double bed for me. Have you found any good deals?

The lowest price for twin beds in MP's catalog is $77.00.

Those are real cheap ones, though, right?

Yes. They have a selection of better ones up to $231.90.

Maybe we could find some in the furniture section of the classified ads in the paper. Yes. Here's a set of two twin beds for just $100 and a double bed for $75.

But they might not be in good condition.

Well, we can go and check them out this afternoon.

---

TAMARIND SUN
Sunday, July 17, 1977

FURNITURE
- dinette $45, twin beds $50, double bed $100, 277-5482
- 2 twin beds $100, dbl. bed $75, sofa bed $150, 766-4824

MISC.
- sofa bed $95, bicycle $40, stereo $125, two bedroom sets, dinette 277-7328, eves.
- queen size bed $70, exercise bicycle $65, two twin beds $75, dinette set $50, surfboard $45, 466-8273
BUYING FURNITURE AT MP'S

DIALOGUE

Randy and Nancy are at MP's. They are looking at furniture. They are talking to the furniture salesman about sofas.

Nancy: How much are your sofa beds?
Salesman: We have one on sale for $299.

Randy: How much are regular sofas?
Salesman: They're less expensive. We have one here for $189.

Nancy: But Randy, a sofa bed is better.
Randy: Well, we could look in the classified ads.
Nancy: Yes. Let's do that.

QUESTIONS

1. What kinds of sofa does Nancy want? How much is it?
2. How much is the regular sofa?
3. What are they going to do next?
Nancy: Here's a sofa bed for just one hundred dollars.
Randy: That's a good price.
Nancy: Yes, and they have a dinette, too.
Randy: How much is that?
Nancy: Let's see—fifty dollars.
Randy: Do they have beds, too?
Nancy: Yes. Two twin beds for seventy-five dollars.
Randy: How about a double bed?
Nancy: They have a queen size for seventy dollars.
Randy: They have everything we want.
Nancy: Let's call them now.
DIALOG

Randy  How much more are your sofa beds than your regular sofas?
Salesman  Well, sir, that depends on what quality you want. Our cheap sofa-beds are less than our expensive regular sofas.
Randy  Okay, but how much are the cheapest of each?
Salesman  Our lowest-priced sofa bed is on sale for $299, and the same size regular sofa is $189.
Randy  You see, Nancy-- the sofa beds are more expensive.
Nancy  But I bet we could find a sofa bed for a lot less in the classified ads.
Randy  We probably could.

QUESTIONS

1. What do you think Randy and Nancy will do next?
2. What should Randy and Nancy have done first, before going to MP's?
**DIALOGUE**

Nancy: Here's a used sofa bed for just $150 listed under Furniture.

Randy: Try looking under Miscellaneous, too.

Nancy: Okay. (She checks under Misc.) Here's one for $95. They're selling all their furniture.

Randy: Maybe we can get some of the other things, too.

Nancy: They're selling two bedroom sets and a dinette, too.

Randy: Let's call them right now.

**QUESTIONS**

1. What kind of sofa do you think Randy and Nancy will get? Why?

2. What do you think will happen when Randy and Nancy call to find out about the furniture? Will it all be cheap?
REVIEW EXERCISES

1. Ask another student how much a twin bed, double bed, or sofa bed is at MP's.

Act out the following situations. Use cards for number 2.

2. 
   Student A: You want to buy a double bed. You find one for sale in the classified. You call up the seller.
   Student B: You have a double bed for sale. A calls you up.

3. 
   Student A: You have a dinette set for sale. B calls you up.
   Student B: You want to buy a dinette set. You find A's ad in the classified. You call A up.

4. One student is Nancy, another is Randy, and a third is the seller of the furniture. Nancy is on the phone with the seller. She is asking about the sofa bed. Randy is asking her to check out some other items of furniture.

(Tri)
UNIT XVI

STRAIGHTENING METAL SURFACES

PREVIEW

In this unit, you will practice:

1. asking and answering questions about the use of the hammer, the dolly, and the Vixen file.
2. talking about various aspects of metal straightening operations.
STRAIGHTENING METAL SURFACES

**DIALOGUE**

Mike is telling Randy how to straighten out dents. He tells him: "Sometimes you will use the hammer and dolly. Sometimes you will use the pick hammer and the Vixen file."

Randy: How do I bring up this dent, Mike?
Mike: (Feels the dent with his palm.) Better hammer-on-dolly.

Randy: Should I use the pick hammer?
Mike: If you pick and file, it will take too long.

Randy: So I should just smooth it out with hammer and dolly?
Mike: That's right. Then apply plastic filler.

**QUESTIONS**

1. How should Randy straighten this dent?
2. What will happen if Randy picks and files?
3. What's Randy doing in the picture?
**DIALOGUE**

Randy: What should I do with this dent, Mike?

Mike: (He feels the dent.) Better hammer-off-dolly here. You can hammer-on-dolly here.

Randy: After I bring it up, should I pick and file?

Mike: No. That takes too long. We can't afford it.

Randy: Should I just apply filler and cut it smooth?

Mike: Yeah, that's tight. Unless the customer asks for a quality job.

**QUESTIONS**

1. What's a quality job?

2. Why does Mike tell Randy not to pick and file?

3. What's Randy doing in this picture?

![Diagram](hammer-off-dolly.png)
**DIALOGUE**

Randy: No filler on this job, Mike?
Mike: No. Just pick and file.
Randy: Should I bring up this section with hammer and dolly?
Mike: Right. Hammer-off-dolly here.
Randy: Then do I hammer-on-dolly?
Mike: Yes, and finish it off by picking and filing.

**QUESTIONS**

1. What is Randy doing in this picture?
2. How did Randy straighten this dent?
DIAGOG

Randy: What about this spot, Mike? What method should I use?

Mike: Let me feel it... okay. You should hammer-off-dolly here. That way you'll bring up this low spot and at the same time bring down this high spot.

Randy: I should hammer pretty slowly at first, right?

Mike: That's right. Just make sure you don't turn the low spot into a high spot.

QUESTIONS

1. What is the hammer-off-dolly method used for?

2. When you hammer-off-dolly, and you bring up a low spot in the place you're holding the dolly, what happens to the place you're hammering?

CAREFUL YOU DON'T TURN THE LOW SPOT INTO A HIGH SPOT.
**DIALOG 5**

Randy  On this small dent, Mike—should I hammer-on-dolly?

Mike  Yeah. Looks like. If you hammer-off-dolly you might bring down the place you're hammering.

Randy  Could I use the pick hammer on the smallest place, right here?

Mike  Yeah, that's probably best. Then after you've picked it up, just file it smooth.

Randy  Which file should I use— the speed file or the Vixen?

Mike  Use the Vixen file for metal surfaces. Don't forget to cross-file.

**QUESTIONS**

1. What's the hammer-on-dolly method used for?
2. When you hammer-on-dolly, what might happen if you hammer too hard and too long?
3. When do you use the speed file?
4. Should you hammer-on-dolly here? (Teacher shows dent.)
5. Which hammer should you use with the dolly?
DIALOGUE

Randy: Would you use the pick hammer or the hammer and dolly here?

Mike: Well, this is a pretty big dent. Better use the hammer and dolly. It would take a long time to pick it up.

Randy: What hammer and dolly method should I use?

Mike: Well, first you would hammer-off-dolly to raise this low spot and lower this ridge. Then you could hammer-on-dolly to raise the rest.

Randy: Okay. I'll get started.

Mike: I'll be back in a couple minutes to see how you're doing.

QUESTIONS

1. What is the pick hammer used for?

2. Which takes longer: smoothening by picking and filing or by using hammer and dolly?

3. What hammer and dolly method should you use here? (Teacher shows dent.)

4. Would you use the pick hammer or hammer and dolly here? (Teacher shows dent.)
REVIEW EXERCISES

1. Ask another student how to hammer-off-dolly.
   hammer-on-dolly.

2. Ask your teacher where you
   hammer-on-dolly.
   hammer-off-dolly.

3. Ask your teacher or another student when you use the
   hammer-on-dolly.
   hammer-off-dolly.
   speed file.
   Vixen file.
   pick hammer.
   finishing hammer.
   dolly.

4. Ask another student or your teacher how to bring up a dent
   on the practice fender.

5. Ask your teacher or another student which tools you should
   use to smooth out a dented fender.

(Tri)
In this unit, you will practice:

1. asking and answering questions about checking accounts: whether or not checks are free, whether or not you can get overdraft protection, etc.

2. asking what the minimum initial deposit is.

3. talking with the assistant manager at the bank about opening a checking account.
OPENING A CHECKING ACCOUNT

DIALOG 11

Randy is opening a checking account at Tamari City Bank. He is talking to the assistant manager.

Randy: I'd like to open a checking account.
Asst. Manager: All right, sir. Sign your name here.
Randy: Should I fill out this side?
Asst. Manager: Yes, please. Fill out all these items.
Randy: Do you have free checking accounts?
Asst. Manager: Yes, sir. Unless you want deluxe checks.
Randy: How about overdraft protection?
Asst. Manager: We'll call you the first time only.

QUESTIONS

1. Do you have a checking account? What did you do when you opened the account? What kind of checks do you have?
2. What is Randy doing?
Randy and Nancy are opening a joint checking account at Tamarind City Bank. They are talking to the assistant manager.

Randy: We'd like to open a joint checking account.
Asst. Manager: Fine. Sign your names here, please.
Nancy: Should we fill out this side?
Asst. Manager: Yes, please. Fill out all items for each of you.
Randy: Why do you want "mother's maiden name"?
Asst. Manager: To identify you on the telephone.
Nancy: Do you charge for checks?
Asst. Manager: No. Our checks are free.

Questions:
1. What do Randy and Nancy want to do?
2. Why does the bank need your mother's maiden name?
3. How much do you pay for checks?
Randy: We'd like to open a joint checking account.
Asst. Manager: All right. Could you each sign this card as you normally sign your name on checks?
Nancy: Is it okay if I sign the top line?
Asst. Manager: Certainly. We don't discriminate against wives here.
(Randy and Nancy both sign the card.)
Randy: Should we fill out all the items on this side of the card? We already filled one out for our savings account.
Asst. Manager: We need one card for each account, sir. That way we're sure we have all the information we need in each file.
Nancy: Do you have free checking accounts, or is there a monthly charge?
Asst. Manager: Our basic checks are free. If you want deluxe checks, with your telephone number, we have several different styles to choose from.
Randy: We'll take the basic checks.

QUESTIONS

1. Tell the class about your checking account.
2. Have you ever bounced a check? If so, what happened?
Asst. Manager: Okay. Now how much do you want to make your first deposit?

Randy: Fifty dollars.

Asst. Manager: I'm sorry. We require a minimum initial deposit of $100.

Nancy: That's okay. I have some extra travelers checks.

Randy: Do you have overdraft protection?

Asst. Manager: Yes sir. We'll call you if you have an overdraft-- before we send the check back. But try not to overdraw your account.

Randy: Yes. We'll be very careful.

Asst. Manager: Okay then, you'll receive your checks in the mail in about a week.

**REVIEW EXERCISES**

Act out the following situation:

1. Student A: You are the Asst. Manager of Tamarind City Bank. B comes in to open a checking account.

   Student B: You have just come in to open a checking account. You are talking to A.

   (Tr1)
UNIT XVIII
GOING TO THE DOCTOR

PREVIEW

In this unit, you will practice:

1. making an appointment with a doctor.
2. talking to the receptionist at the clinic about filling out clinic forms.
3. talking to the doctor about your sickness.
4. talking about bringing children to the doctor for a checkup.
MAKING AN APPOINTMENT WITH THE DOCTOR

**Dialog 1**

Randy is calling to make an appointment. He is talking to the doctor's receptionist. He has a sore throat and a cough.

Receptionist: Hello. Makai Outpatient Clinic.
Randy: Hello. I have a bad cold. Could I see a doctor today?
Receptionist: Certainly. You could come in this morning at eleven o'clock (11:00).
Randy: That sounds good.
Receptionist: What's the name, please?
Randy: Randy Lee.
Receptionist: Have you visited the clinic before?
Randy: No. I just came to town last month.
Receptionist: Okay, Mr. Lee. We'll see you at 11:00.

**Questions**

1. When did you go to the doctor last? What was wrong?
2. What's wrong with Randy?
Good morning. Makai Outpatient Clinic.

Hello. I have a bad sore throat and a cough.

Could I come in today?

Yes. I think we can fit you in at 11:00.

Could I come in earlier?

I'm sorry. We don't have any openings earlier.

Okay. I'll be there at 11:00.

Could I have your name, please.

Randy Lee.

Okay, Mr. Lee. We'll see you at 11:00.

Hello. Makai Outpatient Clinic.

Hello. I have a bad sore throat and a fever.

I'd like to see a doctor today.

All right, sir. We can take you at 11:00 this morning.

That's fine.

Could you give me your name and clinic card number?

My name is Randy Lee, but I just moved to town.

I've never been to the clinic.

That's okay, Mr. Lee. We'll have you register with us when you come in.
Randy is calling the clinic to make an appointment for a checkup for his children.

Receptionist: Good morning. Makai Outpatient Clinic.
Randy: Good morning. I'd like to make an appointment for a checkup for my children.
Receptionist: Okay. When do you want to bring them in?
Randy: Well, could we come on Saturday?
Receptionist: Yes, I think we can take you next Saturday, (give date). What's the name?
Randy: My name is Randy Lee. My son's name is Terry. My daughter is Cindy.
Receptionist: Have you visited the clinic before, Mr. Lee?
Randy: No. We just moved to town several weeks ago.
Receptionist: Okay. We'd like you to fill out some forms when you come in. Could you have your old doctor send your children's medical history to us?
Randy: Certainly. I'll write him today.

QUESTIONS
1. Have you gone to the doctor for a cold? What happened?
2. Have you registered with a clinic? Which one? How do you like your clinic?
GOING TO THE CLINIC

Randy is talking to the receptionist at the clinic. He's telling her about his cold. She's telling him to fill out a form.

Randy: Hello. I'm Randy Lee. I have an appointment for 11:00.
Receptionist: Hello Mr. Lee. Could you fill out this card, please?
Randy: Okay. Should I fill out everything?
Receptionist: Yes, and write the reason for your visit here.

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<tr>
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<td>Street</td>
<td>City</td>
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<tr>
<td>Social Security Number</td>
<td></td>
</tr>
<tr>
<td>Reason for Visit:</td>
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</table>

Randy: I have a sore throat, cough, and headache.
Receptionist: Okay. Write that after "Reason for Visit" on the card.

QUESTIONS

1. What is Randy going to do?
2. What does the nurse want Randy to do?
Randy: Hello. I have an appointment for 11:00. The name's Randy-Lee.

Receptionist: Okay. Mr. Lee. Could you fill out these medical history and financial forms for us, please?

Randy: Okay. Should I bring them back to you when I'm finished?

Receptionist: Yes. The doctor will be ready to see you in about fifteen or twenty minutes.

(Randy fills out forms and brings them back to receptionist. She sends him in to wait for the doctor.)

Nurse: Have a seat and I'll take your temperature.

Randy: I took some aspirin about an hour ago.

Nurse: Well, we'll check to see what it is now.

Questions:

1. Did you ever take your child in for a checkup. What did they check?

2. When did you have your last checkup?
Randy is waiting in the doctor's office. The doctor comes in. Randy tells him what's wrong.

Doctor Hello, Mr. Lee. You have a sore throat and a headache.
Randy Yes, and I cough a lot at night.
Doctor Let me take a look. Open wide.
Randy 'How is it?
Doctor It looks pretty raw. Let me check your heartbeat.
Randy Like this?
Doctor That's fine. How long have you had this cold?
Randy About two days.
Doctor Okay. I want you to take aspirin, get plenty of rest, and drink lots of juices. Come back in three days and I'll check you again.
Randy has just brought Terry and Cindy in for their checkup.

Randy: I'm Mr. Lee. I brought my children in for a checkup.

Receptionist: Okay. Do you have an appointment?

Randy: Yes, for 10:30.

Receptionist: Okay, Mr. Lee. Have a seat and we'll call you.

(15 minutes later)

Receptionist: Terry and Cindy Lee-- room 8.

Randy: Come on kids. Let's go.

(They go into room 8.)

Nurse: Okay, Mr. Lee. First we'll weigh them and then we'll measure their height and take their temperature.

Randy: Cindy, Terry-- go with the nurse.

(The children return and the doctor comes in.)

Doctor: (To Terry) Okay, young man. Breathe deep. Let me hear your ticker. Now open wide. Let's see that throat. Looks good. Let me take a look in those ears now. Hm. I can see right through.

Now I'm going to tap on your knee to check your reflexes. Looks okay. Got a lot of kick. Now we'll strap this on your arm. This is for checking blood pressure. Now it's your turn young lady. We'll do it just like your brother.
REVIEW EXERCISES

Act out the following situations.

1. Student A You call for a doctor's appointment. You have a
   pain in your stomach. pain in your chest.
   bad headache. bad backache.

   Student B You are the receptionist at Makai Outpatient Clinic.

2. Student A You have a cold. You are in the doctor's office.

   Student B You are the doctor. You are examining A.

3. Student A You injured your eyes at work by watching arc welding without a shield. You are talking to the doctor. Ask him if he has any free samples of eye drops or if you have to buy his prescription.

   Student B You are an eye doctor. A has come to your with a slight burn from watching arc welding. You ask him how long he watched, tell him to sit in your chair, look in each eye, and give him a prescription for eye drops.

(Tri)
UNIT XIX.
BUILDING SHELVES

PREVIEW

In this unit, you will practice:

1. measuring and talking about measuring again.

2. talking about building shelves. You will talk about brackets, stringers, drills and drill bits, screws, shelving, etc.

3. asking questions about building shelves with question words you have used before (which, what size, etc.)
Randy and Nancy want to build shelves in their living room. They are measuring the length of the room. They are also measuring to see how high they want the shelves on the wall.

Randy: Help me measure, okay?
Nancy: Okay. You want the length of the wall first?
Randy: Yes. Hold the end of the tape in the corner.
Nancy: How long is it?
Randy: Let's see. Eight feet.
Nancy: Let's put the shelves at four, five, and six feet.
Randy: Okay. You hold the end of the tape on the floor, and I'll mark the wall.

QUESTIONS

1. What are Randy and Nancy doing in the picture?
2. What do they want to do?
3. How high will the shelves be?
SCALE DRAWING OF APARTMENT

SCALE 1/4" = 1'
**DIÁLOGO 2**

Randy: Hold the end of the tape measure for me, okay?

Nancy: Okay. Are you going to put them in the middle of the room?

Randy: Yeah. I bought eight-foot one by eight spruce. Let's see, the wall is exactly eight feet long.

Nancy: Oh. That'll fit perfectly.

Randy: Right, and I want three brackets for each shelf, so that'll be one six inches from either end and one in the middle.

Nancy: Here: I'll help you measure.

**QUESTIONS**

1. Have you ever built shelves? How did you do it?

2. If you have never built shelves, how would you do it? What could you do first? Next?
**Dialog 3**

Randy   Give me the drill, Nancy.
Nancy   Okay. Which bit do you want?
Randy   Give me the three thirty-second (3/32).
Nancy   Here. Do you want the screws?
Randy   Not yet. I'll drill first.
Nancy   Are you drilling for the brackets first?
Randy   Yes. They're these 2 by 2 stringers.
Nancy   Will those two by twos be the supports, too?
Randy   That's right.
DRILL, BITS, AND SCREWS
Randy: Let me have the drill, Nancy.
Nancy: Here. What size bit do you want?
Randy: Let's see, the screws are about 1/8 of an inch. Give me the 3/32 inch bit.
Nancy: What are you using for brackets?
Randy: These two by twos. I'm going to cut them to fit at a forty five degree (45°) angle.

Nancy: You could just use the two by twos for vertical strings.

Randy: But the bracket method will be just as strong and a lot easier.
REVIEW EXERCISES

Act out the following situations.

1.

Student A You want to build some shelves. B is your helper.

Student B You are helping A build some shelves.

Example: (Fill in the blanks.)

A Help me ____________________.

B Okay, do you want ____________________?

A Yes. Hold the ____________________.

B Are you going to ____________________?

2.

Student A You are Randy. You and Nancy are building shelves. You have the lumber already. (1 by 8 shelving) You have an idea how to make brackets, but you have not decided yet. Tell Nancy your ideas.

Student B You are Nancy. You are helping Randy. You think of other ways to do the job. Tell Randy your ideas.

(Tri)
UNIT XX
HOW TO USE THE DISC GRINDER

PREVIEW

In this unit, you will practice:

1. talking about how to use the disc grinder: what angle to cut, which grinder to use, what grit disc to use, etc.

2. asking questions about the use of the disc grinder.
HOW TO USE THE DISC GRINDER

[Dialog]

Randy is asking Mike about the disc grinder. He wants to know about different grits. He also wants to know about electric and air grinders.

Randy: What grit do I use to remove rust?
Mike: 16 or 24-- use the coarse grits.
Randy: What do I use for smoothening metal?
Mike: 36 or 40 grit-- you mean for a quality job?
Randy: Yeah-- after picking and filing.
Mike: Right. We usually use 36 grit for smoothing.

QUESTIONS

1. What grit do you use for removing rust?
2. What grit do you use for smoothing metal?
**Dialog:**

Randy: Eh Mike, you guys usually use 16 grit paper on the air grinder for rough cutting?

Mike: Yeah. 16 or 24 for removing paint and rust. If it's a big area, you can use the electric grinder. It's a lot faster.

Randy: What about smoothing out the metal after picking and filing?

Mike: We usually use 36 grit paper on the electric sander.

Randy: You guys do much picking and filing?

Mike: Not much. Only for a real high-priced quality job.

**Questions:**

1. What type of grinder do you think Randy will use most? Why?
2. Why would you use the electric grinder rather than the air grinder?
DIALOGUE

Randy When do I use the electric grinder?
Mike For big jobs. The R.P.M. is much faster.
Randy What is the R.P.M. on the electric?
Mike About 3,000. The air grinder is about 2,500.
Randy What angle should I hold the grinder?
Mike That depends— for rough cutting, about 45° (forty five degrees).
Randy What about smoothening?
Mike Only about 5°— not too steep.

QUESTIONS

1. What is a steep angle?
2. What is the R.P.M. of a disc grinder?
3. When do you use the electric grinder?
Dialogue 4

Randy: Mike, what angle do you usually hold the grinder, pretty steep or flat?

Mike: That depends on what you're doing.

Randy: You mean whether you're removing rust or smoothening?

Mike: Right. If you're taking off rust, you can cut at a steep angle. If you're smoothening metal, you should be sanding pretty flat.

Randy: You actually save on discs if you cut at a steep angle, right?

Mike: Yeah. You can just trim the edge of the disc as it gets used up.

Review Exercises

1. Ask another student or your instructor:
   - when you use the electric grinder.
   - what angle to hold the grinder.
   - how to smoothen metal.
   - how to remove rust.

2. Ask your teacher:
   - what grit disc to use for fine sanding metal.
   - which grinder to use for removing rust.
   - a large rusty area.
   - a small area.

(Tri)
UNIT XXI
GETTING THE CAR FIXED

PREVIEW

In this unit, you will practice:

1. talking about automobile engine problems.

2. using the special vocabulary of basic auto mechanics: plugs, points, condenser, rotor, distributor, carburetor, timing light, etc.

3. making an appointment for a tune-up.
CAR TROUBLE

DIALOGUE

Randy and Nancy are having trouble with their car. It's running very rough. It also starts hard in the morning. Sometimes it takes two minutes to start.

Nancy That stupid car! I couldn't start it today.
Randy We'll have to get a tune-up.
Nancy Can't you tune it up yourself?
Randy I could, but I don't have a timing light.
Nancy Where are you going to take it?
Randy To Mauka Service. There's a good mechanic there.

QUESTIONS

1. What's wrong with the car?
2. Why can't Randy tune up the car himself?
Nancy: That car wouldn't start for two minutes this morning.
Randy: Yeah, I've been having trouble starting it, too.
Nancy: Can you fix it yourself?
Randy: I don't know. Probably not. I think it needs a tune-up.
Nancy: But you've worked on the car before. Why can't you tune it up?
Randy: I'd need special tools--a timing light, a point gap gauge, socket wrenches.
Nancy: But where's a good place to get a tune-up?
Randy: Mike takes his car to Mauka Service. He says they do good work.

Questions:
1. Where do you take your car for a tune-up? Any problems?
2. What else do you think might be wrong or go wrong with Randy's car?
**Dialog 3**

Station Attendant: Mauka Service.

Randy: Hello, I need a tune-up. When should I come in?

Attendant: How about tomorrow at 8:00?

Randy: That's okay. How much will it be?

Attendant: What year and make is your car?

Randy: It's a '69 Toyota.

Attendant: That'll be about $45 for parts and labor.

**Questions**

1. Did you ever get a tune-up for your car. How much did it cost?

2. What year and make is your car?
**DIALOG**

Station Attendant  Mauka Service.

Randy  I need a tune-up for my '69 Toyota. When can I bring it in?

Attendant  We've got all the service jobs we can handle today. How about tomorrow?

Randy  Okay. Should I bring it in in the morning?

Attendant  Yeah, about eight o'clock. We'll have it for you in the afternoon.

Randy  How much do you charge for the tune-up?

Attendant  Parts and labor usually come to about $45.

**QUESTIONS**

1. What's the advantage of taking your car to a neighborhood service station for gas and repairs?
TAKING THE CAR IN FOR REPAIRS

DIALOG 5

It is 8:00 a.m. Randy is at Mauka Service. He is talking to the mechanic about his Toyota.

Randy: Hello. I brought my Toyota in for a tune-up.
Mechanic: Okay. What's the name?
Randy: Randy Lee.
Mechanic: What kind of problems are you having?
Randy: It starts hard and runs really rough.
Mechanic: Okay. The tune-up will take care of that.
Randy: What time should I pick it up?
Mechanic: About four (4:00) or four-thirty (4:30).

QUESTIONS

1. What's wrong with Randy's car?
2. What is Randy doing in the picture?
Randy: Hello. I had an appointment for a tune-up at 8:00 this morning. My name's Lee.

Mechanic: Okay. That's a '69 Toyota?

Randy: Right. We've been having a lot of trouble starting it lately and it runs really rough.

Mechanic: Okay. We'll change the plugs, points, condenser, and rotor, set the timing, and adjust the carburetor and distributor for $45.

Randy: If it needs anything else, give me a call at 277-5406.

Mechanic: Right. We'll probably have it finished by 4:00, but you should call to check.

Randy: Okay, thanks.

QUESTIONS

1. What parts of your engine does the mechanic replace in a regular tune-up?

2. What other parts might need replacing?
Randy: Do you replace all the ignition parts?
Mechanic: Plugs, points, condenser, and rotor.
Randy: What about the distributor cap?
Mechanic: Only if it's no good.
Randy: I think the distributor wires are shot.
Mechanic: We'll check them.
Randy: Call me at 277-5406 if there's any other problem.
**DIAGOG 5**

Randy  Howzit. I brought my car in for a tune-up.

Mechanic Right. Leave it over there with the key in the ignition. Anything else you want us to do?

Randy Well, it's been running really rough—real hard starting.

Mechanic The tune-up should take care of that, but you may need plug wires or a distributor cap.

Randy Okay. If there's anything extra, how about calling me at 277-5406?

Mechanic Okay. Sure will.

Randy How much do you charge for oil and lube?

Mechanic About fifteen bucks. You want an oil change and a lube job?

Randy Nah, I guess I'll wait a while.

**QUESTIONS**

1. How often should you have your car tuned up?
2. How often should you have your oil changed?
Act out the following situations.

1.

Student A You are Randy. You have something wrong with your car, but you are not sure exactly what. You call a repair shop for advice.

Student B You are a mechanic at the repair shop Randy calls. You give him advice.

2.

Student A You are Randy. Your brakes are grabbing, clutch is slipping, tires are no good, tires need balancing, radiator leaks, water pump is broken.

Student B You are the mechanic. You’ll adjust the brakes, replace the clutch, sell new tires, balance the wheels, plug the leak, replace the water pump.

3.

Student A You are telling the mechanic what’s wrong with your car.

Student B You are the mechanic. You ask A questions about the car, like: Does it stall? Does it start hard? Does it run real rough? Do the brakes pull one way or the other?
UNIT XXII
GOING TO THE POST OFFICE

PREVIEW

In this unit, you will practice:

1. talking with a postal clerk about many different things: buying stamps, mailing a package, buying a money order, insuring your packages, etc.

2. talking with your instructor about extra services offered by your post office.
GOING TO THE POST OFFICE

ROODY is at the Tamarac City Post Office. He is talking to the clerk. He wants to buy a book of stamps and a money order. He also wants to send a package to his brother.

Postal Clerk  Next.
Randy  I need two books of 13 cent stamps.
Clerk  That's $5.98. Anything else?
Randy  Yes. I'd like a money order for $100.
Clerk  Okay. That'll be one hundred dollars and ninety cents.
Randy  Why the extra ninety cents?
Clerk  That's the price of the money order.
Randy  Okay. That's one oh six eighty-eight ($106.88) in all. Here you are.
Clerk  Thank you. Next.

QUESTIONS

1. How much is one book of 13 cent stamps?
2. How much is a hundred dollar money order?
3. Why did Randy go to the Post Office?
DIALOGUE

Postal Clerk

Next.

Randy

I need two books of 13 cent stamps and a money order. Also, I want to send this package First Class.

Clerk

Okay, two books of stamps— that's $5.98.

(Weighs package.) The package is $3.34.

Randy

How much is the charge per pound to send packages First Class?

Clerk

It's $1.67 a pound, and for large packages, we call it Air Parcel Post. First Class is just for letters and small packages up to 13 ounces.

Randy

Okay. Now I've got it straight. Thanks a lot.

Clerk

You're welcome. Next.

QUESTIONS

1. How much does the package weigh?

2. How do you send packages— Parcel Post or Priority Mail?
Postal Information

Money Order (rates subject to change)

1. You must pay cash for money orders. No checks.
2. You can cash money orders at any post office or bank.
3. Money orders are insured, but you must keep your receipt.
4. You buy money orders from a post office. You mail them yourself, just like a check.
5. Rates:
   - up to $10: $.50
   - $10 - $50: $.70
   - $51 - $300: $.90

Certified Mail (rates subject to change)

1. Use Certified Mail for proof of mailing and delivery within the U.S.A.
2. Certified Mail costs $.60 extra.
3. You can get a return receipt for $.25 extra. The return receipt gives you proof of delivery.
4. A photostat copy of your letter is attached to the certified mailing receipt.

Registered Mail (rates subject to change)

1. Use Registered Mail for certain delivery of checks or property deeds. Registered Mail is especially good for sending such things to other countries.
2. Registered Mail is signed for at each transfer point.
3. Registered Mail costs $2.10 extra.

Types of Mail

- Air (expensive, fast)
- Surface (cheap, slow)

Letters
- First Class
- Third Class

Packages
- Air Parcel Post
- Parcel Post
Randy: I'd like to send this package to Los Angeles.
Clerk: How would you like to send it?
Randy: How much would it be by air?
Clerk: Let's see-- (weighs package) Priority Mail would cost you $3.34.
Randy: I want to insure it, too.
Clerk: For how much?
Randy: One hundred twenty-five dollars. ($125.00)
Clerk: That'll be $1.00 extra.
DIALOGUE

Randy I need a money order for $75 and I want to send this package to the Mainland.

Clerk Okay-- the money order is $.90. (90¢, ninety cents) How did you want to send the package?

Randy Pardon me?

Clerk What class did you wish to send the package?

Randy Oh-- how much is Air Parcel Post per pound?

Clerk $1.67 for the first pound, and 80 cents a pound for each additional pound.

Randy Okay. Send it Air Parcel Post. How much extra would Certified Mail be?

Clerk It'll cost you $.60 extra.

Randy Okay. Send it Certified.

REVIEW EXERCISES

1. Ask another student what a return receipt is. certified mail registered mail special delivery special handling

2. You want to know how much it will cost you to send a package to someone in your home country. Ask your instructor.

3. You want to know the difference between Certified and Registered Mail. Ask your instructor.

(Tri)
UNIT XXIII
EMERGENCY!

PREVIEW

In this unit, you will practice:

1. calling the 911 (emergency) operator and telling her/him quickly the nature of the emergency.

2. talking about emergencies that have happened to you.
**DIALOGUE**

Randy's apartment is on fire. He has run to a telephone booth across the street. He is calling the emergency number--911.

911 Operator

My apartment is on fire!

Randy

I'll give you the Fire Department.

Dispatcher

Fire Department.

Randy

My apartment is burning!

Dispatcher

What's the address?

Randy

1221 Makai Drive, Apartment 212. Hurry!

Dispatcher

The engines are coming. What's your name?

Randy

Randy Lee. I have to go back now.

Dispatcher

Do not go into the apartment, sir. Wait outside.

Randy

Okay. Thank you.

**QUESTIONS**

1. What do 911 operators say when they answer the phone?
2. What is Randy doing in the picture?
3. What should Randy do? What should he not do?
DIALOOG 2

911 Operator
Randy
Dispatcher
Randy
Dispatcher
Randy
Dispatcher
Randy
Dispatcher
Sir,

Emergency.
My apartment is on fire!
(The 911 operator switches Randy to the Fire Department.)
Fire Department.
My apartment is on fire!
What's the address?
1221 Makai Drive, Apartment 212. Hurry!
Okay. The engines are on their way. What part of the apartment is burning?
The fire started in the kitchen, but it's spread to the living room.
Could you please spell out your name for me?
R-a-n-d-y L-e-e. Randy Lee. Please hurry. The fire is spreading. I have to try to save some of our things.
Sir, Do not go back into the apartment. You could be very badly hurt.

QUESTIONS

1. What number should you call in an emergency?
2. Did you ever have a fire at your place? At a friend's or relative's? What happened?
Randy was just in a car accident. A man bumped into his car. The man was hurt badly. Randy is calling 911.

911 Operator Emergency.
Randy This guy smashed into me! He's badly hurt!
911 Operator I'll give you the Police.
Police Dispatcher Police.
Randy A guy tailended me. He's hurt bad!
Dispatcher Where was the accident?
Randy At Tamarind and Makai.
Dispatcher Okay. The ambulance and patrolman are on their way. What's your name, sir?
Randy Randy Lee.
Dispatcher Okay, Mr. Lee. Please stay right there until the policemen arrive.

QUESTIONS

1. What happened to Randy?
2. What does the dispatcher want Randy to do?
3. What happened to the other guy? Where is he?
911 Operator
Randy

Send an ambulance to Tamarind and Makai immediately! There's been an auto accident. Hold on, sir. I'll connect you to the Police.

Police Dispatcher
Randy

Okay, sir. The ambulance and squad cars are on their way. Could I have your name?

Randy Lee.

Dispatcher
Randy

Just two. Mine and the guy that hit me.

Dispatcher
Randy

How many people were hurt?

Randy

Only one person was hurt badly. The rest of us have a few bruises and cuts.

Dispatcher
Okay, Mr. Lee. Please wait right there. The ambulance and patrolmen should be there in a minute or two.
Nancy's friend swallowed too much water. The lifeguard is giving her mouth to mouth. Randy is calling 911.

911 Operator: Emergency!
Randy: Send an ambulance to Dolphin Fin Beach.
911 Operator: I'll give you the Police.
Dispatcher: Police.
Randy: My wife's friend drowned at Dolphin Fin Beach.
Dispatcher: Okay. An ambulance is coming. A policeman will be there soon.
Randy: The lifeguard is giving her mouth to mouth.
Dispatcher: Good. What's your name?
Randy: Randy Lee.
Dispatcher: Okay, Mr. Lee. Stay right there until the officer comes.

QUESTIONS

1. What happened to Nancy's friend?
2. What is the lifeguard doing?
DIALOG 6

Randy’s friend was knocked unconscious while swimming in the high surf on the north shore of the island. He swallowed a lot of water and he’s not breathing. Randy ran to a telephone by the road and called 911.

911 Operator Emergency.
Randy I need an ambulance.
911 Operator Hold on. I’ll connect you.
Dispatcher Police.
Randy My friend drowned at Dolphin Fin Beach. We’re trying mouth to mouth.
Dispatcher Okay. A patrolman will be there in a couple minutes, and the ambulance is on its way. Don’t stop the mouth to mouth until the ambulance comes. What’s your name?
Randy Randy Lee.
Dispatcher Okay, Mr. Lee. Be sure to stay there until the officer arrives.

REVIEW EXERCISES

Act out the following situation.

1.

Student A Your friend is caught in a rip current outside the surf at Waimea Beach. You call 911.
Student B You are the 911 operator.
UNIT XXIV
APPLYING AND CUTTING PLASTIC FILLER

PREVIEW

In this unit, you will practice:

1. Asking and answering questions about working with plastic filler.
APPLYING AND CUTTING PLASTIC FILLER

[DIAGNOSIS]

Randy is finished grinding. Now he's going to apply plastic filler. He is asking Mike about mixing, applying, and cutting the filler.

Randy: Mike, how do you mix filler?
Mike: Knead in the hardener. Don't mix in circles.
Randy: But how much hardener should I use?
Mike: Squeeze out a small ribbon.
Randy: I shouldn't use too much, right?
Mike: That's right, but the filler should change color.
Randy: I shouldn't leave any streaks, right?
Mike: Yeah. Knead it until all the streaks are gone.

QUESTIONS

1. How much hardener should you use?
2. How do you mix the hardener and the filler?
**Questions**

1. When should you cut the filler?  
2. When can you cut the filler?  
3. How do you check the filler?  
4. How do you smooth filler?
DIALOG

Randy is asking Mike some of the finer points about applying and cutting filler.

Randy How much hardener do you use, Mike?
Mike Just enough so the filler changes color. It's a matter of experience. The more you try, the better you get.

Randy How long should I mix the stuff?
Mike Just until all the streaks are gone. Knead it, though. Don't mix in circles.

Randy How long should I wait before cutting it?
Mike That depends on how fast it hardens. You have to test it to see.

QUESTIONS

1. What is the main thing you need to be good at working with plastic filler?

2. What's the correct way to mix filler and hardener?

3. How long should you mix the filler and the hardener?

4. How long should you wait before cutting the filler?
Randy  So the main thing I need is experience, right?
Mike  Right. Plastic filler is a little tricky to work with. There are no strict formulas.
Randy  What do you guys use to smooth filler, the sanding block or the featheredger?
Mike  We usually use the featheredger, except for real small areas. But always sand crosswise.
Randy  Yeah. I always do. Work from the outside in, right?
Mike  You got it.

**REVIEW EXERCISES**

1. Ask another student or your teacher:
   - how you cut plastic filler.
   - how you mix plastic filler.
   - how much hardener you should use.
   - how you mix filler.
   - when you should cut the filler.

2. You have an area to fill around a door latch. There are lots of curves. Ask your teacher how to apply and cut the filler.

3. Ask your teacher or another student how to use the featheredger: how to attach the sandpaper, what grit to use, and what sanding motion to use.
UNIT XXV

THE TRAFFIC TICKET

In this unit, you will practice:

1. talking with a policeman who has just stopped you for a traffic violation.

2. talking with the clerk at the Traffic Violations Bureau about paying your ticket.

3. asking and answering questions about going to court to talk to the judge about your ticket.
Randy made a mistake when he was driving. He turned right from the middle lane. A policeman saw him and gave him a ticket.

Policeman: Let me see your license.
Randy: Okay. Here it is.
Policeman: Do you know why I stopped you?
Randy: No. What did I do wrong?
Policeman: You turned from the wrong lane. You have to turn from the far right lane.

Randy: Oh, I thought that was a parking lane.
Policeman: Yes, but there are no cars there now.

QUESTIONS
1. What did Randy do wrong?
2. What is a parking lane?
Policeman: Could I see your license?
Randy: Sure. Here it is.
Policeman: Are you aware that you made an illegal right turn?
Randy: No. Did I? What was wrong?
Policeman: You turned from the middle lane instead of the far right lane.

Randy: But I thought the right lane was just for parking. There are meters all along the street.
Policeman: There are no cars parked in the lane near the corner. You're supposed to turn from as close as possible to the curb.

**QUESTIONS**

1. Why was Randy confused?
2. You must be careful to obey driving laws. Randy broke the law about turning right from the farthest right lane. Can you think of other driving laws?
THE TRAFFIC VIOLATIONS BUREAU

DIALOGUE

Randy is at the Traffic Violations Bureau. He is talking to the clerk about his ticket.

Randy: Here's my ticket. Do I have to go to court?
Clerk: Only if you have had other tickets. Could I have your license?
Randy: Okay. Here it is.

(Clerk goes to check Randy's record.)

Clerk: You don't have any other tickets. Do you want to pay the ticket or go to court?
Randy: I'll just pay the ticket.
Clerk: Okay. That'll be twenty-six dollars.

PROBLEM SITUATION

You are asking the clerk some questions. Your teacher will be the clerk.

1. Do I have to go to court?
2. What happens if I go to court?
3. Can an interpreter help me in court?
4. What should I plead—guilty or not guilty?
Randy: I got this ticket yesterday. What am I supposed to do?

Clerk: Well, first let me see your license. I have to check your record. If you haven't had any other tickets for six months, you can just pay the fine. I haven't had any other tickets that I remember.

Randy: I haven't had any other tickets that I remember.

Clerk: Well, I'll have to check. (Clerk goes to check records.) Okay. Your record is clear. You may go to the cashier.

Randy: Okay. Your record is clear. You may go to the cashier.

Clerk: (Randy walks to the cashier.)

Cashier: Would you like to just make a payment or would you like to go to court?

Randy: Well, I guess I broke the law. I'll just have to pay the fine. How much is it?

Cashier: That's twenty-six dollars.

Randy: What if I wanted to contest the ticket?

Cashier: Then you'd have to go to court and tell your story to the judge.

Randy: I'll just pay the fine.

PROBLEM SITUATION

Randy decides to go to court. You are Randy. Your teacher is the judge.
Act out the following situations.

1. **Student A**
   A is a policeman. A stops B for going through a red light. A tells B what he/she did wrong and gives B a ticket.

   **Student B**
   B just went through a red light. The light changed from yellow to red just before he went through the intersection. B thought the yellow light would stay on longer.

2. **Student A**
   A is the clerk in the Traffic Violations Bureau. B comes in with a ticket. A answers B's questions.

   **Student B**
   B is talking to the clerk at the Traffic Violations Bureau. B is asking how much the ticket will cost, whether B will have to go to court, what will happen if B pleads guilty or not guilty, etc.
UNIT XXVI
GOING TO THE LIBRARY

PREVIEW

In this unit, you will practice:

1. using the library, checking out books, and borrowing as opposed to buying books.

2. talking with a librarian about borrowing books, finding the books you want in the card catalog, etc.
GOING TO THE LIBRARY

**DIALOG 1**

Randy wants some books about autobody repair. He is going to buy them. Nancy tells him to check the library first.

Randy: I think I'll buy some books on autobody.
Nancy: Why don't you check the library first?
Randy: That's a good idea, but I don't have a card.
Nancy: You don't need a card, just your license.
Randy: How long can I borrow the books?
Nancy: I think three weeks, but they don't have fines.
Randy: You mean you don't have to pay for late books?
Nancy: No. You only pay if you lose the book.

**QUESTIONS**

1. Why should Randy go to the library?
2. How long can you keep a library book?
Randy: I'd like to get some good books or magazines on autobody and auto mechanics.
Nancy: You know, the library usually has books on just about anything you could want to read.
Randy: Yeah. Maybe I should stop by after work today.
Nancy: You'll have to get a card before you can borrow books, won't you?
Randy: I think they just ask for your driver's license.
Nancy: That's right. They just need a license or State I.D.

QUESTIONS
1. How do you check a book out from a public library?
2. What reasons can you think of for going to the library for a book you want?
Randy is at the library. He is talking to the librarian about books on autobody repair. She is showing Randy the card catalog.

Randy: I want some books on autobody repair.
Librarian: Do you know how to use the card catalog?
Randy: No, I don't. How do I use it?
Librarian: First, look up your subject. Autobody-- that'll be listed under A.
Randy: Then what do I do?
Librarian: Write down the call number, go to the stacks, and look for your book.
Randy: What if I can't find it?
Librarian: Come and ask me or any librarian.
Randy: I'd like to take out some books on autobody repair and auto mechanics.

Librarian: Have you ever used the card catalog before?

Randy: No, I haven't! Could you help me out?

Librarian: Certainly. (They walk to card catalog.)

Books are listed in the card catalog by author, subject or title. If you know any one of those, you should be able to find the book.

Randy: Well, I want books on auto mechanics, so I should look under A in the catalog, right?

Librarian: That's right. You'll find several books on that subject. Choose the ones you want and write down the call numbers. Then you go to the stacks, get your books and bring them back to the front desk for check-out.
Act out the following situation. Ask your teacher for cards, if you need them.

1. **Student A** A is a librarian. B comes to her to ask her questions about borrowing books, finding books in the card catalog and on the shelves, etc.

   **Student B** B asks A several questions about the library.

2. Go to the library with your teacher. Ask the librarian questions you have practiced in this lesson.
In this unit, you will practice:

1. talking about preparing for a job interview: making up a resume, writing a cover letter, etc.
2. going to a job interview.
3. answering the interviewer's questions.
THE JOB INTERVIEW

DIALOG 1

Randy's cousin Sarah just came to Tamarind City. She is looking for a job. She asked Randy for help. He tells her to apply to Mr. Fukuda.

Randy: You should type a résumé.
Sarah: Do you think I have to?
Randy: Yes. It shows your employment history and education at a glance.
Sarah: But they ask for that on the application.
Randy: Well, you can send a résumé before you apply for a job.
Sarah: I guess it is more business-like.
Randy: Here. Look at this sample résumé.

QUESTIONS

1. Why should you make a résumé?
2. Why doesn't Sarah want to make a résumé?
Resumé of Young Min Kim
1213 Makai Drive #305
Tamarind City, MM 99022

Employment

Feb. '77--May '77
Fort Dunhill, Poi City, MM. Autobody Repair Trainee Vocational Experience Program
Worked on Army trucks, jeeps, and cars. Repaired dents, did refinishing and rust removal. Used electric grinders and welding torch, as well as spray guns and other tools basic to autobody repair.

Sept. '75--Feb. '77
Opunui Restaurant, Tamarind City, MM. Bus Boy/Dishwasher
Carried plates, re-set tables, assisted waitresses: Tues. and Wed., worked the dishwasher.

Sept '72--Sept. '75
Korean Army, Seoul, Korea. Mechanic and general vehicle maintenance.
Worked in the motor pool repairing engines and doing engine maintenance work on military vehicles.

Education

Feb. '77--May '77
Tamarind Community College, Tamarind City, MM. Vocational English Program
Studied English 4 hours a day; work experience at Fort Dunhill 4 hours a day.

Sept. '70--July '74
Technical High School, Seoul, Korea. Diploma
Studied 6 years of English; math and science were taught in English.
Randy: You ought to type up a résumé to give Mr. Fukuda in advance.
Sarah: I've never made a résumé before. What should I include?
Randy: You'll want two major lists: your employment—the jobs you worked on before—and your education, you know—all the schools you attended.
Sarah: How do I make up the list?
Randy: Take a look at this sample résumé. Make yours like this. (Gives Sarah the sample.)
Sarah: I see. You list the jobs from most recent on back.
Randy: That's it. It's not too hard and it really looks good to the employer. You should send a cover letter, too.
Sarah: What's that?
Randy: Here's a sample. Look it over. It's short and to the point.

QUESTIONS

1. How do you list your jobs in your résumé?
2. What items should you include on the résumé?
To Whom It May Concern:

This letter is written in support of Mr. Young Min Kim. Mr. Kim worked as an autobody repair trainee with us for four months (2/77 - 5/77). He worked hard and learned a lot about autobody repair. During his training with us, he learned the uses of the basic hand tools. He also learned how to use an electric grinder, a welding torch and a spray gun.

Mr. Kim was always on time and only absent for good reason. He followed directions and was very useful to us.

I highly recommend Mr. Kim for any autobody repair job. He needs to learn more, but I'm sure he will be an asset to any repair business.

Sincerely yours,

James Tanaka
Supervisor
Fort Dunhill
Motor Pool
Randy's other cousin Jerry wants to work at Fukuda's. He's having an interview with Mr. Fukuda.

**DIALOG 3**

Mr. Fukuda  Hello, Jerry. Have a seat.

Jerry  Thanks.

Mr. Fukuda  Tell me. What autobody work did you do in training?

Jerry  We practiced welding, grinding, applying filler, and sanding and priming.

Mr. Fukuda  Did you ever do any other autobody work?

Jerry  I have worked on interiors: rugs, seats, panels and headliners.

Mr. Fukuda  How do you like body work?

Jerry  I like it a lot.

Mr. Fukuda  Good. We'll take you on. Our starting salary is $2.75 and hour.

**QUESTIONS**

1. What autobody work have you done?

2. Did you ever do any autobody work in (student's home country)?
Hello, Jerry. Come in and have a seat.

Thanks. Did you get my résumé?

Yes. It looks good. Tell me: Exactly what autobody work did you do in your job experience program?

We did mostly spot repairs—smoothing metal, applying filler, and painting.

You did painting over there, too?

Yes. We used the paint booth pretty often.

It sounds like you had experience with most of the kinds of work we do here. How do you like body work?

I like it a lot. It gives me a feeling of satisfaction to look at a finished job and know I did it well.
REVIE W EXERCISE S

Act out the following situations.

1. Your teacher will be the interviewer. You are the applicant. Ask your teacher some questions.
   a. Do you pay medical insurance for employees?
   b. Do you have Korean/Japanese/Vietnamese/Filipino customers? I can speak
   c. How many journeymen do you have?
   d. How long does it take to get promoted?
   e. How many apprentice workers do you have?

2. Student A is the interviewer. Student B is the applicant.

   Student A's Questions
   1. What type of autobody work have you done before?
   2. How do you like working with metal?
   3. Do you mind working with filler and paint?
   4. Why do you want to work here?
   5. What wage do you hope to make?
   6. Have you ever thought of setting up your own business?

   Student B's Answers

   These are up to Student B.

   (Trl)