

StartUp

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Workbook



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UNIT 1 WHAT DO YOU DO?

LESSON 1 VOCABULARY

A Complete the sentences. Circle the correct answer.

1. My brother is a **pilot / chef / teacher**. He works in a nice restaurant downtown.
2. May is learning how to fly an airplane. She wants to be a **pilot / market researcher / lawyer**.
3. Piu knows a lot about women's clothing. She's a **teacher / nurse / market researcher** for a clothing company.
4. Lucas writes computer programs. He's a **software engineer / hotel manager / journalist**.
5. Noomi is a **lawyer / pilot / chef**. She knows the law and helps people in court.
6. You can buy your medicine from the **teacher / journalist / pharmacist** at the drugstore.
7. Rashi is a **market researcher / nurse / journalist** at a doctor's office. She helps a lot of people.
8. Esha likes numbers. She wants to be **an accountant / a lawyer / a journalist**.
9. Min-ki is a **pilot / lawyer / doctor** at a small hospital.
10. Hanan works at a newspaper. He's a **nurse / journalist / pharmacist**.
11. Adam is a **teacher / pilot / chef** at an English school.
12. I'm sorry. I don't see your reservation and we don't have any free rooms tonight. I'm going to call the **hotel manager / lawyer / pharmacist**.

B Look at the word search. Find 10 occupations. Words can be down ↓ or across →.



LESSON 1 GRAMMAR

A Complete the conversation. Use words from the box. Not all words are used. Use correct capitalization.

am	are we	are you	aren't	he's
I'm	is he	isn't	we're	is

Chris: Hi, _____ the new software engineer?
1.

Lena: Yes, I _____. My name is Lena.
2.

Chris: Hi, Lena. _____ Chris. Nice to meet you. And this is Kim.
3.
_____ market researchers.
4.

Lena: Nice to meet you both. And who _____ that man over there?
5.

Chris: That's Paul.

Lena: _____ a market researcher, too?
6.

Chris: No, he _____. _____ an accountant.
7. 8.

B Complete the conversations. Write the correct form of *be*: affirmative or negative. Use contractions when possible.

1. A: _____ you from here?
1.

B: No, I _____. I _____ from Boulder, Colorado. Where
2. 3.
_____ you from?
4.

A: I _____ from here. _____ Boulder a big city?
5. 6.

B: No, it _____ very big.
7.

A: _____ your friends, Dave and Tom, from Boulder, too?
8.

B: No, they _____. Dave _____ from Vancouver, and Tom
9. 10.
_____ from Victoria.
11.

2. A: Who _____ that?
1.

B: That _____ Gina. She _____ a doctor.
2. 3.

A: Oh, really? _____ she from here?
4.

B: No, she _____. She _____ from London.
5. 6.

A: _____ that her husband?
7.

B: Yes, his name _____ Tom.
8.

LESSON 2 VOCABULARY



- A** Complete the phrases. Circle the correct answer.
1. How **far / close / long** is your commute to work?
 2. My apartment is two hours **far / away / close**.
 3. I have a **short / far / close** commute to work.
 4. Does he live **far / close / long** to the office?
 5. She lives **far / close / long** from work.

- B** Complete the conversation. Use phrases from the box.

away from	far from	short commute
close to	long commute	takes me

A: I hear you're looking for a new job.

B: Yeah. I like my work, but I'm tired of the _____ 1. It _____ 2. an hour to get there every day.

A: Oh wow, you really do live _____ 3. work. I live five minutes _____ 4. my job.

B: You're lucky! I wish I lived that _____ 5. work.

A: It's nice. I walk every day.

B: Now that's a _____ 6.!

- C** Look at the illustration. Jeff lives in the apartment, and Melanie lives in the house. They work at the same office. Make sentences about their commutes. Write the correct word(s) in the blank. Not all words are used.



long	far from	short	away
five minutes	close to	one hour	

1. Jeff has a _____ commute.
2. Melanie has a _____ commute.
3. Melanie lives _____ work.
4. Jeff lives _____ work.
5. It takes Melanie _____ to get to work.
6. It takes Jeff _____ to get to work.

LESSON 2 GRAMMAR

- A** Complete the paragraph. Use the correct form of the verb in parentheses. Use contractions when possible.

Claire usually works 1. (work) from home. She goes 2. (go) to the office only once or twice a week. She lives 3. (live) far from her office, so she has 4. (have) a very long commute. She doesn't like 5. (not, like) to drive. On weekends, she teaches 6. (teach) a French class. Her students drive 7. (not, drive) to class. They take 8. (take) the class online.

- B** Complete the paragraph. Use words from the box.

drives	takes	don't	doesn't
doesn't	rides	has	have

Brad and Sam are roommates. They have 1. an apartment downtown. They don't 2. work at the same place. Brad drives 3. to work. He has 4. a really long commute. In the mornings, it takes 5. him over an hour to get to work, but it doesn't 6. take him that long to get back home in the evenings. Sam doesn't 7. have a long commute. He usually rides 8. his bicycle to work.

- C** Rewrite the sentences as negative statements. Use contractions.

- Karen lives in Sydney.
Karen doesn't live in Sydney.
- Maria drives to work.

- You go to the office every day.

- Max takes the bus to work.

- Bella works from home.

- I have a long commute.

- We have a new manager.

- David and I work in the same office.

- Sara and John know each other.

LESSON 3 VOCABULARY

A Complete the sentences. Circle the correct answer.

- Ann is a chef. She **helps people / cooks food / writes reports** in a nice restaurant.
- If you need more paper, talk to Yared. He **orders supplies / serves customers / supervises workers** for the office when we need them.
- Sometimes I have to **write reports / answer phones / make presentations** at meetings, but I don't like to talk in front of groups!
- He loves to talk to people he doesn't know, so this job is perfect. He **writes reports / meets new people / cooks food** every day.
- Anika works for a big company. She sits at the front desk and **travels for work / makes presentations / answers phones**.
- Trung is a market researcher. He researches products and then **writes reports / supervises workers / answers phones**.
- Lucas **writes reports / serves customers / makes presentations** at a restaurant. Everyone likes him because he's friendly and fast.
- Maya is a businesswoman. She **orders supplies / travels for work / helps people** a lot. It's exciting, but she gets tired of airports.
- Stella is an office manager. She **supervises workers / meets new people / makes presentations** in a large office.
- Salim loves being a nurse because he likes to **answer phones / write reports / help people**.

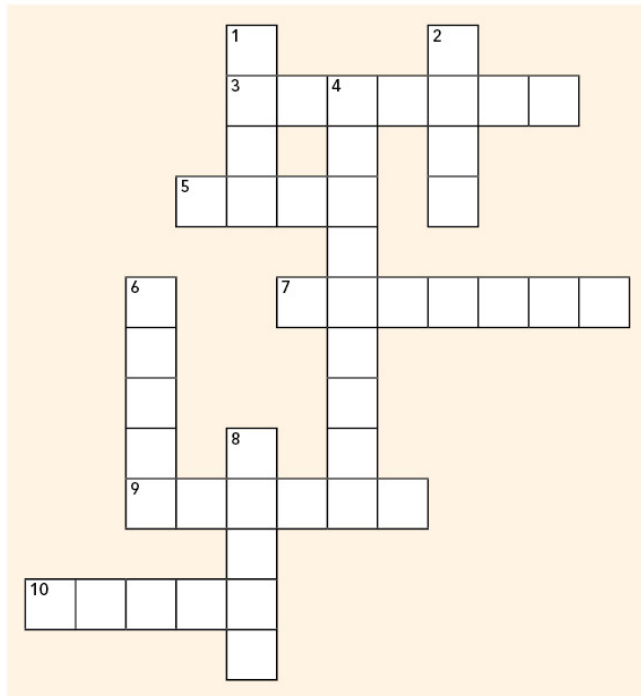
B Complete the crossword puzzle.

ACROSS

- Dipak ___ phones for all of the lawyers in this office.
- She wants to be a teacher or nurse because she likes to ___ people.
- He isn't home much because he ___ for work a lot.
- It's a small restaurant, so she ___ customers and cleans the tables.
- I like market research, but I don't really like to ___ reports.

DOWN

- They usually ___ presentations at the big meeting.
- In this job, you ___ new people every day.
- She wants to be a manager because she likes to ___ workers.
- A chef ___ food in a restaurant.
- Does Hani ___ the supplies? I need a few things.



LESSON 3 GRAMMAR

A Complete the conversation. Use the correct form of *do*. Use correct capitalization.

A: _____
1. Do you work nearby?

B: Yes, I _____. I work at the hospital.
2.

A: Really? I work there, too. I'm a nurse. What _____ you do there?
3.

B: I'm an accountant. I work in the business office.

A: _____ you know Tommy? We're very good friends.
4.

B: No, I _____. _____ he work in the office, too?
5. 6.

A: Yes, he _____, but he doesn't work in accounting. He's a computer programmer.
7.

B: Oh, _____ you mean Thomas?
8.

A: Yes, that's him.

B Make questions with the words in parentheses. Use the correct form of the verb *do*. Use correct capitalization.

1. A: What do you do _____? (what / you / do)

B: I'm a manager. I supervise workers.

2. A: _____? (you / like / your job)

B: Yes, I do. I like it very much.

3. A: _____? (she / work / here)

B: Yes, she does. She works in sales.

4. A: _____? (Lin and Julie / work / together)

B: No, they work in different offices.

5. A: _____? (where / you / live)

B: I live near the downtown office.

6. A: _____? (what / Joe / do)

B: He's a lawyer.

7. A: _____? (where / Kay / work)

B: She works at a bank.

8. A: _____? (what / you / do / at work)

B: I write reports.

9. A: _____? (why / Hana / work at night)

B: Because she has classes all day.

10. A: _____? (why / she / work / in a restaurant)

B: Because she's a chef!

11. A: _____? (when / they / start / work / in the morning)

B: At 9 A.M.

12. A: _____? (what / your parents / do)

B: Nothing. They don't work.

LESSON 4 READING

READING SKILL Make predictions

Predicting makes it easier to understand articles. Before you read this article, read the title and subtitles. Then look at the pictures. Can you guess what this article will be about? How does the title help you? How do the pictures help you?

A Read the Reading Skill. Then read the title and look at the picture. Predict what the article will be about. Check (✓) the correct answer.

- a. a very long commute
- b. an unusual commute
- c. the best way to commute

How Do You Get to Work?

Sarah Simms: Take Me to the River

“There is always so much traffic in the morning. Everybody leaves for work at the same time,” says Sarah Simms. The office where Sarah works as a software engineer is only a short distance away, but it takes her an hour to get there by car. Sarah lives in California, in a house close to a small river. Two years ago, Sarah decided that she didn’t want to drive anymore. Instead, she decided to swim to work, and now she swims down the river to work every day. She’s not the only one who likes this unusual commute. Last year, some of Sarah’s co-workers started swimming with her. They love swimming to work because it’s good exercise, and it’s really fun. In addition, it only takes them fifteen minutes to swim there. They love swimming so much now that some of them decided to be on their city’s swim team. There is one disadvantage to swimming to work though—it gets cold at night. However, when we asked Sarah and her co-workers, “Do you miss driving to work?” they all said, “No!” All the swimmers love their new commute.



B Read the article. How does Sarah get to work? Check (✓) the correct answer.

- a. She drives a car.
- b. She takes a boat.
- c. She swims down a river.

C Read the article again. Then complete the sentences. Circle the correct answer.

1. Sarah swims to work because **she’s practicing for a race / she doesn’t have a car / it’s faster than driving**.
2. Sarah is a **software engineer / swimming coach / teacher**.
3. Sarah’s office is **far from / close to / up the river from** her home.
4. It takes Sarah **an hour / thirty minutes / fifteen minutes** to drive to work.
5. Sarah works in **New York / Texas / California**.
6. Sarah’s **family / boss / co-workers** decided to join her on her commute.
7. Some of the swimmers **started / joined / wrote about** the city’s swim team after they started swimming to work.
8. Sarah and her co-workers will probably **continue to swim to work / stop swimming at night / start driving to work again**.

LESSON 5 WRITING

A Read the résumé. Then use the information from the box to complete the résumé.

The french Cooking School
Bayview Hotel
Assistant Chef
March 2017–Present

Supervise workers
200 ada Street, Apt. 2
pittsburgh, Pennsylvania

Dan Price

1. _____
Oakland, CA 94609
Dan.Price.0211@epiklink.net

Work Experience

restaurant Manager — 2. _____

3. _____, Oakland, California

- Plan Menus
- Order supplies
- Write reports

4. _____ — January 2015–february 2017

Ramona's Café, 5. _____

- Cook food
- Help head chef
- 6. _____

Education

Certificate, Culinary Arts 2015

7. _____, Paris, France

B Read the Writing Skill. Read the résumé.
Circle six errors with capitalization.

WRITING SKILL Capitalize proper nouns (review)

Use capital letters for names of people, streets, cities, states, countries, companies, schools, days, and months. Capitalize the first word in a sentence. Capitalize job titles on résumés.

UNIT 1 SELF-QUIZ

1 VOCABULARY

A Complete the sentences. Circle the correct answer.

- A _____ prepares and sells medicines.
 - chef
 - nurse
 - doctor
 - pharmacist
- A _____ studies why people buy things.
 - teacher
 - accountant
 - hotel manager
 - market researcher
- A _____ writes news stories for newspapers, magazines, television, or radio.
 - pilot
 - lawyer
 - journalist
 - software engineer
- Jackie is a chef. He _____ in a restaurant.
 - cooks food
 - helps clients
 - writes reports
 - makes presentations
- Accountants _____ money.
 - order supplies for
 - write reports about
 - meet new people for
 - answer phones about
- A nurse _____ every day.
 - helps people
 - travels for work
 - serves customers
 - supervises workers

B Complete the sentences with phrases from the box. Not all words are used.

close to work far from work long commute short commute five minutes away

- It takes me only five minutes to get to my office. I have a _____.
- Zoey takes the train for two hours to get to her office. She lives _____.
- Simon's apartment is _____ from his office. He walks to work every day.

2 GRAMMAR

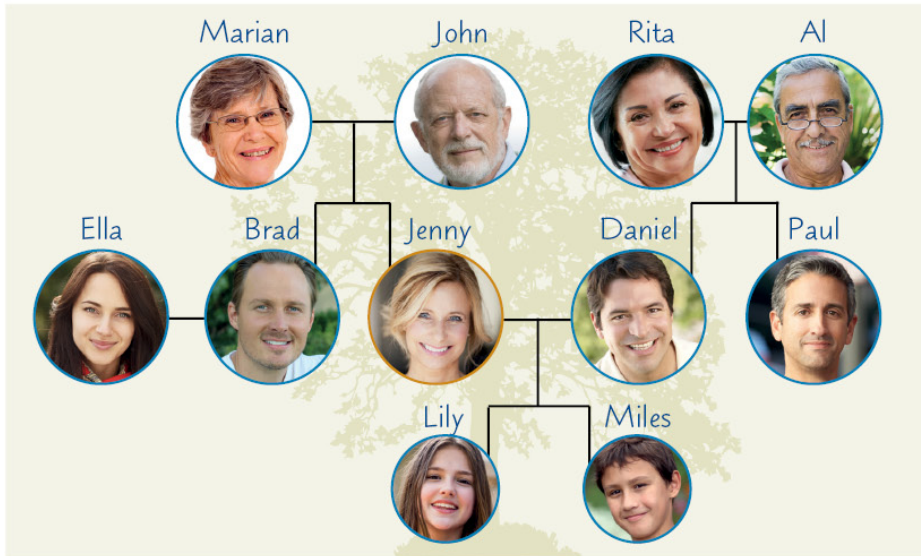
A Complete each sentence with the verbs in parentheses. They may be affirmative or negative.

- Nice to meet you. Where _____ (be) you from?
- Kevin is a nurse. He _____ (be) a doctor.
- They _____ (be) market researchers.
- Jeff _____ (teach) science in a high school.
- Teddy _____ (carry) a heavy bag to school every day.
- Nancy _____ (live) close to school.
- A: Do you work at an office? B: No, I _____ (do). I work from home.
- A: _____ (do) Jenny make presentations at work? B: Yes, she does.
- A: What _____ (do) Lin study? B: She studies marketing.

UNIT 2 WHO'S THAT?

LESSON 1 VOCABULARY

A Look at the chart. Complete the sentences. Use words from the box.



brother	father-in-law	grandfather	grandson	mother-in-law
brother-in-law	grandchildren	grandmother	husband	sister-in-law
father	granddaughter	grandparents	mother	wife

- Daniel is Jenny's _____.
- Ella is Jenny's _____.
- Marian is Jenny's _____.
- John is Jenny's _____.
- Rita is Jenny's _____.
- Brad is Jenny's _____.
- Paul is Jenny's _____.
- Al is Jenny's _____.
- Marian and John are Lily's _____.
- Jenny is Daniel's _____.
- Miles is John's _____.
- John is Lily's _____.
- Marian is Lily's _____.
- Miles and Lily are John's _____.

B Complete the sentences. Circle the correct answer.

- My sister loves to meet new people. She's very **shy** / **outgoing**.
- Everyone invites my brother to parties because he's so outgoing and **funny** / **serious**.
- Pia is a good nurse because she's always **mean** / **kind**.
- Sometimes people think Lucas is sad because he doesn't smile a lot, but he's just a very **serious** / **funny** person.
- Please don't be **kind** / **mean** to other people.
- Sara never goes to parties. She's very **shy** / **outgoing**.

LESSON 1 GRAMMAR

A Complete the conversations. Circle the correct answer.

- A: **What / Who** is that?
B: **That's / That** my brother-in-law.
A: **That's / What's** he like?
B: **He / He's** very serious.
- A: Who **is / are** they?
B: **He's / They're** my grandparents.
A: They **seem / seems** nice.
B: They are really nice. **They / They're** also very happy.

B Unscramble the words in parentheses to write statements or questions. Use correct capitalization.

- A: Who is she? (she / is / who)
B: She's my sister.
- A: _____? (who / they / are)
B: They're my brothers.
A: _____? (what / they / are / like)
B: They're very funny. They like to laugh.
- A: _____? (that / is / who)
B: That's my wife.
A: _____. (looks / she / kind)
- A: _____? (that / your sister / is)
B: No, she's my sister-in-law.
A: _____? (she / like / is / what)
B: She's happy and outgoing.
- A: _____? (your parents / are / those)
B: Yes, they are.
A: _____. (really nice / seem / they)
- A: _____? (she / who / is)
B: That's my sister.
A: _____. (seems / really funny / she)
- A: _____? (your uncle / that / is)
B: Yes. That is my mom's brother.
A: _____? (he / like / is / what)
B: He is really serious. He is not funny.
- A: _____? (those / are / cousins / your)
B: Yes, they are.
A: _____. (seem / outgoing / they)
B: They are. They have many friends.

LESSON 2 VOCABULARY

A Look at the pictures. Read the questions. Check (✓) all the correct answers.

1. Which sentences describe the woman?



- a. She has curly hair.
- b. She has blond hair.
- c. She has short hair.
- d. She's thin.
- e. She has gray hair.

2. Which sentences describe the man on the left?



- a. He has blond hair.
- b. He has curly hair.
- c. He's short.
- d. He's thin.
- e. He's average weight.

3. Which sentences describe the man on the right?



- a. He has blond hair.
- b. He's heavy.
- c. He has long hair.
- d. He's average height.
- e. He has short gray hair.

4. Which sentences describe the woman?



- a. She has curly hair.
- b. She has blond hair.
- c. She has long hair.
- d. She has black hair.
- e. She has blue eyes.

5. Which sentences describe the woman?



- a. She has brown hair.
- b. She has short hair.
- c. She has curly hair.
- d. She has brown eyes.
- e. She has gray hair.

6. Which sentences describe the woman?



- a. She has curly hair.
- b. She has black hair.
- c. She has long hair.
- d. She has blue eyes.
- e. She has straight hair.

7. Which sentences describe the man?



- a. He has brown eyes.
- b. He has gray hair.
- c. He has short hair.
- d. He has curly hair.
- e. He has green eyes.

B Write the words from the box in the correct categories. Some words are used more than once.

long	tall	thin	straight	green	gray	brown
curly	black	blue	heavy	blond	short	average

<p>Hair</p> <p>blond</p> <p>curly</p>
--

<p>Eyes</p>

<p>Height</p>

<p>Weight</p>

LESSON 2 GRAMMAR

A Complete the conversation. Use words from the box.

are has have is is it is she it's she is

A: I can't find my daughter.

B: How old _____? What does she look like?
1.

A: _____ twelve years old. She _____ blond hair, and her eyes
2. _____ green.
3. _____
4.

B: Does she _____ straight or curly hair? And _____ long or short?
5. _____ 6.

A: Her hair _____ curly, and _____ very long.
7. _____ 8.

B: OK. I'll help you look for her.

B Complete the conversations with the correct form of *be* or *have*.

1. A: Can you help me find my sister?

B: Sure. What does she look like?

A: She _____ in her twenties. She _____ short and thin.
1. *is* 2.

She _____ long black hair. Her hair _____ straight. Her eyes
3. _____ brown.
4. _____
5.

2. A: Hey, look over there. Is that Jim?

B: No, it's not. That man _____ really tall. Jim isn't very tall. And that man
1. _____ black hair. Jim's hair _____ brown.
2. _____ 3.

C Match the questions and answers.

- | | |
|---|--|
| 1. ___ Who is she? | a. They are heavy and have long, curly hair. |
| 2. ___ Who are they? | b. She is tall. |
| 3. ___ Is that your sister? | c. Yes, they are. |
| 4. ___ Are those your parents? | d. No, that's my aunt. |
| 5. ___ What is your aunt like? | e. She's my sister. |
| 6. ___ What does she look like? | f. She's very nice. |
| 7. ___ What do your brothers look like? | g. He is about 30. |
| 8. ___ How old is he? | h. They are my cousins. |