

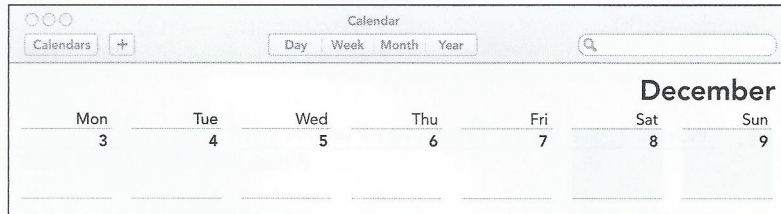
Lesson 4

Workplace, Life, and Community Skills

Read work schedules and time sheets

1 TALK ABOUT WORK SCHEDULES

A MAKE CONNECTIONS. Look at the calendar. Which days do you work? Which days do you go to school?



B LOCATE. Write the abbreviations for the days.

Monday Mon Tuesday _____ Wednesday _____ Thursday _____
 Friday _____ Saturday _____ Sunday _____

C WORK TOGETHER. Look at the work schedules. Ask and answer questions. Take turns.

A: When does Ming work?

B: She works from Tuesday to Saturday, from 11:00 to 5:00.



The Computer Store

Schedule | My Account | Help?

Work Schedule: December 3–9

Employee	12/3 MON	12/4 TUE	12/5 WED	12/6 THU	12/7 FRI	12/8 SAT	12/9 SUN
Ming Chu		11:00 A.M.– 5:00 P.M.	11:00 A.M.– 5:00 P.M.	11:00 A.M.– 5:00 P.M.	11:00 A.M.– 5:00 P.M.	11:00 A.M.– 5:00 P.M.	
Pedro Molina	2:30 P.M.– 8:30 P.M.	2:30 P.M.– 8:30 P.M.	2:30 P.M.– 8:30 P.M.	2:30 P.M.– 8:30 P.M.	2:30 P.M.– 8:30 P.M.		
Maya Kabir		7:00 A.M.– 4:00 P.M.		7:00 A.M.– 4:00 P.M.		7:00 A.M.– 4:00 P.M.	
Danny Costa			6:30 A.M.– 10:30 A.M.	6:30 A.M.– 10:30 A.M.	6:30 A.M.– 10:30 A.M.		
Dawit Alemu			3:00 P.M.– 10:00 P.M.	3:00 P.M.– 10:00 P.M.	3:00 P.M.– 10:00 P.M.	3:00 P.M.– 10:00 P.M.	3:00 P.M.– 10:00 P.M.

I can talk about work schedules.

I need more practice.

For more practice, go to MyEnglishLab.

Workplace, Life, and Community Skills

2 READ AND COMPLETE A TIME SHEET

A MATCH. Look at Nancy's time sheet. Match the words and definitions. Write the letter.

- | | |
|-----------------|-----------------------------|
| ___ 1. employee | a. identification number |
| ___ 2. ID # | b. the time you finish work |
| ___ 3. Time In | c. worker |
| ___ 4. Time Out | d. the time you start work |

TIME SHEET			
1 EMPLOYEE NAME		2 EMPLOYEE I.D. # 987-65-4321	
Last	First		
Johnson	Nancy		
3		4 Week ending 7/15	
DAY	TIME IN	TIME OUT	HOURS
Mon	8:30 A.M.	1:00 P.M.	4.5
Tue	9:00 A.M.	5:00 P.M.	8
Wed	8:30 A.M.	3:30 P.M.	7
Thu			
Fri			
Sat	12:00 P.M.	5:00 P.M.	5
Sun			
TOTAL HOURS: 24.5			

B INTERPRET. Look at the time sheet in Exercise 2A. Complete the sentences.

- Nancy worked on Monday, Tuesday, Wednesday, and Saturday.
- On Tuesday, she started work at _____.
- On _____, she finished work at 3:30.
- She didn't work on _____.
- She worked _____ hours on Monday.

C APPLY. Read the information. Complete your time sheet for the week.

You work from 7:00 A.M. to 3:00 P.M. from Tuesday to Saturday. Your employee I.D. number is 00312. Today is Monday, March 11.

D GO ONLINE. Find the next event on your calendar. What day is it?

TIME SHEET			
EMPLOYEE NAME		EMPLOYEE I.D. _____	
First	Last		
		Week ending _____	
DAY	TIME IN	TIME OUT	HOURS
Mon			
Tue			
Wed			
Thu			
Fri			
Sat			
Sun			
TOTAL HOURS:			

I can read and complete a time sheet.

I need more practice.

For more practice, go to MyEnglishLab.