

Lesson A Grammar Asking questions

A Complete the conversations with a correct form of the verbs given.

1. A Have you ever heard (hear) of speed-friending?
 B No, I haven't. What _____ (be) it?
 A Well, it's a bit like speed-dating, but it's just a way of meeting people.
 B Interesting. So, _____ you ever _____ (go) to a speed-friending event?
 A No. But I'm thinking of going to one. _____ you _____ (want) to go with me?
 B Um, no, thanks. But tell me how it goes!
2. A _____ I _____ (tell) you I went to a networking event last week?
 B No. What kind of networking event _____ (be) it?
 A It was for people who are looking for internships.
 B Oh, so _____ you _____ (look for) an internship right now?
 A Yeah. I'm trying to find one for the summer.
 B So _____ you _____ (make) any contacts at the event?
 A Yeah, actually, I did. I met some people from a software company.



About
you

B Unscramble the questions. Then write answers that are true for you.

1. these days? / with / you / hanging out / are / Who
 Q: _____ A: _____
2. alone? / ever / Have / a weekend / spent / you
 Q: _____ A: _____
3. any of / you / call / Did / this morning? / your friends
 Q: _____ A: _____
4. in / Where / to / meet / you / people / go / your neighborhood? / can
 Q: _____ A: _____
5. your friends / you / all the time? / Do / text
 Q: _____ A: _____
6. outgoing / a kid? / Were / you / were / when / you
 Q: _____ A: _____
7. all your friends / joined / a social networking site? / Have
 Q: _____ A: _____
8. was / What / name / when / your / were / a kid? / best friend's / you
 Q: _____ A: _____

Lesson A Vocabulary Describing personality

A Complete the chart with the personality traits in the box.

aggressive	eccentric	narrow-minded	pushy	sensitive	thoughtful
annoying	intelligent	open-minded	relaxed	sweet	touchy
arrogant	laid-back	a pain	self-confident	talkative	weird

Generally positive	Generally negative	It depends . . .

B Complete the sentences with the words and expressions in Exercise A. Sometimes more than one option may be possible.

1. My boyfriend buys me flowers to say “thank you” and sends me cards to wish me luck. Yeah, he’s very _____ and _____.
2. My best friend’s really smart. I mean, she’s probably the most _____ person I know.
3. Most people love my uncle. He’s very _____. He’ll chat to anybody about anything.
4. My brother was _____ as a child. He was always getting into trouble for pushing other kids on the playground.
5. One of my best friends can seem a bit _____, like she thinks she’s better than everybody else. I guess she’s just _____ – you know, she’s pretty sure of herself.
6. My girlfriend gets upset easily. She’s pretty _____.
7. My best friend never gets stressed about anything – you know, she’s always _____, even before exams.
8. My mom’s the kind of person who’s always willing to listen to other people’s ideas – you know, she’s really _____.
9. One of my cousins is always bothering me. She’s _____ and very _____.
10. My neighbor has some very strong views and won’t accept other people’s opinions. He’s so _____!

About
you

C Complete the sentences to make them true for you. Use the words and expressions in Exercise A, and any other expressions you know.

1. I can’t stand people who are _____.
2. If you want to be successful in business, you need to be _____.
3. If you want to get along with people in general, you need to be _____.
4. I really don’t see myself as a/an _____ person.
5. I like to think of myself as _____ and _____.
6. One of my best friends is so _____ and _____.
7. I usually choose _____ and _____ people as friends.
8. I don’t mind people who are _____ as long as they’re _____, too.

Lesson B Grammar Talking about habits

A Complete the sentences with a correct form of the verbs given.

1. My best friend can be really annoying. She _____ constantly _____ (look) at her phone. When we _____ (watch) a movie, she checks her email all the time. And when we're out together, she _____ always _____ (take) pictures of stuff. Then she _____ (post) the photos online. I mean, I'm usually pretty laid-back, but it's starting to drive me crazy.
2. My sister and I are actually really close, but we _____ (not call) each other very often. Occasionally we _____ (will / text) pictures to each other – or email stuff. But we're both so busy, we _____ (not answer) each other's emails unless it's really important. When she _____ (call), we _____ (talk) for hours.
3. I _____ (not waste) a lot of time online. You know, I _____ probably _____ (will / surf) the Internet for a couple of hours a day. But not all at once. I _____ (tend / take) about half an hour before work and probably half an hour at lunchtime to look at stuff online. And I _____ (email) people at night. But a lot of my friends _____ (will / stay) online for hours and hours.

B Circle the best option to complete the conversations.

1. A How many times a day do you text your friends?
B Well, **I'll send / I'm sending** a reply whenever I get a message. So, I don't know – maybe 20 or 30 times a day. Mostly, **we make / we're making** plans by text. But **I tend to call / I'm calling** if I want to have a real conversation or something.
2. A How do you keep in touch with your family when you're away from home?
B When **I'll travel / I'm traveling**, we try to video-chat on the Internet. That way we can talk for free. And **we'll email / we're emailing**, too. I like to keep in touch.
3. A Have you ever used the Internet to find a friend?
B Yeah. **I'm searching / I'm always searching** online to see if I can find my old school friends. **I'll find / I'm finding** someone every once in a while. It's fun to see what they're doing now. Occasionally **I'll contact / I'm contacting** them. But **I don't do / I'm not doing** it often.

About
you

C Now write your own answers to the questions in Exercise B.

1. _____

2. _____

3. _____

Lesson C Conversation strategies

A Read the conversations. Circle the appropriate follow-up questions.

1. *A* How do you usually keep in touch with your friends back home?

B How do we keep in touch? We tend to text. Or we'll check each other's profile pages.

A **And do you ever call each other? / And you never keep in touch with them?**

B Yeah. Sometimes.



2. *A* So, yeah, Mark and I have been dating for ten months now.

B That's great. **But you lost touch, right? / So, you're getting along well?**

A Yeah. It's great. He's so thoughtful and just a really cool guy.

3. *A* My parents got divorced when I was little.

B That's too bad. That must have been hard.

A Yeah, but my mom remarried, and my stepdad's great. He's really cool.

B That's good. **But you don't see your mom, right? / So you do a lot together?**

A Yeah. We always hang out as a family.

B Read the conversations. Write the appropriate follow-up question for each conversation. There are two extra questions.

a. And does he know you at all?

b. And how often do you see them?

c. But would you feel sad?

d. But you wouldn't tell them, right?

e. So you didn't talk to each other at all?

1. *A* How would you feel if you lost touch with a good friend?

B It depends. It happens sometimes.

A _____

B I guess so. Again, it depends.

2. *A* Have you ever had a fight with a friend over something silly?

B Yeah, once. My friend Jack and I had an argument about this girl. We didn't speak for weeks.

A _____

B No, not a word.

3. *A* Have you always had a lot of friends or just one or two close friends?

B I tend to have one or two close friends. I don't have a big circle of friends.

A _____

B Oh, we hang out pretty often, like once or twice during the week and then every weekend.

Lesson D

Reading

Personal profiles

A Prepare Circle two facts and underline three pieces of advice. Who is this information for – employers or candidates?

Getting the most from online profiles

- 1 Over 30 percent of employers say they currently use, or plan to use, social networking sites to obtain information about job candidates. However, only 16 percent of workers write their online profiles with potential employers in mind.
- 2 What may be more worrying for today's job seekers is that 34 percent of managers said they have rejected a candidate because of the information they obtained online. Finding inappropriate photographs is one of the main reasons for rejection.
- 3 This trend of using social networking sites as an employment tool is growing. "We can learn a lot about a candidate from his or her online profile," says Mindy Watson, director of human resources at an advertising agency. "We want to see if the person will fit in well at our company, so the information in an online profile is valuable to us."
- 4 Hiring managers also tend to use social networking sites when they are looking for new hires. So if you want to use your profile to find a new job either now or in the future, here are some do's and don'ts.
- 5 ➤ ☐ Keep your profile up to date, even if you are not looking for a job. Make sure you list your latest achievements. Hiring managers are looking for the best people for their companies, so make sure that you present yourself in a positive way. You never know – someone may invite you to come in for an interview even before you start looking for a new job.
- 6 ➤ ☐ It is always best to avoid making any negative comments about your current or previous boss, company, or co-workers. If employers think that you will damage their image after you leave the company, they won't want to hire you.
- 7 ➤ ☐ If you are always telling off-color jokes or joining weird or silly groups, be careful. One of the fun things about networking sites is that you can connect with other people who share your sense of humor. However, these groups don't always leave a potential employer with a good impression. Instead, be selective and join groups that demonstrate your professional goals or social involvement. This shows you are thoughtful and creates a positive online image.
- 8 ➤ ☐ Be careful also if you are trying to hide your job search from your current boss. One of your co-workers might see your profile and mention it. You could find that your boss withholds that promotion or raise you were expecting. However, if your boss does find out and accuses you of looking for a new job, don't deny it. It is better to tell the truth than risk a negative reference.
- 9 ➤ ☐ Remember that other people will see the contacts you have made if you don't keep your friends list private. So in addition to keeping your friends' inappropriate pictures and comments off your profile, be cautious about who your online friends are.
- 10 ➤ ☐ Review the pictures you have uploaded to your profile, the personal information you have given, and any blogs or sites you have linked to. Delete anything you might regret later.
- 11 Always bear in mind that employers can use your social networking profile to evaluate you, so show self-confidence (without being arrogant) and promote yourself well. Think of it as a face-to-face meeting with an employer, and present the image of yourself that you want to promote.



B Information flow Where do these headings fit in the article? Write the letters a–f in the boxes in the article.

- a. Don't badmouth your current or previous employer
- b. Don't forget: Others can see your friends
- c. Don't mention your job search if you are still employed
- d. Do join groups . . . selectively
- e. Do update your profile regularly
- f. Do clean up your "digital dirt"

C Read for detail Are the sentences true or false, or is the information not given in the article? Write T, F, or NG. Correct the false sentences.

- 1. Companies use social networking sites to obtain information about their employees' family life. _____
- 2. Your online profile can get you a job, even if you're not looking for one. _____
- 3. It's a good idea to show your sense of humor in your profile. _____
- 4. If your boss finds out about your job search, you should deny it. _____
- 5. You can get fired from your current job because of your online profile. _____
- 6. When you're looking for a job, it matters who your online friends are. _____
- 7. It's fine to be arrogant in your profile, if you're promoting yourself. _____
- 8. When you write a profile, you should imagine you're talking to an employer. _____

D Focus on vocabulary Replace the words in bold with the verbs and expressions from the article.

- 1. Employers ^{obtain}~~get~~ information about candidates from their online profiles. (para. 1)
- 2. One reason employers have **not hired** candidates is because of inappropriate photos. (para. 2)
- 3. Your boss might **not give you** a promotion if he or she knows you are looking for a job. (para. 8)
- 4. If your boss **says you're** looking for another job, don't **say you aren't doing** it. (para. 8)
- 5. Don't post anything you'll **be sorry about** later. (para. 10)
- 6. The best way to **show people your good qualities** is to have a clean profile. (para. 11)

E Write a response to each of the sentences in Exercise D. Use the verbs and expressions from the article.

- 1. I think this happens all the time. When I applied for a job, they obtained information about me from my online profile.

- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____

Writing A script for an online debate

A Read the debate script. Circle the correct words to show contrasting ideas.



Social networks – a waste of time or a good way to find a job?

Some people believe that social networks are a waste of time. **However**, / **On the one hand**, other people enjoy using them to keep in touch with friends and family. **While** / **On the one hand**, it is fun to have an online profile and share news and photographs with people you know. **On the other hand**, / **Whereas** it is important to realize that employers can use your profile to see if they want to hire you. **While** / **However**, you might think your pictures are harmless, employers might not agree. If you have a profile on a social networking site, make sure you promote a professional image. In conclusion, it is better to keep your profile up to date with appropriate content, or it might cost you your dream job.

Help note: *Contrasting ideas*

However, and **On the other hand**, contrast the ideas in a previous sentence with the ideas in a new sentence.

While and **whereas** contrast ideas within one sentence.

In sentences with **while** and **whereas**, use a comma at the end of the first clause.

B Editing Read the Help note. Then correct the mistakes in these extracts from scripts. Change the expression, or the punctuation, or both. There is more than one correct answer.

1. You might think your party photos are harmless. **Whereas** employers might see them in a different way. You might think your party photos are harmless. However, employers might see them in a different way.
2. Some people never put photos on their profiles **on the other hand** other people post a lot of pictures. _____
3. Job seekers are not cleaning up their profiles **however** employers are checking them. _____
4. **However** an online profile may be public, it is not fair to use it to reject a job candidate. _____
5. **While** I understand why employers check people's profiles online. Personal profiles are not meant for employers. _____
6. You can control who sees your résumé **however** you can't always control who has access to your online profile. _____

C Write a script for the debate in Exercise A. Include an introduction, contrasting ideas, and a conclusion. Then check your script for errors.

These days everyone uses social networking sites, and job seekers are using them to promote themselves to potential employers. While you might think your personal profile is private, ...

Listening extra Keeping in touch

A Check (✓) the expressions that describe ending relationships.

- | | | |
|--|--|---------------------------------------|
| <input type="checkbox"/> break up with | <input type="checkbox"/> get engaged | <input type="checkbox"/> make friends |
| <input type="checkbox"/> fall out with | <input type="checkbox"/> get married | <input type="checkbox"/> separate |
| <input type="checkbox"/> get divorced | <input type="checkbox"/> lose touch with | <input type="checkbox"/> "unfriend" |

B  Listen to four people talk about relationships. Answer the questions. Write the names. There is one extra question.



Andrea



Nuray



Oscar



Christa

- Who would never contact someone from a previous relationship? _____
- Who "unfriends" people occasionally? _____
- Who is getting divorced soon? _____
- Who lost touch with someone over a period of time? _____
- Who just got back in touch with someone after a long time? _____

C  Listen again. Are the sentences true or false? Write T or F. Correct the false sentences.

Andrea

- Andrea and her roommate stopped calling because they had an argument. ____
- They only keep in touch on special occasions. ____

Nuray


- Nuray likes to know what her old friends are doing every day. ____
- Sometimes she'll contact her old boyfriends online. ____

Oscar

- Oscar has too many friends to keep in touch with. ____
- He gets upset when he reads mean comments on his profile. ____

Christa

- Christa's life has changed a lot in the last ten years. ____
- She finds it difficult to keep in touch with her husband when she's traveling. ____

D  Listen again to the last thing each person says. Do you agree or disagree? Write a sentence expressing your views.

- _____
- _____
- _____
- _____