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SPEAK YOUR MIND



WORKBOOK
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READING

PREDICT INFORMATION

When we predict information, we guess what that information might be.

A Read the article and predict the missing information as you read. Then choose the correct option.

← → ↻
☆ ☰

Using Social Media at Work



Employees do many different things at work. They take lunch breaks, they speak with co-workers about life, and they check their personal email online. They also check their social media profiles, but is it OK to use social media at work?

About **1** _____ of employees check their online profiles during the work day. They use social media to take a break from work and to talk to their friends and family. They're also using it to meet other people in their field. Architects use social media to meet other architects, for example.

Are employers getting angry about this? Not really, because most employees don't spend a lot of time on social media. They only spend about **2** _____ minutes looking at their profiles. And about **3** _____ of employees are using social media to solve work problems. Also, many employees are looking at their profiles during their lunch break. About **4** _____ of them do that.

Social media is a part of life, and it's a part of working life.

Read more
↶ ↷ ☆

- | | | |
|----------|---------|-------|
| 1 a 4% | b 22% | c 67% |
| 2 a 5-10 | b 15-30 | c 90 |
| 3 a 3% | b 20% | c 85% |
| 4 a 13% | b 21% | c 41% |

VOCABULARY

A Choose the correct word for how you feel in each situation.

- 1 Your friend tells your secret to another friend.
a afraid b mad
- 2 You laugh loudly in the middle of a lesson.
a embarrassed b mad
- 3 You hear a noise in your house in the middle of the night.
a embarrassed b afraid
- 4 You don't study, but you get an A on your test.
a mad b surprised

B Complete the sentences with the words from the box.

afraid embarrassed mad surprised

- 1 Carlos doesn't look good in his profile picture. He's _____ about it!
- 2 My friend Rena is _____ to have a social media profile. She doesn't want people to see her information.
- 3 I'm _____ that Eric has a lot of friends on social media. He's not a very friendly person.
- 4 I really hate ads on social media. I'm _____ when I see them!

GRAMMAR

A Read the rules and choose *True* or *False*.

- | | |
|--|--------------|
| 1 We use the present progressive for things that are happening now. | True / False |
| 2 We use the base form to form the present progressive. | True / False |
| 3 To form the present progressive when a verb ends in -e, you just add -ing. | True / False |
| 4 You double the consonant when a verb ends in a vowel + consonant. | True / False |
| 5 When a verb ends in -ie, you change -ie to -y and add -ing. | True / False |

B Choose the correct option.

- 1 I am write / writing my blog now.
- 2 Liza is / be looking at a website.
- 3 Why are they / they are asking people to work on the weekend?
- 4 Harold isn't / doesn't taking an exam at the moment.
- 5 Why do / are you changing your social media profile?
- 6 She talks / is talking to her friends on social media right now.

C 6.1 Listen and check (✓) the verbs that the speakers say in the present progressive.

- | | |
|--------------------------------------|-------------------------------|
| 1 <input type="checkbox"/> use | <input type="checkbox"/> look |
| 2 <input type="checkbox"/> spend | <input type="checkbox"/> buy |
| 3 <input type="checkbox"/> read | <input type="checkbox"/> get |
| 4 <input type="checkbox"/> have | <input type="checkbox"/> work |
| 5 <input type="checkbox"/> write | <input type="checkbox"/> post |
| 6 <input type="checkbox"/> not check | <input type="checkbox"/> do |

D Complete the sentences with the correct form of the words from the box. Do not use contractions. Add any other words you need.

get look not lie not use study wait

- 1 David _____ for a bus at the bus stop over there.
- 2 This is the truth, Sarah. I _____!
- 3 They _____ for a math exam now.
- 4 I _____ information about this person right now.
- 5 Which profile _____ at, Steve?
- 6 Michelle _____ her real name on her profile at the moment.



LISTENING

LISTEN FOR THE MAIN IDEA

When we listen for the main idea, we often listen carefully to what the speaker says at the beginning. This tells us what the talk is about.

A 6.3 Listen to the suggestions and answer the questions.

- Who is the speaker?
 - a an electronics store employee
 - b a person who shops online
- What is she talking about?
 - a where to buy things online
 - b how to buy things online
- What is the first thing she tells you to do?
 - a look at photos of a product
 - b read online product reviews

B 6.4 Listen to the rest of the suggestions and check (✓) the correct answers. There may be more than one correct answer for each question.

- In online reviews, people usually ...
 - give honest opinions.
 - lie.
 - say how they feel.
- People often write online reviews because ...
 - the product doesn't work.
 - they're mad.
 - they're experts.
- If you like the price, ...
 - go ahead and buy it now.
 - look at other sites.
 - there is a problem.

VOCABULARY

A Choose the correct option.

- upload / go a picture
- post / send text messages
- update / post my profile
- post a text message / a comment
- take a comment / a selfie
- go my profile / viral

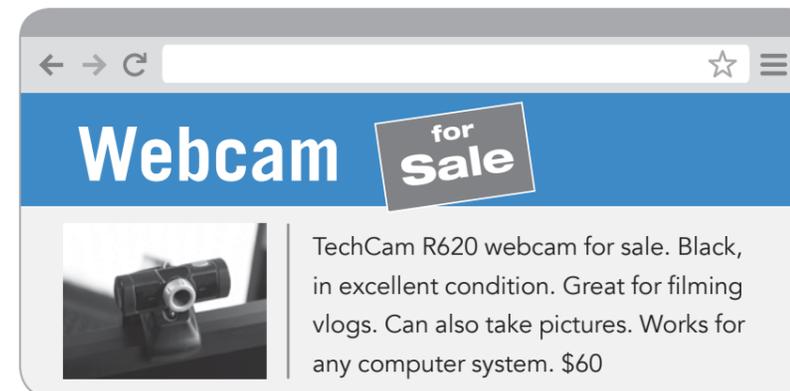


B Choose the correct option.

- My smartphone has a small keyboard. I use it to ... to friends.
 - a update my profile
 - b send text messages
- I need to ... now. The information is wrong.
 - a take a selfie
 - b update my profile
- Your profile doesn't have a photo of you. Do you want to ...?
 - a go viral
 - b upload a picture
- I ... with my smartphone when I'm in a nice place and I look good.
 - a take a selfie
 - b go viral
- This vlog is amazing! Things like this almost always ...!
 - a go viral
 - b post a comment
- When I like something online, I usually ... to give my opinion.
 - a upload a picture
 - b post a comment

WRITING

A Write the information from the social media ad in your notebook.



- name of product: _____
- type of product: _____
- what it does: _____
- condition: _____
- color: _____
- other details: _____
- price: _____

B Check (✓) the details to include in the social media ad.



- It's in good condition.
- It's made in Japan.
- It's about three years old.
- I bought it at Cost Buy Electronics.
- It has DVD player and a wide screen.
- I'm selling it for a good price.
- I'm selling it for \$150.
- I have a new laptop, so I don't need this one.

Progress Check

Lesson 1

I can read about social media and employment.
To review, go to READING B, p. 58 in your Student's Book.

I can talk about emotions and emojis.
To review, go to VOCABULARY A & B, p. 58 in your Student's Book.

I can describe what I do during the day.
To review, go to GRAMMAR B, p. 59 in your Student's Book.

Lesson 2

I can understand words for computer equipment.
To review, go to VOCABULARY A & B, p. 60 in your Student's Book.

I can listen to vloggers describe their jobs.
To review, go to LISTENING B, p. 61 in your Student's Book.

I can use the simple present and present progressive.
To review, go to GRAMMAR A & B, p. 61 in your Student's Book.

Lesson 3

I know about an internet business.
To review, go to LISTENING B & C, p. 62 in your Student's Book.

I can describe online actions.
To review, go to VOCABULARY A & B, p. 62 in your Student's Book.

I can write a social media ad.
To review, go to WRITING A, B, & C, p. 63 in your Student's Book.