

4th Edition

Ventures

Transitions



Workbook



CAMBRIDGE

K. Lynn Savage
(Series Editor)

Gretchen Bitterlin
Dennis Johnson
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CONTENTS

Unit 1	<i>Selling yourself</i>	2
Unit 2	<i>Building self-confidence</i>	16
Unit 3	<i>Pathways to build skills and experience</i>	30
Unit 4	<i>Effective job applications</i>	44
Unit 5	<i>Successful interviews</i>	58
Unit 6	<i>Small talk</i>	72
Unit 7	<i>Improving relationships</i>	86
Unit 8	<i>Giving and receiving criticism</i>	100
Unit 9	<i>The right attitude</i>	114
Unit 10	<i>Writing at work and school</i>	128
Answer key		142
Acknowledgments		161



Audio Script

UNIT 1

SELLING YOURSELF

Lesson A Listening

1 Listen to the conversation and circle the correct words.

1. John has been / **hasn't been** to Annie's office before.
2. Annie **knows** / **doesn't know** a lot about John's work history.
3. John has had a few jobs in **the same field** / **different fields**.
4. John is **excited** / **nervous** about his future.
5. John came to the meeting prepared to talk about his **hard and soft skills** / **future job**.



Listen

2 Read the statements. Listen to the conversation again and circle T (true) or F (false).

- | | | |
|---|---|-----|
| 1. Knowledge of nutrition is one of John's soft skills. | T | (F) |
| 2. John's hard skills include working with computers. | T | F |
| 3. Knowledge of history is one of John's hard skills. | T | F |
| 4. John tells Annie that he has studied foreign languages. | T | F |
| 5. Being curious is one of John's soft skills. | T | F |
| 6. John's hard skills include working well in teams. | T | F |
| 7. Having a positive attitude is one of John's soft skills. | T | F |
| 8. Annie thinks that John's soft skills are not transferable. | T | F |

3 Correct the false statements from Exercise 2.

1. Knowledge of nutrition is one of John's hard skills.
-
-
-
-

4 Complete the summary of the conversation with the words in the box. Then listen again and check your answers.

attitude	knowledge	reliable	transferable
competitive	operate	successful	
enthusiastic	qualities	technician	



John is talking with Annie, a career counselor. They are talking about John's hard and soft skills because John wants to figure out what kind of job to get when he finishes college. He is about to graduate, and he is enthusiastic₁ about his future and choosing a career.

First, Annie asks John about his hard skills. John explains that he knows how to _____₂ construction tools and computers. He learned a new computer program at his last job. Right now, he is a computer _____₃ at the college. He also knows a lot about health, nutrition, and history. John has some _____₄ of foreign languages, too. He has learned some French, German, and Spanish, and he has studied Mandarin for several years.

Next, Annie asks John about his soft skills. These kinds of skills are important in a _____₅ economy. When John graduates, many people will be looking for jobs. One of John's useful _____₆ is that people can depend on him to do what he is supposed to do. In other words, he is _____₇. He also has a good _____₈, which means that he is pleasant to work with. Annie thinks that John's soft skills are very _____₉. They will help him be _____₁₀ at anything that he does.

As for John's future job, he says that he doesn't want to work with computers because he'd rather have a job that allows him to work with other people. At this point, Annie and John start to consider some possible careers.

5 Listen and choose the correct answers.

1. a. b. c.
2. a. b. c.
3. a. b. c.



Listen



Lesson B Participial adjectives

Study the grammar explanation on page 4 of the *Transitions Student's Book*.

1 Complete the sentences. Use the correct adjective.

1. He thinks driving a race car is exciting.
(excite)
2. The designers are _____ with their latest client.
(frustrate)
3. Her job is very _____.
(tire)
4. Lying in a hammock is _____.
(relax)
5. Juan feels _____ because his work is not challenging.
(bore)
6. She feels _____ at work. There's too much work to do!
(annoy)

2 Read the chart. Then complete the sentences about Liam and Alex. Use the correct adjective.

	Liam	Alex
Office work	doesn't like sitting for hours	likes working in a quiet place
Construction	enjoys building things	doesn't like physical work
Teaching	loves working with students	prefers to work alone

1. Office work (bore, interest)

Liam thinks office work is boring because he doesn't like sitting for hours.

Alex is _____ in working in a quiet place.

2. Construction (excite, tire)

Liam is _____ about working in construction. He enjoys building things.

Alex gets _____ when he does this kind of work.

3. Teaching (thrill, frighten)

Liam thinks working with students is _____. He loves to teach them.

Alex thinks working with students is _____. He prefers to work alone.

Study the grammar explanation on page 6 of the *Transitions Student's Book*.

1 Circle the correct words to complete the sentences.

1. Are you / Were you currently employed?
2. Why **do you leave** / **did you leave** your last job?
3. How **will you hear** / **did you hear** about this job?
4. Why **will you want** / **do you want** to work here?
5. **Have you ever worked** / **Did you ever work** with the public before?
6. **Were you** / **Will you be** available for an interview in the next three weeks?
7. I **have quit** / **quit** my last job because I **moved** / **move** to a new town.
8. I **have been** / **am** able to come in for an interview any time this month.

2 Use the cues to make sentences. The tenses are indicated in parentheses.

1. Computer programmers / to be / in demand / right now (present)

Computer programmers are in demand right now.

2. This store / to be / in business / for several years (present perfect)

3. I / to have / three different jobs / so far (present perfect)

4. My company / to have / a job opening / for a project manager (present)

5. Twenty employees / to work / in this department / last year (past)

6. Evelyn currently / to work / at the hospital / as a doctor (present)

7. Mia / to start / her new job / two weeks ago (past)

8. We / to start / interviews / for the job / next week (future)

3 Complete the email with the correct form of each verb in parentheses.

Send

From: Ben Martinez

To: Hiring Manager Cc Bcc

Subject: Sales Manager Position

Date: March 19, 2025

[← Reply](#) [→ Forward](#)

Dear Hiring Manager,

I am a great candidate for the sales manager job that I (see) saw₁ on your company's website this morning. My résumé is attached.

I (be) ₂ currently a sales associate for a major company, and I (feel) ₃ that I am ready for a management position. I (be) ₄ available to start working next month.

In the past five years, I (work) ₅ for a variety of different companies. I (sell) ₆ a diverse assortment of products, including clothing, electronics, and jewelry. I currently sell home appliances. Last year, I created a customer appreciation program, and I (increase) ₇ our store's sales by 50 percent. I also developed a training course for new employees. I (be) ₈ hard-working, reliable, and enthusiastic, and I believe that my experience in sales would make me an excellent sales manager for your company.

I look forward to sharing more about my skills in an interview. Thank you for your consideration.

Best regards,
Ben Martinez

4 Write sentences to answer the questions about Ben's email.

1. Where did Ben find the job announcement?

It was on the company's website.

2. How long has Ben worked in sales?

3. What kinds of things has Ben sold?

4. Why does Ben think he is qualified for the sales manager job?

