

Grammar

Practice A

Sue lived in Los Angeles for a few years, and now she is back in her hometown. She meets an old friend, Jeff. Rewrite Sue's questions as reported.

1. JEFF: How are you?

He asked her how she was.

2. JEFF: When did you get back?

3. JEFF: Did you like Los Angeles?

4. JEFF: Why didn't you stay there longer?

5. JEFF: Are you living in your old neighborhood?

6. JEFF: Are you still living alone?

7. JEFF: What are you doing for a living now?

8. JEFF: Would you like to play tennis with me again, like old times?

Practice B

A teacher is giving some instructions before a test. Rewrite each statement in reported speech. Use *ask* or *tell*.

1. Listen carefully.

She told us to listen carefully.

2. Don't talk.
-

3. Please put all your books and papers away.
-

4. Please do not try to copy your neighbor's work.
-

5. Cheating will be severely punished.
-

6. I will fail anyone who cheats.
-

7. Check the answers carefully before handing in your exam.
-

8. You will get a prize if you finish all the questions.
-

9. Would someone like to help me give out the papers?
-

10. Would you like me to repeat the instructions?
-

Reading

A. Read the text.



Making the Right Choices at Work

Dear Ms. **Ethics**,

My question is about taking a healthy “sick day” occasionally. In my job, we all work extremely hard. We work lots of overtime, but we don’t get paid any extra. Many of us work on the weekends, too. It’s what the company expects us to do. So it seems fair to me to take an occasional sick day even though I’m not sick. It’s almost like the company makes us lie to get some personal time. What would you do, Ms. Ethics?

Not Sick in Seattle

Dear Not Sick,

I **sympathize** with your problem. We’re all overworked and underpaid these days! But I still wouldn’t lie about being sick. Instead, you could ask your boss to help you find a solution. Perhaps your company could award personal days for people who work lots of overtime. Maybe some of the sick days that you’re allowed could be **transferred** to personal days. Let’s just hope your request doesn’t make your boss sick!

Ms. Ethics

Dear Ms. Ethics,

I have a wonderful boss. I’ve worked for her for ten years, and we’ve become quite good friends. However, last week she asked me to do something that I don’t feel comfortable about. She’s trying to get me to lie to her **supervisor** about some receipts that she wants to **submit**. She’s claiming that the receipts were for working lunches she had with me. But they were actually for fun nights out that we had together. I really don’t want to lie, but I also don’t want to lose a friend—or worse yet—my job. What should I do?

Confused in Canada

(continued)

Dear Confused,

First of all, let me ask you a question. When you went out with your boss, did you ever offer to pick up the tab? If not, you were already acting unethically. What did you think she was going to do with the receipts, use them as wallpaper?! Think about it. By letting your boss pay all the time, you gave her the message that what she was doing was OK with you. Here's an idea. Offer to split the bills with your boss if she agrees not to submit them to her supervisor. If she decides to submit them anyway, you've let her know you don't want to lie. If she's worth having as a friend, she'll do the right thing.

Ms. Ethics

- Glossary:**
- ethics (n.) ideas or rules about what is morally right and wrong**
(จริยศาสตร์ - ในที่นี้เป็นนามแฝงของนักเขียนคอลัมน์)
 - sympathize (v.) to show that you understand and care about someone's problem**
(เห็นอกเห็นใจ)
 - transfer (v.) to move something to something else** (เปลี่ยน, ย้าย)
 - supervisor (n.) a person with the official task of overseeing the work of a person or group** (หัวหน้างาน)
 - submit (v.) to give a plan or piece of writing to someone in authority so that they can consider it** (ยื่นเสนอ)

B. For each of the two situations, summarize the issue into a question. Then summarize the suggestions from Ms. Ethics. Use the chart below.

Situation 1

Question	Suggestions

Situation 2

Question	Suggestions

C. Turn the two questions into indirect speech.

Situation 1: *Not Sick in Seattle* asked _____

Situation 2: *Confused in Canada* asked _____

D. Read the résumé.

Mei Li Chen

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Lancaster, England
mlc@mail.com

Career Objective To use my multilingual and educational **capabilities** in the fields of translation and **editing**.

Skills and Achievements

- Have good communication skills
- Work well in fast-paced environment
- Am a motivated team player
- Am fluent in Mandarin Chinese and English; have a working knowledge of Japanese
- Am skilled in word processing, **spreadsheets**, PowerPoint, **database management**

Work Experience

Sept. 2003– Present Municipal Library, Blackpool
Library Assistant Customer Service Section

Aug. 1996–Jul. 2003 Jenping Foundation, Tainan, Taiwan
Translator/Editorial Assistant

Education

B.A. in English Fu Jen University, Taipei, Taiwan
1995

Volunteer Work

KidsPlace: Volunteer at a local children's center every Saturday

Interests

Traveling, reading, bicycling, swimming, language study, films

References available upon request.

- Glossary:**
- capability (n.)** the ability to do something, especially something difficult (ความสามารถ)
 - editing (n.)** correcting mistakes in a piece of writing or film, and decide which parts to keep (การบรรณาธิการ)
 - spreadsheet (n.)** a computer program that can show and calculate financial information (โปรแกรมที่ใช้ในการคำนวณหรือประมวลผล)
 - database management (n.)** the job of controlling and organizing a large amount of information stored in a computer system (การจัดการฐานข้อมูล)
 - reference (n.)** a letter saying that someone is suitable for a new job, course, etc. (จดหมายรับรองคุณสมบัติผู้สมัครงาน)

E. Use the prompts to make questions that a job interviewer may ask Mei Li Chen.

1. What/career objective? _____
2. What/skills? _____
3. Why/want/this job? _____

F. Turn the questions in B into indirect questions.

1. The interviewer asked _____
2. She asked _____
3. She asked _____