This listener’s guide is to be used in conjunction with Drive Time English: Intermediate Level. It contains example words and sentences from the pronunciation, vocabulary, and idioms CDs, as well as full transcripts of the dialogues included on the dialogues CD. You may use it to follow along, or to study separately. Please do not use this transcript while driving!
CD 1: Pronunciation

LESSON 1: Pronunciation of -ed Endings

- T
  talked
  mopped
  laughed
  passed
  hooked
  hoped
  huffed
  tossed

-D
  raised
  moved
  robbed
  stayed
  played
  glued
  sighed

-ID
  waited
  handed
  limited
  decided

LESSON 2: -s Endings

-S
  stops
  laughs
  cooks
  dates
  mops

-Z
  gives
  loves
  cares
  dials
  mends

-IZ
  raises
  loses
  catches
  dodges
  matches

LESSON 3: Reductions

would you
  could you
  did you

should you
  had you

wouldn’t you
  won’t you
  don’t you

didn’t you
  can’t you

LESSON 4: Y-vowel Link

he is
  I am
  be able
  nearly everyone
  simply a
  by insuring

the boy is
  they are
  be accused
  money is
  busy Americans
  daily argument

LESSON 5: W-vowel Link

who is
  so is
  how are
  no idea
  how are
  bow out

now I
  you are
  are
  no idea
  love it
  smooth thing

who
  glue it
  how are
  no idea
  so is
  bow out

you are
  glue it
  how are
  no idea
  so is
  bow out

LESSON 6: Consonant-vowel Link

have it
  has everything
  looks around

call it
  close up
  come on

check out
  drip on
  give in

tried it
  dip in
  dress up

love it
  can I
  it even

such a

LESSON 7: Consonant-consonant Linking 1

hard day
  big girl
  Miss Sanders

tall lady
  room makes
  far road

great treat
  son Nick
  love violets

ship pillows
  push kick
  he’s zealous

Bob Baker
  push Sharon

George Jones

LESSON 8: Consonant-consonant Linking 2

his son
  tough vine
  hot dog

help Bob
  red tail
  map book

sick game
  half vacuumed
  health though

sit down
  nab Paul
  big kid

love figs
  smooth thing

LESSON 9: Intonation in Tag Questions

That’s Sally over there, isn’t it? (Expresses uncertainty.)
It’s hot today, isn’t it? (Seeks agreement.)
Lansing’s the capital of Michigan, isn’t it?
You’re my friend, aren’t you?
Brenda has three sisters, doesn’t she?
That was a boring party, wasn’t it?
They make a great couple, don’t they?
This sweater is too big, isn’t it?

LESSON 10: Intonation in Questions in Statement Form

This is a question?
It’s going to rain during the game this weekend?
The Hornets are winning?
There’re only fifteen people in class?
The film starts in half an hour?
This is all the chocolate that’s left?

**CD 2: Vocabulary**

**LESSON 1: On the Road 1**
Jan backed up and pulled out of the driveway.

All along the freeway there are signs that remind passengers to buckle up for safety.

Many accidents are caused by one driver cutting another off.

Paul offered to be the designated driver because he had a big test the next day and didn’t want to drink anyway.

Go to your local DMV to take your driver’s license exam and road test.

A big rock had fallen into the road, so I had to drive around it.

You know, we’ve been driving around for an hour and we still haven’t found the Children’s Museum.

Although David thought Driver’s Ed was kind of boring, he knew that he was learning a lot about driving.

Every state in the union has stiff penalties for DUI/DWI.

Certain states have to require vehicle emissions tests because their air does not meet federal clean air standards.

Hackett was so angry when he got cut off that he pulled up beside the other driver and gave him the finger.

The construction stretched for miles and really disrupted the flow of traffic, causing massive delays.

Tad and Mike hitchhiked all the way from Los Angeles to Seattle.

I can’t get my key out of the ignition; it’s stuck!

I can’t wait to turn 15 so I can get my learner’s permit and start learning how to drive!

To find out what the national traffic safety standards are, check the NHTSA website.

If you’re going to go off-roading in the desert or mountains, check the rules for the state you are in.

You can only pass another car if you switch into the left lane. Passing is not permitted in the right lane.

Pedestrians often have the right of way.

Cops often check speed by aiming radar guns at passing cars.

If you arrive at a stop sign before another driver, you have the right of way.

Road rage erupted between two drivers when one accused the other of cutting him off.

Step on the brakes completely so you don’t make a rolling stop.

The reason traffic gets so bad when there’s been an accident is usually because so many drivers are rubbernecking.

Let’s wait until after rush hour to leave so we’re not caught in traffic.

A deer ran out onto the highway and I had to swerve to miss it.

If you tailgate and the driver ahead of you stops suddenly, you could rear-end him.

Do you want to take off?

It’s not only safer, but also cheaper to follow the traffic laws, because tickets can be expensive.

It’s much faster to take the toll road to Long Beach than the regular freeway.

There was a huge wreck on the highway during rush hour.

**LESSON 2: On the Road 2**

The police issued an arrest warrant for our neighbor, but we’re not sure of the charges.

There is an old expression: one bad apple spoils the bunch.

Beth was arraigned on drunk driving charges.
Never try to bribe an officer to get out of a ticket.
The state trooper clocked me going 60 MPH in a 45 MPH zone.
With the help of an attorney, I contested my traffic ticket and won.
Wow! Look at all the cruisers. There must have been an accident or something.
Most fines for moving violations are expensive.
It’s illegal to carry an unregistered firearm.
Telling the police officer who has pulled you over that you had too much to drink is an incriminating statement.
The basic rights detailed in the Miranda Rights are the right to remain silent and the right to an attorney.
Depending on the state and the situation, drunk driving is sometimes considered an issue of moral turpitude and immigrants can be deported for it.
An illegal U-turn is a moving violation.
There are sometimes plainclothes officers on public transportation, dressed as commuters to blend in.
The smell of marijuana in the car gave the officer probable cause for searching the car and arresting the offender.
The police car pulled away just after I did.
I waited until it was safe and then pulled into the nearest entryway.
Once Sarah heard the siren she decided she’d better pull over.
Hey, there’s Don. Pull up next to him. I want to talk to him.
Do traffic officers really give a lot of tickets at the end of the month because they have a quota to meet?
Be sure to carry your auto registration in your car at all times.
I haven’t done anything wrong but that police car is riding my tail.
Be careful! You almost ran over a squirrel.
Is that a police car behind us? I’d better slow down.

Don’t forget to pay for your auto registration so you can put your tags on your license plate next month.
If you go to traffic school, you can keep your present insurance rates, but you still have to pay for the ticket.
You can address a state officer by calling him or her “officer” or “trooper.”
If there are no signs that say “no U-turns,” then it’s usually legal to make a U-turn.
The police officer pulled Drew over for weaving, which is often a sign of drunk driving.

**LESSON 3: Social Customs 1**
Jane and Sue like to get together every week to chat about all the things happening in their lives.
It looks like the party’s coming together nicely. Let’s call Sam and Debbie to see if they can come.
If you expect Bill to ask you out, don’t hold your breath. He’s got a girlfriend already.
Let’s get together sometime soon, maybe for coffee or something.
If we go out to eat, let’s go dutch, because I don’t have much cash.
I’d love to stay in and watch a DVD with you, but I’m going out with some friends.
Have you heard the latest gossip? Tamara left Tom for Bill.
Bill, Maria, and Tam really like to hang out with each other. I often see them at the coffee shop laughing and having a good time.
Whatever you do, don’t bring up the election in front of Ralph and Sandy. It’s a real hot-button issue for them.
You’re upset that you weren’t invited to the party? Well join the club—I wasn’t either!
It isn’t always easy to make friends in a new country.
Gerry always offers to pay for dinner the next time, but he never makes good on it.
That Cheryl is so rude; she just makes my blood boil.

We’re going to meet up with Mona after the movie.

Well, if you want to meet people, you’ve got to get out there and mingle at the party tonight.

We’re having a family outing at the beach this weekend. Want to join us?

I don’t need you to buy me dinner. I can pay my way.

I went out to dinner with Ron, and he insisted on picking up the tab.

I feel like doing something fun. Let’s go check out the club scene in this city.

It’s too complicated to figure out who ate what, so let’s just split the bill.

Let’s go out to dinner tonight, my treat.

Thanks for the invitation to the dinner party, but I have to turn you down. I have plans.

I really didn’t feel comfortable going to Marla’s party because I didn’t know anyone. I had to tell a little white lie so I wouldn’t have to go.

**LESSON 4: Social Customs 2**

Stop beating around the bush! Just tell me what you need to tell me!

Marissa is so easygoing; she never gets upset or raises her voice.

Bud made a gesture for Rachel to join him at his table.

Okay, we don’t have much time, so let’s get right down to business.

I’d like to get to know Robin. She seems like a really interesting person.

Suzanne was really in my face about me being just a few minutes late to dinner. I didn’t realize it was that big of a deal.

Americans don’t much like having people intrude on their privacy.

Caitlyn always seems to keep Raul at arm’s length. I guess she’s not really interested in becoming good friends with him.

Terry is known for not mincing words. He always says exactly what he means, and doesn’t seem to worry about other people’s reactions.

Alan has no regard for personal space; he stands right next to you when he talks, and he always touches your arm or shoulder.

Wow, did you hear Bill’s review of the department? He sure didn’t pull any punches! He basically said we were all terrible!

Everyone feels put off by Gene because he always treats his wife with so much disrespect.

Keanna and Jean sauntered down the street as though they had all the time in the world.

Sometimes it seems as if the average teenager has little self-esteem unless he or she is very popular.

It was difficult for people to trust Joe because he always looked so shifty-eyed.

Don’t shrug your shoulders at me as though you don’t know what you have to do!

What did you want to say to me? Come on, spit it out!

Did you see that guy staring at me? It really gave me the creeps!

When Carl heard that Marie was interested in him, he approached her with a swagger.

If you don’t like someone’s idea, be tactful when you say so.

Bob, don’t take this personally, but I would really like to see a second design proposal. I don’t think this one works.

If you’re in a creative field, you need to have a thick skin. People will often criticize your work.

If you don’t like my short story, don’t sugarcoat it! Just tell me what you really think.

When choosing a life partner, be sure you are ready to make a wholehearted commitment to him or her.

Don’t be such a yes-man! When your boss figures out that you’ve been lying because you’re too afraid to stand up to her, she’ll be furious.
**LESSON 5: Social Customs 3**

Milo, please do not belch in public. It is so embarrassing to hear you burp so loudly.

Hey, Jack, do you want to come to my party Friday night? It's BYOB, though.

Can you believe that George crashed our party? He wasn’t even invited and he brought two of his friends!

Excuse me, this was great but I just can’t finish it. May I have a doggie bag?

I’m really sorry to drop by uninvited, but I wanted to return the cookbook I borrowed from you.

If you’re invited to a formal dinner party, you should brush up on your etiquette!

It’s important to learn about the culture of a country before you visit so you will not commit a faux pas.

Jacqueline Kennedy was considered by most to be a very gracious lady.

You can’t just light up anywhere anymore. Many states have laws against smoking in public.

I think you’ve misconstrued what Ross meant. When he said that Paul spent a lot of time lying around thinking, he didn’t mean that Paul was smart, but rather that he was lazy!

Beauty pageant contestants are judged on poise and talent as well as beauty.

I love seeing a man with such polished manners. He’s just so polite and gracious.

Did you RSVP for Germaine’s party yet?

Mrs. Jones is always showing off how much better her things are than everybody else’s.

Can you get the silverware out and set the table, please?

Feeling depressed, Sharon sat slumped over in the corner all by herself.

Mind your manners when you’re at your grandmother’s. And don’t slurp when you eat!

**Children love to visit their grandparents because they usually aren’t as strict as their parents.**

I can’t believe that you talked about details of your intimate relationships at the dinner party! Did you really think that such a vulgar topic was appropriate?

**LESSON 6: Food 1**

You can find paper goods on aisle 10.

Look for the bar code on the bottom or back of the box. Then scan it into the register.

Are we out of eggs again? It looks like I won’t be able to make an omelet for breakfast.

You can buy beans, rice, and canned products in bulk and store the extras in your garage.

We have a store in every major city, so if you join you can get the same discount anytime you go to any one of the stores in our chain.

I’ll meet you in the checkout line when I’ve finished shopping.

A lot of people like cold cuts for sandwiches.

The potato salad is in the deli section next to the macaroni salad.

Let’s go to the Pet Company first. I have a discount card for that store.

If you have fewer than ten items, you can go through the express lane.

The USDA recently introduced a new food pyramid to make its recommendations more accurate and individualized.

You’ll find frozen goods in the freezer section at the back of the store.

Nobody has time to cook breakfast anymore, so I usually just have cold cereal or instant oatmeal or something.

There used to be a great mom-and-pop store here where I bought lunch every day, but now it’s closed.

Organic food has become more and more popular in the U.S. as some Americans have become wary of the impact of artificial foods and additives on health.
If you buy organic products, you can usually avoid eating food with synthetic preservatives in it.

Although some people try to stay away from “processed” food because they consider anything not organic to be “processed,” processing means more than just putting in chemical additives.

According to the RDA, a healthy adult needs 5,000 IUs of vitamin A, 400 IUs of vitamin D, and 1,000 mgs of calcium daily.

I’m sorry. We’ve run out of red leaf lettuce, but we have romaine.

I can ring up your groceries over here.

Avocados are $4.00 each. What a rip-off!

There’s a special on corn today. It’s four for a dollar.

If the expiration date on the milk is close to the date of purchase, it’ll spoil pretty quickly.

Are we out of any staples like pinto beans or white beans?

—“Do you carry the Five Star brand of vegetables?” —
“No, but we stock their dried fruit.”

The USDA sets the nutrition labeling guidelines for poultry, meat, and egg products.

I like to go to Food Mart because they really have a wide selection of products.

**Lesson 8: Health**

Although Lisa trusted that her prescriptions were working, she preferred to supplement them with some form of alternative medicine.

The AMA is also involved in programs that help to enhance public health.

They ran a battery of tests on Ken to find out what the problem was, but they still don’t know what’s causing the fatigue.

Most American doctors are board certified.

I think I need to call my primary care physician and schedule my annual checkup. I hope my blood pressure and cholesterol are okay.
If you have chronic back or neck pain, you might want to consider chiropractic care.

My diagnosis is that you have arthritis.

Doctors have to draw blood in order to test for a wide variety of diseases.

We use a family practice so that our family can be treated as a unit.

First see your GP, and then ask her for a referral to a specialist.

When you reach middle age, it’s probably better to see an internist than a GP.

You can ask your doctor what remedies are available to you.

A patient has the right to ask for a second opinion to verify or disagree with the first doctor’s opinion.

Little Samantha hates getting shots, so when she saw the nurse take out a syringe, she started to cry.

You can’t take any aspirin prior to or during treatment.

A good doctor should be up-front about your medical condition.

LESSON 9: Work 1
Making people feel comfortable is a real asset for any insurance salesperson.

The Mills project was a collaborative effort by Nguyen, Haynes, and Bogg.

Because the union and the managers could not agree, they turned to conflict mediation to resolve the disputed contracts.

Effective conflict resolution saves time and money for all parties.

It’s only an entry-level position, but there are opportunities for growth.

I just had such a great interview that I really think this job is in the bag.

Reading a contract can be challenging because there’s so much legal jargon to work through.

The director said that we should all be on our toes this week because we’re being evaluated.

Even though you’re overqualified, there are so many opportunities for advancement that I’d encourage you to take this position.

Our department’s productivity has gone way down since we lost some of our senior managers.

I know your family is happy here, but are you willing to relocate?

Bill decided to take our job offer because he sees that there’s a lot of room for growth with us.

The salary range for the position is $55k to $65k. Your final salary will be based on your years of experience in the field.

Ablex is the top producer in its field; it sets the pace for all its competition.

During her first week on the job, Sarah shadowed one of her coworkers so she could learn everything she’d need to do.

Phoung was excited that she’d made the short list and that they’d asked her back for a second interview.

It’s always a good idea to highlight any transferable job skills you might have on your resume or during an interview.

Jill says she’s going to take some computer classes so that she’ll be up to speed for her new job.

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Jill says she’s going to take some computer classes so that she’ll be up to speed for her new job.

Companies look for well-rounded candidates, so don’t just focus on economics. Take a few literature classes, too!

LESSON 10: Work 2
Max’s many accomplishments earned him the recognition of his boss and a raise.

The base salary is 55k per year, but yours will be commensurate with your experience and expertise.

If you just bide your time, an opportunity for advancement will become available eventually.

When you talk to your boss about a raise, don’t act too cocky. Try to be a little modest.

Well, at least I’ll get a raise due to COLA this year. That should help a little.
My company offered me stock options along with a 3% raise as compensation for the hard work I put into the new account.

Cummings, you’ll receive your evaluation on the 29th, and any increase you may receive will be based on it.

What’s the going rate for someone in your position?
I think I’m worth at least 63k, a grand more than I’m making now.

Make sure you have the goods before you go in and ask for a raise.

I had been thinking about asking for a raise for so long, but on Thursday I finally marched right into my boss’s office and asked.

I’ve given 150% on this and it’s still not finished. I’m all maxed out. I just can’t do it anymore.

Merit-based pay raises are great if you have a boss that recognizes your value.

The salary is negotiable, depending on how much experience an applicant has in this field.

If I end up being a paperpusher, I’ll lose all my creativity. No thanks!

Travel agents don’t get paid very well, but they enjoy lots of perks in the form of deep discounts on hotels, airlines, and tour packages.

I’ve been working very hard and I think I deserve a promotion.

I’ve got to get to my desk to write. I’m on fire; I’m red-hot with ideas.

If you think you deserve a raise, you can’t be shy about it. You have to take the bull by the horns and explain why you deserve more money.

Losing my job was a real wake-up call. Now I know I’ve got to go into business for myself.

CD 3: Idioms

LESSON 1: My Toe Is Killing Me!
Dr. Martinson had many patients to see. He was tied up with patients all day.

Paul broke his toe, and it is really very painful. His toe is killing him.

Paul’s toe is in really bad shape. He really hurt it. It’s a real beauty.

Paul hurt himself by dropping a desk on his toe. He did a number on his toe.

Paul dropped a desk on his toe. That was a surefire way to break a bone.

Fay crashed her car in the driveway of her own house. Her sister likes to remind her about it. Fay’s sister won’t let her live it down. / I can’t believe that I fell into the wedding cake on my wedding day! I’ll never live that down!

Uncle Merrill is a wonderful cook. But this casserole is even better than usual. He has really outdone himself. / You’re an hour and a half late! You’ve really outdone yourself this time!

Laila is a dedicated employee. But asking her to work the whole weekend is a tall order.

Martha goes to bed very late. Getting up early for her is out of the question.

Sean could not get out of bed for months due to a bad injury, but once he was better, it didn’t take him long to get back in the saddle.

Reagan felt overwhelmed with work at first, but now she is handling it nicely.

Changing oil in a car is easier than it may seem. In fact, once you learn, it’s a piece of cake.

Rest and relaxation is the best medicine for a cold. If you have a cold, you should take some time off, and just take it easy.

If you break your arm, you really have to treat it very carefully. You have to baby your arm so it can heal properly.

Ben is a security guard at a store. His job is to keep an eye on customers and employees.

Natalie is never home. Her friends call often, but they cannot get in touch with her.

Would you like to get together this weekend? You can drop by my house at seven tomorrow.

Craig left a message with the manager in order to schedule an appointment. She hasn’t called him back, so he’ll call to see if she received the message. Craig will follow up on scheduling his appointment.
Yesterday someone hit Devon’s car from behind, but Devon can’t press charges because the other person left the scene of the accident. It was a hit and run.

It was late when the movie ended so Jocelyn left right afterwards without staying to talk. She took off after the movie.

Keith’s lawyer told him that if he were found guilty of vandalism, he probably wouldn’t go to jail, but he was looking at a huge fine.

The police have been pursuing the thief for weeks. They are working hard to track him down.

John doesn’t feel bad at all about cheating on his exam because he thinks that everyone does it, so it’s okay. He said he won’t lose any sleep over it.

John is always involved in some kind of trouble. He’s always caught up in something wrong.

Jeannine is fine after her accident, but her car is totaled.

Donna’s kids are impatient to get to the park, but she told them to sit tight while she stopped to get gas.

LESSON 3: Tying the Knot
Matt and Allison plan to tie the knot.

It is said that often a man or a woman will doubt a decision to get married just before the wedding. They get cold feet. / Do you think that Matt or Allison has had cold feet before the wedding?

Matt and Allison don’t want an overly formal celebration. They’ve chosen a beach party because it isn’t stuffy.

Everyone at the beach party will have fun and let go of their inhibitions. They’ll act silly and free. They’ll really let their hair down.

Mike was very surprised to learn that his friend was getting married. He really didn’t see it coming.

Fourth of July fireworks usually have a big turnout. / Thousands of people turned out for the Fourth of July fireworks.

Marcus bragged that he would go bungee jumping, but when he had the change to go, he didn’t. He lost his nerve.
Felicia received four job offers. They all involved moving far away, so she rejected all four offers. She turned down all four offers.

Philip knows what kind of motorcycle he wants to buy, but he isn’t sure what color he wants. He’s been thinking a lot about it, but he hasn’t settled on the color yet.

Krauss plans his time well and is always on time. You can count on him to be on time.

No one wants to work with Carol anymore. She bails whenever the work load increases. / Carol always bails out on her colleagues when there’s a lot of work to be done.

Julie never says what she means. She always beats around the bush.

So many agents had told Brad they would call him and never did. He was happy when the last one was honest and told him he was not interested. Brad was happy that the agent gave it to him straight.

Greg was smaller than most boys in the class. Bigger kids often bullied him into giving them his lunch money.

Ricardo was surprised to see Randall in New York because he expected him to be in Chicago. Seeing Randall in New York threw Ricardo for a loop.

It is difficult for people to recover from serious drug addiction, but with a lot of help and support, some people can do a complete 180.

Dave used to be a wild man, always going out to clubs or parties, and always dating a different girl. But now he’s very happy to stay home with his fiancée. He’s really settled down.

Finding out he had lung cancer made Harris realize how bad smoking was for him. It was a real wake-up call.

Kyle and Marge are interested in each other, and like to spend time together. They aren’t officially a couple, but they’ve been seeing each other for about three months.

Our restaurant was about to go out of business, but the new manager made a lot of changes and now it is thriving. I have to hand it to him, he has really done a good job.

Years of gambling meant Thomas had no money saved and couldn’t pay his debts. Now that he has stopped gambling, he seems to have gotten his life on track.
Catalina used to be able to run 10 miles. Now she gets tired walking up stairs. She is not in shape anymore. Jack loses his breath climbing a flight of stairs. He really needs to get in shape.

The premium on Bill's insurance is really high. Even if the accident isn’t his fault, he would still have to shell out $1,500 to pay for repairs.

Frederick is considered, hands down, the best chef in the state.

Hanna didn’t know how she would be able to work and take care of her baby. Finding a reliable and affordable day care was a big weight off her shoulders.

You help me paint my bedroom, so now you want me to buy you dinner, give you my favorite sweater, and wash your car? Don’t push your luck.

LESSON 5: Honey, There’s Something on My Mind . . .
Something is bothering Beth, and she wants to get it off her chest.

There’s been something on Al’s mind, too.

Al isn’t expecting Beth’s news at all, and he’s not prepared for it. Beth is springing her news on him.

Beth wants to break up with Al after two years of being together.

Glenda wants to end her relationship with Todd. She wants to dump him.

It was a beautiful day, but then a huge thunderstorm came out of nowhere.

Dave used to play a lot of sports, but now he’s just a couch potato.

Francois loves french fries. He’s crazy about them.

Joe’s been in seventh heaven ever since he got his new job.

Barbara was an emotional wreck after her divorce, but she’s finally moved on and is beginning to enjoy life again.

Larry used to be in great shape, but he’s really let himself go lately.

When Beth first met Al, she found him really attractive. He really turned her on.

Stop chewing your gum with your mouth open! It’s driving me up the wall!

Jenny still hasn’t forgiven Rob for forgetting their anniversary. She brings it up every time they have an argument.

Gary has finally gotten used to waking up an hour earlier for his new job. After two months of the new job, Gary is finally used to waking up an hour earlier.

Debbie is too old to play with her dolls; she’s grown out of them.

The whole point of moving out of the city was to save money and relax.

We spent so much money renting a beach house; it figures that it would rain the whole time we’re here!

LESSON 6: Fits Like a Glove
Finding clothes that fit Jade nicely is difficult, because there are so many items to choose from. She says it’s like looking for a needle in a haystack.

The clothes in the store look too expensive for Jade. But she and Orlando will go into the store anyway to be sure. They will check the store out.

All the clothes in the store are from very famous designers, so it is likely they will have to pay way too much money for them. They will have to pay through the nose.

Jade is normally happy, but has been moody during the whole shopping trip. She must have woken up on the wrong side of the bed.

Cindy hasn’t bought new clothes for years, so all of her clothes are out of style.

Kelly hates baseball games, but Mike always drags her to the ballfield.

Brad buys fashion magazines and looks at them often, so he can keep up with the trends.

I’ve learned my lesson. I will never buy a pair of pants before I get to see how they fit me. It’s a bad idea to buy clothes without trying them on.

Linda works in an office with a conservative dress code, so she would never wear a very low-cut blouse.

The shirt looked so hot on the model who was wearing it, but when I put it on it looked ridiculous.
Wow, that dress looks fantastic on you. You’ll really turn heads with that on.

Frank kept trying to get Susan to try on the bikini, but she told him to just drop it.

Janella is happy with a small TV, but her roommate wants a widescreen. If her roommate insists on buying the widescreen, she will have to find the money to pay for it. She will have to cough up the extra money.

The watch Gary wears isn’t the brand you think; it’s a cheap knockoff he bought on the street.

I would never wear those pants. They really look a bit too bargain basement.

I woke up late for work this morning, so I just opened my closet and threw on the first things I put my hands on.

It’s important to make a nice impression when you first meet people.

Cindy comes off as mean, but that’s just because she has no self-confidence.

I really hate the new wallpaper you put up in the kitchen. It’s got too many patterns and colors! It’s so busy it gives me a headache.

You’ll love my new friend, Josh. He’s not like anyone I’ve ever met. He’s really one-of-a-kind.

Greg, you have to buy that shirt. It’s so you!

I hate to disappoint you, but those shoes you want so much are not in the store anymore. I hate to burst your bubble, but someone already bought them.

When Kylie tried on the wedding dress, it was as if the dress was made for her. It fit her perfectly. It fit her like a glove.

Those plaid pants would look nice with a plain shirt. They would go with a plain shirt.

**LESSON 7: Now We’re Cooking!**

Brooke wasn’t sure how to begin her novel, but now she has a lot of good ideas and is writing a lot. Now she’s really cooking.

It’s a shame something as basic as education should be so expensive. It’s a shame that a good education costs an arm and a leg.

On the show, Brian takes complicated recipes and makes them easy to understand by explaining them in detail. He breaks them down for the audience.

Aaron wanted to learn how to play cribbage, but since it’s a complicated card game, Joyce had to explain it one step at a time. She taught him how to play cribbage step-by-step.

Wow, Rosario, you have outdone yourself with this pot roast. It is out of this world!

Mr. Charbelle’s lasagna is not from a package. He makes every part of it himself. His lasagna is made from scratch.

Boston is home to many well-known universities that provide top-notch educations.

Mr. Charbelle invented this lasagna recipe because he was bored with other recipes. He dreamed it up eight years ago.

Adding a yellow mustard to potato salad will make it more interesting. Yellow mustard will give it some zip.

Cletus eats light foods all day, so for dinner he likes to eat something filling and hearty. For dinner, he chooses something that will stick to the ribs.

Try to pack everything you need in one bag so that you can save your energy for the walk. Carrying more than one bag will weigh you down.

While at the used book store, Maven happened to find an old copy of *20,000 Leagues Under the Sea*. She came upon an old copy of one of her favorite stories.

John came up with a great new idea for a play, and has been writing it ever since.

If you think this coffee is good, you should try the kind I usually drink. It is truly delicious. It’s to die for.

This painting is too big for me to hang alone. Would you mind helping me? Would you mind lending me a hand?
Shaheera doesn’t know if she’s good enough to be on the girls’ volleyball team, but she will try out anyway and do the best she can. She will give it her best shot.

It was dark so Stuart didn’t see the deer run in front of his car until the last minute. Thankfully, he stopped just before he hit it. Thankfully, he stopped in the nick of time.

Since Lizzie has trouble thinking clearly in the morning, each night she chooses the outfit she will wear and puts it on the ironing board. She lays out tomorrow’s outfit the night before.

So many Hollywood films are superficial and don’t provoke much thought, but the film I just saw is different. It’s a movie you can really sink your teeth into.

People always ask Kaily how she makes such delicious meals, and she always smiles and says, “the secret’s in the sauce.”

**LESSON 8: Just Checking In . . .**

Maya called to find out how her parents were and let them know how she was doing. She called to check in with her parents.

Maya’s parents are dealing with many hard situations right now. They are having a rough time of it.

Maya’s mother has a headache and feels tired and sluggish. She feels a bit under the weather.

Maya’s mother is a nurse and it is flu season right now. She probably got sick from taking care of her patients. She probably caught their bug.

Maya’s mother is only slightly ill. She will get over it soon. / Kendra was miserable for months after Vance broke up with her. Now she hardly thinks of him. She has gotten over him.

Maya’s mother has a virus that will not last long. She will probably feel like normal after a day. Maya’s mother will probably be back on her feet tomorrow.

Jason missed class on Wednesday, but he borrowed someone’s notes and is up to speed on his classwork now.

Uncle Nate was sick for months, and he passed away last week.

Quincy is a tough young man. No one worries when he complains about how hard his exams are. Everyone knows he’ll be okay in the end. Everyone knows he’ll pull through.

This week’s sales dropped suddenly. Can anyone explain why they took such a nosedive? / Sales really nosedived this week.

Due to difficulties at home, Devon’s performance at work has not been as good as it normally is. His performance has gone downhill.

Erwin didn’t bring his umbrella today, so when it began to rain, he got soaking wet. The rain caught him off-guard.

Considering how much time Moina spent planning her vacation, she reacted calmly when she found out it had to be canceled. Overall, she took it very well.

Brian lost his job last week, but he knows he’ll find a new job eventually. He’s upset and worried, but he’s hanging in there.

Since the accident, one thing after another has gone wrong with Glen’s car. Now he has more car repair bills than he can afford. He is up to his neck in bills.

Photography classes do not cost much, but the equipment is expensive. The classes are cheap, but the equipment cost a pretty penny.

The convenience of high-speed internet access makes the money spent worth the time saved. It is worth every dime.

Lara is an exceptional friend. If you ask her for anything she will do everything she can to help you out. She will bend over backwards for you.

Not sleeping at night has had bad effects on Solomon. He looks pale and seems to be on edge. He jumps at every little sound. Not sleeping is beginning to take a toll on Solomon.

Ollie didn’t know Dr. Bradford very well, but wanted to tell the family he was sorry for their loss, so he went to the funeral. He decided to pay his respects at the funeral.

I know it’s last minute, but I really need your help this weekend. Do you think you can find a flight and be here by Saturday morning? Do you think you could catch a flight Friday night?

Allison has a dentist’s appointment scheduled for Tuesday afternoon. In order to go, she will have to take off from work.
With quarter-end coming up, everyone in the office feels a lot of pressure to meet their monthly quotas. They all feel hard-pressed to meet their quotas.

When Enzo left the company, it took 3 months to fill the slot of Senior VP.

If you are going to take out a mortgage, you should examine your finances and make sure everything is in order. Before applying, you should have all your ducks in a row.

Working in a team requires you to know when to let others take charge, and when it is your turn to step up to the plate.

If Manolo feels stressed, it is his own fault. He has committed himself to doing too much. He has his fingers in too many pies.

With Chiara in the hospital, it's up to the rest of us to make up for her absence at work. So, we decided that each person will take on another shift.

If you want to advance as a salesman, Ken, you have to be assertive and proactive. Don’t be afraid to take the bull by the horns.

Tonight the president of the company will meet with all of the interns for dinner. Even though it’s a social event, they will be sure to present themselves as competent and professional. They will be sure to put their best foot forward.

**Lesson 9: Take the Bull by the Horns.**

Stephen was excited about the possibility of getting the job. When he’d hear someone else might get it, he was disappointed. When he heard that Larry might get the job, it took the wind out of his sails.

Stephen wants to know what Brad thinks about his chances of getting the position. He wants to know Brad’s take on the situation.

When Larry talks about himself, he makes himself look more competent than he really is. Larry talks a big game.

John can’t prove that his neighbor vandalized his car. He has nothing to back up his suspicions.

Larry doesn’t have a lot of experience as a manager. When it comes to management, Larry is a bit wet behind the ears.

Employees who express unhappiness with their current job have been fired in the past. Stephen does not want to find himself in the same situation as them. He doesn’t want to be in the same boat as them.

At Stephen’s office, when someone shows discontent with their job, they sometimes get fired. They sometimes get canned.

Nate quit his job after the company passed him up for a promotion.

Stephen doesn’t make much money in his current job. Right now he is earning peanuts.

Stephen cannot seem to find enough money to pay for the monthly bills. He cannot seem to make ends meet.

Stephen has postponed fixing his car. He has put it on the back burner.

French fries and ice cream seem like a strange combination, but really they go together perfectly. French fries and ice cream are a match made in heaven.

Jordan was furious when he didn’t get the account rep position. He thought that job had his name on it.

Paolo hates rock concerts. But because he feels bad about breaking my camera, the time is perfect to ask him to go with me to one this weekend. Because he feels bad, I have him right where I want him.

**Lesson 10: I Have a Bone to Pick with You!**

You want to know if we turn here? Beats me—you have the directions.

Rob said that he was in charge of the directions. He said he had the directions covered.

Andrew forgot to bring the directions for the picnic. It slipped his mind.

You’re calling me irresponsible?! Look who’s talking! You’re the most irresponsible person I know!

When Nate saw that someone had eaten his sandwich, he went into a rage. He really flew off the handle!
Rob is upset with Andrew for some reason. 
Rob has a bone to pick with Andrew.

Andrew thinks that Rob has a complaint that he’s been hiding or keeping silent about. He wants to discuss it openly—he wants to get it out in the open.

Gary has no job and is living rent-free at his girlfriend’s apartment while she pays all the bills and buys all the food. Gary is a real slacker. / Gary’s girlfriend works very hard, but he just slacks off.

Don’t be so sensitive! I just said that your soup needed a little bit more salt. Why are you so bent out of shape?

Why are you so upset about getting to an appointment five minutes late? You need to lighten up or you’ll have a heart attack!

You can’t rely on others to get you out of your problems. You have to be self-reliant. You can’t lean on others to fix your problems.

Tania didn’t do the shopping like she said she would. Now Ingrid has to do it instead. Ingrid has to pick up Tania’s slack.

Whenever Giorgio is to blame for some mistake, he tries to suggest that it’s someone else’s fault. Giorgio is always trying to pass the buck.

You need a ride home? My car is right over there. I can hook you up with a ride.

Jason used to get really good grades, but since he starting hanging out with friends he’s really been screwing up at school.

When the Sablinkski’s son got in trouble with the police, they were afraid it would ruin their reputation. They were afraid that it would give them a bad name.

Andrew thinks he works very hard at his job. He thinks he works his tail off.

While everyone else was working, Youssef sat there and did nothing to help. He just sat there and twiddled his thumbs.

When Nancy is interested in meeting a guy she sees, she walks right up to him and starts to chat him up.

I clean the house all day and you just sit there watching TV! You never even lift a finger to help me!

After the party, Hank’s living room looked like a train wreck.

You’re 22 years old, so if you’re going to live at home then you’re going to pitch in with groceries and other bills!

Mark should stop lecturing you about how he thinks you should live your life! He should just get off his high horse!

Raoul used to brag that he was the fastest runner in class. But when Andy arrived he challenged Raoul to prove that he was better. Andy wanted to show Raoul up.

The kids are bored so they’ve been fighting all day. They’ve been at each other’s throats all day.

Andrew and Rob had been arguing for a while before Rob suggested that they give it a rest.

CD 4: Dialogues

LESSON 1: Rules of the Road

Hector: Hello?
Marla: Hi, Hector. It’s me, Marla.
Hector: Uh, hi, Marla. What’s up?
Marla: Oh, I just called ’cause I wanted to say . . .
Hector: Oh, man! Jeez!
Marla: Hector, I called to say . . .
Hector: What? What is it?
Marla: Oh, this guy’s tailgating me.
Marla: Well, slow down. Maybe he’ll pass you.
Hector: Why should I slow down? It’s his problem.
Marla: Well, change lanes or something.
Hector: Yeah, yeah. What an idiot.
Marla: Hector, I called you because . . .
Hector: Jeez, look at that, would you?
Marla: What now?
Hector: Oh, it’s raining and this car just swerved right in front of me.
Marla: Hector. I called to say . . .
Hector: Yeah, I know Marla. I’m coming right home. By the way, I went to a Chinese restaurant for takeout, and I’m bringing home your favorite.

Marla: Oh, wow! Thanks! But that’s . . .

Hector: Oh my God!

Marla: Hector, you’re scaring me.

Hector: There’s a huge accident on the freeway. Man, you should see the mangled metal!

Marla: Hector, I know. It’s raining and I just called to tell you to be careful.

Hector: Uhh . . . huh? What did you say? Why did you call me, again?

Marla: To tell you to be careful. I saw that there was a big accident on the freeway and that it was raining. I just wanted you to watch where you were going.

**LESSON 2: A Speeding Ticket**

Miriam: Why’s that police car following us?

Hannah: I don’t know, did you do something wrong?

Miriam: Not that I know of. Oops! There goes his siren. I’d better pull over.

Hannah: Oh, Miriam, I’m so sorry. Well, it’s the end of the month. He probably just needs to fill his quota.

Miriam: Yeah, I know. Do you think I should get out of the car?

Hannah: No way! Don’t do anything the officer doesn’t tell you to do.

Miriam: Yeah, you’re right.

Hannah: Oh, here he is. Better roll down your window.

Miriam: Okay.

Trooper: Hello, ma’am. Could I see your license, registration, and proof of insurance, please?

Miriam: Oh, sure, officer. I . . . Just a minute, I have to get my registration out of my glove compartment, and my license and proof of insurance are in my wallet inside my purse.

Trooper: Sure, no problem.

Miriam: Okay, here they are. Officer, I don’t know what I did wrong. I wasn’t speeding, was I?

Trooper: Nope. You were driving just fine. I just noticed that your tags have expired and I need to check that out.

Miriam: You’re kidding. I just put my new tags on last month.

Trooper: That might be. I need to make sure you’re the owner, that’s all. I’ll be right back.

Hannah: Well, at least you’re not gonna get a ticket . . . that is, unless you stole this car.

Miriam: Very funny. I know I put them on. I don’t understand what happened.

Hannah: Maybe you just thought you’d put them on.

Miriam: No, I know I . . .

Trooper: Okay, ma’am, here’re your license, registration, and proof of insurance. It looks like you are the registered owner, but you’ll need to get those tags on.

Miriam: Officer, I’m sure I put them on.

Trooper: Yeah, it looks like you did, because I can still see a piece of them on there, but if you don’t stick them on well they can get stolen. It’s a real common thing. Sometimes guys who steal cars also steal tags because not having any tags on their stolen car’s license plate would get them pulled over pretty quickly.

Miriam: So you think someone stole them?

Trooper: Looks like it. Don’t worry though. They aren’t expensive to replace. Just take your registration into your nearest DMV.

Miriam: Oh, okay. Thanks a lot.

Trooper: No problem.

Hannah: Whew! Glad that’s over!

Miriam: Yeah, I know. My heart’s still pounding.

**LESSON 3: Social Customs**

Brenda: Well, I’ve got to go to class now, Miyako, but I really enjoyed hanging out with you.

Miyako: Oh, thank you. I enjoyed getting together, too.

Brenda: Yeah. Let’s do it again sometime.
Lesson 4: Body Language

Rick: Erika, hey! It's great to see you.

Erika: Hi there! (She extends her hand to shake his.)

Rick: A handshake? What are we, in the boardroom? I want a hug! I haven't seen you in so long.

Erika: Oh, a hug... Hello! I still have to get used to this. We don't hug much where I'm from and here it seems like everyone always hugs hello.

Rick: Oh, sorry. I didn't realize...

Erika: No, no problem. I'm becoming more and more used to it. At first I have to admit it made me really uncomfortable, but I'm warming up to the custom.

Rick: Well, either way, it's great to see you.

Erika: I'm sorry I'm a bit late! Have you been waiting long?

Rick: No, not long at all. I got here about ten minutes ago.

Erika: There was some kind of delay on the subway. I rushed, but...

Rick: No problem.

Erika: Hey, where's Susan? I thought you said she was joining us.

Rick: I invited her, but she said she couldn't make it. She's got some big project at work, and she had to stay late at the office.

Erika: Too bad, I was looking forward to seeing her.

Rick: Yeah, but... Oh, never mind.

Erika: It's not really that I don't like him. I don't know him very well, so I can't tell if I like him or not. But he's so... it's just that he's...
Angelique: Well, the food was delicious. I really enjoyed it, and I think Mrs. Graham is a great cook.

Monica: Well, both Mr. and Mrs. Graham are great cooks. They both cook, and their food is amazing.

Angelique: It is. But I was surprised to see the way the guests were eating.

Monica: What do you mean?

Angelique: Well, why did everyone constantly switch back and forth between using the knife and the fork? It made me dizzy!

Monica: That’s just the way that people eat here. It’s common to eat that way.

Angelique: And when they weren’t using their hand, they put it in their lap. Where I come from, that’s considered strange. What were they doing there?

Monica: They weren’t doing anything, of course. Here, that’s what you usually do with the hand you’re not using to eat with.

Angelique: And some people even used their fingers to eat certain foods!

Monica: Well, that depends on the food, but it is considered acceptable to eat some foods with your fingers.

Angelique: Also, when I held out my hand to one man, he nearly broke it, and then he pumped it up and down like a water pump! Do people always do that here?

Monica: Well, some people . . .

Angelique: Oh, and during the dinner, when Mr. Graham offered me more of something, he never offered it again.

Monica: Well, if you said no the first time, he probably thought that . . .

Angelique: And at the end of the party, Mrs. Graham gave me something she called a “doggie bag.” I was so confused!

Monica: If you said you liked her cooking, she probably was trying to be nice. If there’s a lot of food left over after a dinner, Americans will usually offer it to their guests to bring home, rather than waste it. “Doggie bag” is just an expression that . . .

Angelique: And then . . .

Monica: Angelique! Let me interrupt for a second. All of these
things that you’re bringing up are interesting cultural differences. I hadn’t actually ever thought about them as an outsider; they just seem natural to me, but from your reaction I can tell that they’re not natural to everyone.

Angelique: Oh, no, some of this behavior was very strange!

Monica: Strange to you, natural to me. It sounds like we have a great conversation topic! Tell you what, why don’t you come over to my place for dinner this Friday, and we can talk more. It could be very interesting for both of us!

Angelique: That’s a great idea. I would love to. Thank you for the invitation.

LESSON 6: Going Grocery Shopping

Emma: Hmm. Cheese, where’s the cheese? Let’s see. Shouldn’t it be in the dairy section? Why isn’t it with the milk?

Jimmy: Can I help you find something, ma’am?

Emma: Oh! Oh, sure. I was just looking for the cheese. But I don’t see it here in the dairy section.

Jimmy: There’s cheese right here.

Emma: That’s cheese?

Jimmy: Sure. That’s just slices of cheese. You can put them on sandwiches, or make grilled cheese, or . . .

Emma: I don’t mean the little slices wrapped in plastic. I mean real cheese, you know, that comes in wedges or wheels?

Jimmy: Oh, sure. That’ll be in the deli section, you know, next to the cold cuts.

Emma: The deli section? Oh, you’re right. There it is. Thank you. And that’s where I can get olives, too, right? I mean, not the kind in a can.

Jimmy: Yes, sure. We have canned black and green olives in the canned food aisle, but we also have lots of types of olives in the deli section. Is there anything else I can help you find?

Emma: Umm . . . Yes. Actually, I’m looking for bread.

Jimmy: There’s a big aisle with bread, over near the produce.

Emma: Yes, but I mean fresh bread. You have lots of loaves of soft slices of bread in plastic bags, but I mean, you know . . . bread, fresh bread!

Jimmy: Oh, okay. I see what you mean. That’s in the bakery section. We do have quite a lot of bread like that, Italian bread or French baguettes.

Emma: Thank you. That’s great. I was worried that I’d have to go somewhere else. I actually have one more question. I saw that you have lettuce, but it’s only the big iceberg kind, you know, the big pale green round kind. Is that the only kind of lettuce you have?

Jimmy: No, there are plenty of other kinds—red leaf, Boston, romaine. There are also mixed greens and other kinds of greens.

Emma: Oh, thank you so much for your help.

Jimmy: No problem! Have a good day.

LESSON 7: Cooking

Daisy James: Today we’re going to make some popular American dishes: scalloped potatoes, Caesar salad, and chocolate brownies.

Mylo: Mmmm. Sounds good!

Daisy: Yes, it does, doesn’t it? Especially on a cool, rainy day like today. Scalloped potatoes are one of those all-time favorite comfort foods. Let’s start with that, since it takes the longest to bake. First, we’ll make a cream sauce. Melt about four tablespoons of butter in a saucepan over a low flame, then add four tablespoons of flour and stir together until it’s a thick and creamy mixture. Now, gradually add two cups of milk. Pour a little of the milk in at a time while mixing slowly so that the sauce doesn’t get any lumps. Once it gets lumpy, it’s pretty hard to get it smooth again. Once you’ve poured and mixed in all the milk, add some salt, about a quarter of a teaspoon, and add a bit of pepper, about an eighth of a teaspoon, and mix them in. There, now it’s nice and thick. If your sauce doesn’t thicken very quickly, turn the heat up a little. Now slowly sprinkle in about three quarters of a cup of your favorite grated cheese. Mine is cheddar, because it has such a nice tang to it. Now peel and thinly slice five large Russet potatoes and one large onion. Layer the potatoes, onions and cream sauce in an 8 × 10 baking dish, sprinkling a little
more cheese on the top layer if you like. Some people like to top this casserole with a few breadcrumbs. If you want to do that, scatter two heaping tablespoonfuls on top. Bake at 350 degrees for about 60 minutes or until a fork sinks into the potatoes and the top is bubbly. Now Mylo is going to tell us a little about the origin of Caesar salad.

**Mylo:** Yes, thank you. Most people think of Caesar salad as a very typical American dish, but did you know that the first Caesar salad was actually tossed in Mexico in the 1920s? Its inventor, Caesar Cardini, was an Italian immigrant to the U.S. He lived in San Diego, but he operated a restaurant in Tijuana, Mexico, rather than San Diego, in order to avoid the laws prohibiting alcohol that existed in the U.S. during that time. The story goes that he developed the famous salad for his restaurant in Tijuana.

**Daisy:** Hmm. That's really interesting. One of my favorite salads. It sounds like a real international joint effort!

**Mylo:** Yes, definitely—an Italian American who worked in Mexico!

**LESSON 8: A Doctor’s Visit**

**Dr. Singh:** Well, Ivan, overall, your health picture looks good, but I’m a little worried because your cholesterol levels are not as low as they should be. However, at this point I think we should just watch it. I’d like you to get tested again in a few months.

**Ivan:** Should I be concerned if my test results are the same next time?

**Dr. Singh:** Well, your LDL needs to come down. If it remains the same, we can just continue watching it, or you can change your lifestyle to bring it down. If it goes up, then that would be a little worrisome. It’s one of the risk factors for heart disease.

**Ivan:** Hmm. What are the other risk factors?

**Dr. Singh:** Smoking. Do you smoke?

**Ivan:** I used to. I smoked for about twenty years, but since I came to America I stopped.

**Dr. Singh:** Okay, well, it’s good that you stopped. Your blood pressure’s high-normal, but if that changes, we’ll need to do something about that, too.

**Ivan:** Hmm. My father died of a heart attack. Should I worry?

**Dr. Singh:** You’re a little overweight. Are you physically active?

**Ivan:** No, not really. Would that help?

**Dr. Singh:** Yes, it would. It will help you lose weight, bring down your LDL, and reduce your blood pressure. It helps in a lot of ways. That takes away some of your risk factors. If and when you need it, I could give you a prescription to help you with your blood pressure and another one for your cholesterol.

**Ivan:** I’d rather not take anything for it. Would it help if I changed my diet some?

**Dr. Singh:** Absolutely! Eat lots of fresh fruits and vegetables. Cut down on red meat consumption as much as possible. Many heart patients have found it helpful to cut out meat altogether. A good diet will help prevent diabetes, too. Looking at your chart, I see that your parents have diabetes. I’d try changing your diet and exercising, for starters.

**Ivan:** That sounds like work, but I think I’d like to try that.

**Dr. Singh:** Ivan, prevention is much better than a cure any day. I like the idea that you want to get ahold of this before it becomes a problem, and you know that that’ll take a little bit of work on your part.

**Ivan:** But it’ll be worth it.

**Dr. Singh:** Absolutely. Okay, well, I’m going to write you up for a cholesterol blood draw in three months. That’ll give you a chance to get started on your new program. Call me when you’ve had the blood test and we’ll see where we are.

**Ivan:** Thank you, Doctor.

**Dr. Singh:** You’re welcome. See you next time.

**LESSON 9: A Job Interview**

**Ralph:** Hello. I’m Ralph Sager. I have a 10:00 a.m. appointment for an interview.

**Mary:** Oh, hello, Mr. Sager. I’m Mary De Lanou.

**Ralph:** Nice to meet you, Ms. De Lanou.
Mary: Thank you. Nice meeting you, too. Well, you’re a few minutes early. The last appointment hasn’t quite finished up yet. Have a seat. Would you like some coffee, tea, water?

Ralph: Oh, thank you. Water’s fine.

Mary: Here you are. Oh, it looks like they’re ready for you already. Come this way.

Ralph: Okay.

Mary: Mr. Sager, this is our Director of Human Resources, Brenda Martin.

Ralph: Very happy to meet you, Ms. Martin.

Brenda: It’s Brenda, please. It’s good to meet you, too. May I call you Ralph? Come with me and we’ll get started.

Ralph: Of course . . . Please call me Ralph. Everyone seems very accommodating here!

Brenda: Yes, we have a great bunch of people. I guarantee you’d enjoy working here. I just have a few questions for you, and I’m sure you have questions for me as well.

Ralph: Yes, definitely.

Brenda: Okay, I’ve seen your resume. You’ve got a lot of transferable skills, so I know you’re certainly qualified for this position, but I’d like to explore whether this job and this company would be a good fit. So let’s start with a nice general question. How would you describe yourself?

Ralph: Well, I’m pretty easygoing. I don’t let too much bother me, but I’m also a hard worker. I think I’m pretty well-rounded and even-tempered. I tend to do a lot of research before I begin a project to see what’s already been done. I really like working with people. I like being involved in a collaborative effort. I think two or three people working together are smarter than one person working alone. I prefer a relaxed environment, like what you seem to have here.

Brenda: What about conflict? Have you had much conflict at work? And how do you deal with on-the-job conflict?

Ralph: Unfortunately, when you’re with a lot of other people, conflict is bound to come up, so, yeah, I’ve seen some on-the-job conflict. If it involves me, I try to immediately go to the other person and see if we can resolve the issue. So far that’s always worked, but if it didn’t, I’d suggest we go through conflict mediation.

Brenda: Um-hum. So, what made you want to work here?

Ralph: Your company is one of the best names in the business. Of course, I want to work for the best. I like your products, too. And I see lots of room for growth.

Brenda: I can’t disagree with you there! I’d love to hear some of your specific ideas on that, but first, tell me more about you as a person. What do you like to do in your spare time?

Ralph: Well, you may think I’m square, but I love to go bowling. In fact, I heard that you had a good office bowling team, and I would love to join it.

Brenda: Oh, boy. There’s someone in Accounts Receivable who would be thrilled to hear that! I think he seriously wants us to consider bowling scores as one of our hiring criteria! Seriously, though, what do you think of “the other guys”?

Ralph: Oh, you mean your competitors? As bowlers or as . . . ? [laughter] Okay, seriously, Craft and Company’s pretty good. In fact, I used to work for them until I got a better offer at Bentson. But honestly, I don’t think Bentson is doing their best, so it’s you and Craft and Company. You two are the best. In fact, Craft has even offered me a position, but I’d really rather work here. I like a company that sets the pace.

Brenda: Would you be willing to travel? Relocate?

Ralph: Absolutely. I’ve already done both for the other companies I’ve worked for.

Brenda: Okay, well, it all sounds good. And it looks like our time’s up. We’ll be making a decision about our short list and will get back to you. We’ll be discussing salary range, what’s negotiable, etc., at the final interviews. Thanks so much, Ralph, for meeting with me.

Ralph: Thanks. I hope to see you again very soon.
**LESSON 10: Asking for a Raise**

Mr. Peterson: Hello, Carl. How are you?

Carl: I’m doing well, Mr. Peterson. How’s your wife?

Mr. Peterson: Oh, she’s doing great. She just got back from Cincinnati . . . visiting her mother, you know.

Carl: Oh, right. I hear it’s really snowing there right now.

Mr. Peterson: Yes, that’s right. It’s pretty cold.

Carl: Um-hum.

Mr. Peterson: So, what did you want to talk to me about?

Carl: Well, I’ve been thinking, Mr. Peterson. I’ve been with the company for several years now. And I’ve helped land several accounts, such as, you know, the Binbro and Maestro account, the Tellwin account, and I pretty much brought in the last big account, the Baldwin account, with very little help. And here, this is a letter from Jack Baldwin thanking me for the time and effort I put into it.

Mr. Peterson: Hmm, yes, that was quite an accomplishment and yes, this is a great letter. Why don’t you give me a copy so I can put it in your file, okay?

Carl: Sure.

Mr. Peterson: So, Carl, are you looking for some sort of compensation?

Carl: Well . . . yes. I am. And, as a matter of fact, I’ve been doing some checking, and it looks like I’m a little underpaid. Look, see, here are the comps and here’s what I’m making. You can see that I should be making several thousand more than what I’m making right now.

Mr. Peterson: Hmmm. Yes, I see your point. You certainly have the goods, but I don’t know if we can bring you up quite that much. I think you deserve a raise. I’ve noticed you’ve put in a lot of hours; you definitely have not just been a paperpusher. And the Baldwin account is considerable, but it’ll be a while before we start making anything off of it. What if we raise your salary by one thousand this year and another thousand next year? Hmm? How does that sound?

Carl: Hmm. Well, maybe you could give me, say, an extra week of vacation this year and another two weeks next year.

Mr. Peterson: Well, we certainly appreciate you, Carl. I’m glad we could work something out.

Carl: That sounds good. That would help a lot. I’ve been wanting to take some classes to get up to speed. Oh, um, do you think you could put this in writing?

Mr. Peterson: Absolutely.

Carl: Thanks a lot, Mr. Peterson. I really appreciate your time, and I’m really happy to be part of the team.