

1 Grammar in the Real World

A What are some important things to think about when you plan your career or look for a job? Read the article on advice for people looking for jobs. Which suggestion do you think is the most useful?

The Right Job for You

What are some important considerations¹ when you look for a new job? According to experts, you **ought to** think about these things:

First, know yourself! You **should** ask yourself exactly
5 what you want from a job. Is it money, interesting work, nice co-workers, or something else? Different people want different things from a job. Assess² yourself. Where³ are you now, and where do you want to be?

You also **might want to** think about your personal relationships. Consider which
10 relationships are going well, which ones are not, and, most importantly, why. This will help you understand how you relate to people you work with.

Make changes! If you had problems in another job (maybe you were always late, or you did not finish projects), then you **should** make changes *before* you take a new job. It is too late when you are in the job.

15 Decide what you *don't* want! If you just want a nine-to-five⁴ job, you **had better not** work for a company that expects you to be on call 24-7.⁵

If you have an interview, prepare! You **should** find out about an employer's business before your interview. Study the company's website. You **could** also call the company. Ask to speak with someone about the job.

20 Of course, many of these ideas are common sense,⁶ but a lot of people just don't think about them. As a result, they are very unhappy in their jobs.



¹**consideration:** something to think about when making decisions | ²**assess:** judge or decide about | ³**where:** in what situation | ⁴**nine-to-five:** 9:00 a.m. to 5:00 p.m., a typical workday | ⁵**24-7:** twenty-four hours a day, seven days a week, all the time | ⁶**common sense:** the ability to use good judgment in making decisions and to live in a safe way

B Comprehension Check Circle the correct words.

1. Everyone wants the same things / different things from a job.
2. Looking at your personal relationships can / cannot help you learn more about how you relate to co-workers.
3. It is easy / difficult to make changes after you have started a new job.
4. Everyone / Not everyone uses common sense when they look for a job.

C Notice Find the sentences in the article and complete them.

1. According to experts, you _____ think about these things.
2. You _____ ask yourself exactly what you want from a job.
3. You _____ also call the company.

In these sentences, do *ought to* and *should* show advice or show ability? Does *could* show ability or make a suggestion?

2 Advice

► Grammar Presentation

Should, ought to, and had better are often used to give advice.

You **should** ask yourself exactly what you want from a job.

You **had better** make changes before you take a new job.

2.1 Statements

Subject	Modal Verb / Had Better (Not)	Base Form of Verb	
I You He / She / It We They	should shouldn't / should not ought to ought not to had better (not) 'd better (not)	make	changes.

2.2 Yes / No Questions and Responses

<i>Should</i>	Subject	Base Form of Verb		Responses	
Should	I you he / she / it we they	take	a different job?	Yes, you should . Yes, she should .	No, you shouldn't . No, she shouldn't .

2.3 Information Questions

<i>Wh- Word</i>	<i>Should</i>	Subject	Base Form of Verb	<i>Wh- Word</i>	<i>Should</i>	Base Form of Verb	
When Who	should	I you he / she / it we they	call?	What Who	should	come	next?

2.4 Using *Should*, *Ought to*, and *Had Better* for Advice

a. Use <i>should</i> and <i>ought to</i> for general advice.	<i>You should assess yourself before you look for a job.</i> <i>She ought to look for a new job.</i>
b. Use <i>had better (not)</i> only for very strong advice and warnings. <i>Had better (not)</i> is much stronger than <i>should</i> or <i>ought to</i> . It suggests that something negative will happen if you don't take the advice. We usually only use it in speaking.	<i>You had better finish this project, or you might lose your job!</i>
c. Use <i>should</i> in questions. <i>Ought to</i> and <i>had better</i> are not common in questions.	<i>Should I ask about the salary at the interview?</i>
d. Use <i>maybe</i> , <i>perhaps</i> , or <i>I think</i> to soften advice. These expressions usually go at the beginning of the sentence.	<i>Maybe you should be more careful when you write your résumé.</i> <i>I think he ought to look for a different job.</i>
e. You can also use <i>probably</i> to soften advice. It can go before or after <i>should</i> . It goes before <i>ought to</i> .	<i>She probably should take the job. / She should probably take the job.</i> <i>She probably ought to take the job.</i> <i>She ought to probably take the job.</i>
 <i>Should not</i> is much more common than <i>ought not to</i> . You can use <i>should not</i> in both speaking and writing.	

Data from the Real World

Research shows that people often make advice stronger by adding *really*.

Really can go before or after *should* / *shouldn't*.

You *should* **really** get advice from a career advisor.

When *really* goes before *should* / *shouldn't*, it is stronger.

You **really** *shouldn't* quit your job before you've found another one.

Really goes before *ought to* and *had better*.

You **really** *had better* try to keep your current job.

You **really** *ought to* update your résumé.

You ~~*ought to*~~ **really** update your résumé.

► Grammar Application

Exercise 2.1 Statements

Unscramble the words and add *you* to write sentences that give advice.

Sometimes more than one answer is possible.

1. decide what you want from a job / should / really / .

You really should decide what you want from a job. / You should really decide what you want from a job.

2. had better / think about the hours you prefer / really / .

3. ought to / decide if you want to be on call 24-7 / perhaps / .

4. maybe / look for job advertisements online / should / .

5. tell your family about your plans / ought to / probably / .

6. really / shouldn't / get discouraged / .

7. should / ask for advice from a career counselor / I think / .

8. really / take a job you don't like / had better not / !

Exercise 2.2 Asking for and Giving Advice

A Complete the requests for job advice from an online forum. Add *should*. Sometimes you also need to add a *Wh-* word.

1. I've been offered my dream job. However, it is far from my family and friends. Should I take the job?

– Arthur, New York, NY

2. I need help to make plans for my career.

_____ I talk to?

– Ari, Toledo, OH

3. I've been looking for a job for several months. I finally have an offer, but it's not the perfect job for me. However, I really need money.

_____ I take the job?

– Camilla, San Francisco, CA

4. I absolutely hate my job! I want to look for another one, but I have lots of student loans. _____ I do?

– Samuel, Miami, FL

5. I would like to change careers, but I don't have experience in the career I like. My friend told me to do volunteer work to get experience.

_____ I do this?

– Eleni, Austin, TX

6. I'm almost finished with school and I don't know what kind of job I want.

_____ I do?

– Katya, Denver, CO

7. My parents think money is the most important thing in a job. I want to look for a job that makes me happy. _____ I listen to my parents?

– Helen, Seattle, WA



B Pair Work Discuss the situations in A with a partner. What do you think each person should do? Compare your answers.

A I think Arthur ought to talk to his family about his decision.

B I think he should just take the job. It's his dream job.

C  Listen to a career counselor give advice for each situation. Write the advice you hear.

1. Arthur had better not take the job and move.
2. Ari _____ to a career counselor.
3. _____ Camilla _____ the job.
4. _____ Samuel _____ for another job.
5. Yes, Eleni _____ some volunteer work.
6. Katya _____ talking to people.
7. _____ Terry _____ looking for another job. It doesn't sound good, but he _____ to his boss, too.
8. Helen _____ what makes her happy.



Exercise 2.3 More Asking for and Giving Advice

A Write two to four questions asking for advice about jobs / work or school.

B Pair Work Exchange your questions from A with a partner. Write responses to your partner's requests for advice. Then read and compare the advice. Do you agree with the advice? Why or why not?

A I need to find a part-time job. Where should I look?

B I think you should ask at the school cafeteria. They often need help there.

3 Suggestions

► Grammar Presentation

Might (want to), could, why don't / doesn't, and why not are often used to make suggestions. Suggestions are not as strong as advice.

You **might want to** schedule your interview in the afternoon.

Why don't you prepare questions for the interview?

3.1 Suggestions with *Might Want To* and *Could*

Subject	Modal Verb	Base Form of Verb	
I You He/She/It We They	might want to might not want to could	call	the company.

3.2 Suggestions with *Why Don't / Doesn't ... ?*

<i>Why Don't / Doesn't</i>	Subject	Base Form of Verb
Why don't	I you we they	ask?
Why doesn't	he/she/it	

3.3 Suggestions with *Why Not ... ?*

<i>Why Not</i>	Base Form of Verb	
Why not	buy	a new suit for the interview?

3.4 Making Suggestions

a. Use <i>might (want to)</i> and <i>could</i> to make suggestions. They often express a choice of possible actions.	<i>You might schedule your interview in the morning, or you could wait until the afternoon.</i>
<i>Might</i> is often used with <i>want to</i> .	<i>You might want to think about volunteer work. You might not want to ask that question in an interview.</i>
Do not use <i>could not</i> in negative suggestions. Use <i>might not want to</i> .	<i>You could not ask that question in an interview.</i>
b. <i>Why not</i> and <i>Why don't / doesn't</i> are both question forms and end with a question mark.	<i>Why don't you prepare questions for your interview? Why not prepare questions for your interview?</i>
 <i>Why don't / doesn't</i> and <i>Why not</i> are very common in conversation. Do not use them in academic writing.	<i>Say: "Why don't you practice for your interview?" Write: Interviewees might want to practice for their interviews.</i>

► Grammar Application

Exercise 3.1 Making Suggestions

Complete the conversations. Circle the correct words.

1. **A** I sent my résumé in for a job a few weeks ago, but I haven't had any response.
B You could / Why don't you call the company.
2. **A** I have an interview next week, and I'm worried about getting there on time. Traffic is so bad.
B You might / Why not schedule the interview for the middle of the day, when traffic isn't as bad?
3. **A** I can't find a job in my field. I really need some work, any work!
B You why not / might want to look for temporary work. That's often easier to find.
4. **A** I have an interview tomorrow, but I don't know a lot about the company.
B You might want to / Why don't you do some research online. I'll help you.
5. **A** I'm nervous about my interview on Monday. I don't know what they'll ask me.
B Well, we could / why not practice together. I can ask you questions.
6. **A** I'm going to dress casually for my interview tomorrow. It's a very informal company.
B You could not / might not want to dress too casually. It's still a job interview.
7. **A** I have to drive to my interview tomorrow, and I always get lost when I drive.
B You might want to / Why don't you print out directions or use a GPS.
8. **A** I just had a good interview, and I'm really interested in the job.
B Why don't / Why not you follow up with a thank-you note? It's always a good idea.

Exercise 3.2 More Suggestions

A Pair Work Read about Alex. He has a job interview in a few days. Write three more suggestions for him. Then compare answers with a partner.



1. *You could go to bed early.*
2. _____
3. _____
4. _____

B Pair Work Tell a partner what you worry about in job interviews. Give each other suggestions.

A *I worry about the questions they might ask.*

B *You might want to research the job and the company. Maybe that will help you.*

4 Avoid Common Mistakes !

1. Do not forget *had* or *'d* when you write *had better*.

had
You *had* better start looking for another job.

2. Use *had better (not)* only for very strong advice and warnings.

should
At an interview, you *had better* speak clearly and look interested in the questions.

3. Do not use *could not* in negative suggestions. Use *might not want to*.

might not want to
You *could not* wear jeans for the interview.

4. Do not use an *-ing* form or a *to-* infinitive after *Why not*.

go
going
Why not *go* to a career advisor?
to
Why not *to* leave at 6:00 a.m.?

Editing Task

Find and correct five more mistakes in the conversation.



Jordan There are a lot of changes happening at my company.
I'm worried I might lose my job.

Isabela Well, you ^{had} better probably start looking for something else.

Jordan I guess so.

5 **Isabela** At the same time, you better try to keep your current job. They say
it's a lot harder to find a new job when you're unemployed.

Jordan Is there anything I can do?

Isabela Yes, there's a lot you can do. First, why not to talk to your boss? You get along
well, right? Why not asking for feedback on your work? Then, you probably ought
10 to tell your boss you're working on those things. You might want to keep in touch
with her by e-mail.

Jordan OK. What else?

Isabela Well, do extra work. You ought to take on extra tasks whenever you can. And you
could not complain about anything.

15 **Jordan** That makes sense. Thanks, Isabela. I'd better ask you for advice more often!

Giving Advice and Suggestions

Writers use *should*, *ought to*, *had better*, and *might (want to)* to describe ways to solve problems, offer solutions, and say why the solutions are good.

These modals are common in magazine articles, advice columns, personal e-mails, and other texts that give people advice.

Remember:

- **Use *had better* only to give strong advice or warnings.**
You had better apologize to the boss. If you do not, you will probably lose your job.
- **You can make advice stronger with *really* before or after *should*. When *really* goes before *should*, it is even stronger.**
They really should leave soon. You should really check the traffic report.
- **You can soften advice with *maybe*, *perhaps*, and *I think* at the beginning of sentences.**
Perhaps he shouldn't wear those pants to the interview.

Pre-writing Task

- 1 Read the advice column below. What is the question about? Which suggestion in the reply do you think is best?

Problems? Ask Aunt Advice!

Dear Aunt Advice,

I have my first job interview next week. I am nervous. Please help.

– Nervous in New York

Dear Nervous,

- 5 Here is some general job-interview advice. Good interviewers ask you questions, but they also want you to ask questions. You should come to the interview with interesting questions. This will help you to feel well prepared. Also, you should be ready to write down some questions during the interview, so you should bring a small notebook. This shows that you are very interested in what the interviewer is saying. You
- 10 might want to ask the interviewer if it is all right to take notes first, though. Interviewers often ask about your weaknesses. You really should make a list of them in advance. I think you should be honest about your weaknesses, but only the weaknesses that will not cause problems on the job. Also, you had better be ready to talk about your plans to



overcome these weaknesses. This shows that you want to learn and grow in your job. In
 15 addition, you really ought to practice an interview in advance. Perhaps you could ask a
 friend to help you. However, you had better do that a few days in advance so you have
 time to fix any problems.

If you follow this advice, you show the interviewer that you are serious about the
 job and the company, and that helps you feel less nervous.

20 Good luck,
 Aunt Advice

- 2 Read the text again. Underline the sentences that give advice. Which sentences offer strong advice? What words make the advice strong?

Writing Task

- 1 **Write** Use the advice column in the Pre-writing Task to help you write a letter about a problem and a reply letter that gives advice. You can ask for advice about:

- asking a boss for more money or time off
- finding a job
- getting along with a difficult co-worker
- your own idea

- 2 **Self-Edit** Use the editing tips below to improve your paragraph. Make any necessary changes.

1. Did you use *should*, *ought to*, *had better*, and *might (want to)* to describe ways to solve a problem?
2. Did you use *had better* for strong advice or warnings?
3. Did you use *really* to make advice stronger?
4. Did you avoid the mistakes in the Avoid Common Mistakes chart on page 262?