

Scope and Sequence

UNIT	LISTENING	SPEAKING AND PRONUNCIATION	GRAMMAR
Pre-Unit Getting Started <i>page 2</i>	<ul style="list-style-type: none"> Listen for personal information 	<ul style="list-style-type: none"> Give personal information 	<ul style="list-style-type: none"> Verb tense review
1 Catching Up <i>page 5</i>	<ul style="list-style-type: none"> Listen to two acquaintances catching up Listen to a conversation about goals Listen to a radio show about entrepreneurs 	<ul style="list-style-type: none"> Talk about yourself and your family Describe changes in routines Describe a successful person Discuss short-term and long-term goals Talk about people's past experiences Pronunciation of stressed words in sentences Reduced pronunciation of <i>did you</i> 	<ul style="list-style-type: none"> Simple present and present continuous Future with <i>will, be going to</i>, and present continuous Simple past and <i>used to</i>
2 Tell Me about Yourself <i>page 25</i>	<ul style="list-style-type: none"> Listen to a conversation between an employment specialist and a jobseeker Listen to advice on finding a job Listen to a job interview 	<ul style="list-style-type: none"> Talk about work-related goals Discuss job-related skills and abilities Talk about your experiences with job-hunting Talk about job-interview questions Respond to common interview questions Describe previous work experience and duties Pronunciation of silent syllables Pronunciation of stressed syllables in words 	<ul style="list-style-type: none"> Infinitives and gerunds Gerunds as objects of prepositions Simple past and perfect present
3 Community Life <i>page 45</i>	<ul style="list-style-type: none"> Listen to a conversation about a festival Listen to a conversation about community problems Listen to a conversation about ways to improve a community 	<ul style="list-style-type: none"> Talk about cultural festivals and traditions Describe your feelings about your neighborhood Describe community issues Talk about community services Talk about making changes in a community Discuss ways to improve a community Pronunciation of unreleased final stop consonants Weak and blended pronunciation of <i>to</i> 	<ul style="list-style-type: none"> Participial adjectives <i>Wish</i> in the present and future Verb + Object + Infinitive
4 On the Job <i>page 65</i>	<ul style="list-style-type: none"> Listen to an on-the-job training session Listen to medical personnel discussing patients Listen to an employee's performance review 	<ul style="list-style-type: none"> Talk about your experiences at a new job Communicate with supervisors and co-workers Check your understanding of a situation at work Ask and answer questions about performance reviews Give and follow work-related instructions Stress in phrasal verbs Pronunciation of auxiliary verbs 	<ul style="list-style-type: none"> Phrasal verbs Negative <i>Yes/No</i> questions Indirect instructions, commands, and requests

	LIFE SKILLS	READING	WRITING	PROBLEM SOLVING	PERSISTENCE
		<ul style="list-style-type: none"> Scanning for specific information 	<ul style="list-style-type: none"> Write about classmates 		<ul style="list-style-type: none"> Orientation to book
	<ul style="list-style-type: none"> Interpret and complete a school application 	<ul style="list-style-type: none"> Read about a successful immigrant Reading Skill: <ul style="list-style-type: none"> Skim for the main idea Scan for specific information 	<ul style="list-style-type: none"> Write sentences about your short-term goals Write a biographical paragraph Writing Tip: Put information in chronological order 	<ul style="list-style-type: none"> Make suggestions to a friend for how to meet his goal of buying a house 	<ul style="list-style-type: none"> Community building Team Project: Make a Venn diagram about your routines
	<ul style="list-style-type: none"> Interpret and write a résumé 	<ul style="list-style-type: none"> Read about some methods of finding a job Read about job-interview questions Reading Skill: Use details to understand important ideas 	<ul style="list-style-type: none"> Write sentences about your work-related goals Write a cover letter Writing Tip: Don't include unnecessary information 	<ul style="list-style-type: none"> Discuss ways to avoid being late for a job interview 	<ul style="list-style-type: none"> Planning for learning Team Project: Make a brochure of job-search resources
	<ul style="list-style-type: none"> Listen for and give information and directions 	<ul style="list-style-type: none"> Read about a community garden Reading Skill: Make inferences 	<ul style="list-style-type: none"> Write sentences describing your feelings about your neighborhood Write a paragraph about your neighborhood Writing Tip: Include details such as examples 	<ul style="list-style-type: none"> Discuss things a family can do to continue living in a changing community 	<ul style="list-style-type: none"> Community building Team Project: Make a poster for a community service in your area
	<ul style="list-style-type: none"> Read an employee handbook 	<ul style="list-style-type: none"> Read about common workplace injuries Reading Skill: Recognize restatements 	<ul style="list-style-type: none"> Write instructions for a simple procedure Write a memo to a supervisor Writing Tip: Use language that is direct and clear in a memo. 	<ul style="list-style-type: none"> Discuss solutions to problems caused by work schedules 	<ul style="list-style-type: none"> Planning for learning Team Project: Make an outline for a presentation on how to be a successful team player

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5 Safe and Sound <i>page 85</i>	<ul style="list-style-type: none"> • Listen to a fire-safety class • Listen to a radio interview with a meteorologist • Listen to a public-service announcement about making a 911 call 	<ul style="list-style-type: none"> • Identify ways to improve fire safety in your home • Discuss what to do in case of fire • Talk about natural disasters • Talk about dangerous weather • Discuss weather reports • Communicate in a 911 emergency • Talk about emergencies • Intonation in sentences with two clauses • Pronunciation of the vowels /i/ and /ɪ/ 	<ul style="list-style-type: none"> • Present real conditionals • Adverb clauses of time • Expressing degrees of certainty
6 Moving In <i>page 105</i>	<ul style="list-style-type: none"> • Listen to a conversation about a new apartment • Listen to an expert discuss tenants' rights on a radio talk show • Listen to a conversation about bothersome neighbors 	<ul style="list-style-type: none"> • Identify tenant responsibilities • Talk about landlord responsibilities • Discuss problems with neighbors • Intonation in tag questions • Intonation in exclamations 	<ul style="list-style-type: none"> • Expressing expectation and permission • Tag questions with <i>be</i> • Reported speech
7 Behind the Wheel <i>page 125</i>	<ul style="list-style-type: none"> • Listen to a conversation about buying a car • Listen to a radio show host talk about ways to keep vehicles in good working order • Listen to a conversation about a car accident 	<ul style="list-style-type: none"> • Talk about things to consider when buying a car • Describe preferences in cars • Discuss car maintenance and repairs • Describe a car accident • Stress and intonation used to highlight information. • Pronunciation of a pronoun + 'd 	<ul style="list-style-type: none"> • <i>Would rather</i> and <i>Would prefer</i> to express preferences • Embedded <i>Wh-</i> questions • Embedded <i>Yes/No</i> questions • Past perfect
8 How Are You Feeling? <i>page 145</i>	<ul style="list-style-type: none"> • Listen to a conversation between a patient and a doctor • Listen to two 911 calls about medical emergencies • Listen to a public service announcement about children's immunizations 	<ul style="list-style-type: none"> • Communicate with medical personnel • Describe symptoms • Report a medical emergency • Describe ways to reduce health risks • Discuss ways to stay healthy • Beginning consonant clusters • Stress in words ending in <i>-cal</i>, <i>-ity</i>, <i>-tion</i>, <i>-ize</i>, and <i>-ate</i> 	<ul style="list-style-type: none"> • Present perfect continuous • <i>Such . . . that</i> and <i>So . . . that</i> • <i>Should</i>, <i>Ought to</i>, <i>Had better</i>, and <i>Must</i>

	LIFE SKILLS	READING	WRITING	PROBLEM SOLVING	PERSISTENCE
	<ul style="list-style-type: none"> Read an evacuation map Understand ways to prepare for a hurricane 	<ul style="list-style-type: none"> Read about preparing for natural disasters <i>Reading Skill:</i> Identify an author's purpose 	<ul style="list-style-type: none"> Write suggestions for what to do after a 911 call Write a plan for an emergency situation <i>Writing Tip:</i> Put the steps of a process in a logical order 	<ul style="list-style-type: none"> Determine which emergency supplies should be bought first 	<ul style="list-style-type: none"> Planning for learning <i>Team Project:</i> Make a disaster-readiness poster
	<ul style="list-style-type: none"> Interpret a lease 	<ul style="list-style-type: none"> Read about moving trends in the U.S. <i>Reading Skill:</i> Distinguish an author's main ideas from details 	<ul style="list-style-type: none"> Write a letter of complaint to a landlord <i>Writing Tip:</i> Clearly state the problem and ask for a solution in a complaint letter 	<p>Suggest how a person might get to know his or her neighbors better.</p>	<ul style="list-style-type: none"> Self-evaluation <i>Team Project:</i> Design a website page for newcomers about renting an apartment
	<ul style="list-style-type: none"> Read a car insurance renewal notice Interpret information about buying car insurance 	<ul style="list-style-type: none"> Read about consumer-protection laws <i>Reading Skill:</i> Use visuals 	<ul style="list-style-type: none"> Write car-care tips Write about a good or bad purchase <i>Writing Tip:</i> Use time words and phrases to signal the steps in a process 	<ul style="list-style-type: none"> Discuss solutions to a problem a driver is having with her car 	<ul style="list-style-type: none"> Planning for learning <i>Team Project:</i> Design an Internet ad for a used car
	<ul style="list-style-type: none"> Interpret and complete a medical history form Interpret and complete a health insurance form 	<ul style="list-style-type: none"> Read about preventive health practices <i>Reading Skill:</i> Scan a list for details 	<ul style="list-style-type: none"> Write sentences about advice, suggestions, recommendations, or requirements for good health Describe a personal experience with health care <i>Writing Tip:</i> Use sensory details to help the reader see, hear, feel, smell, or taste what you are describing 	<ul style="list-style-type: none"> Give advice for changes that can be made to have a healthier diet 	<ul style="list-style-type: none"> Community building <i>Team Project:</i> Make a booklet about ways to reduce stress

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9 Partners in Education <i>page 165</i>	<ul style="list-style-type: none"> Listen to a conversation between a parent and a guidance counselor Listen to a parent talking to a secretary about enrolling a child in school Listen to a school principal talking to a group of parents, teachers, and community leaders 	<ul style="list-style-type: none"> Communicate with school personnel about a student's progress Ask about enrolling a child in school Talk about parents' rights and responsibilities Talk about after-school programs Talk about improving schools Talk about school safety Contrastive stress Pronunciation of past modals 	<ul style="list-style-type: none"> Adverb clauses of reason Infinitives and adverb clauses of purpose Adjective clauses Past modals
10 Safety First <i>page 185</i>	<ul style="list-style-type: none"> Listen to a conversation between a contractor and a subcontractor Listen to two co-workers discussing safety on the job Listen to a manager telling an employee she has been promoted 	<ul style="list-style-type: none"> Give a progress report Talk about work requirements Discuss ways to prevent accidents at work Make requests, suggestions, and offers at work Linking a final consonant to a beginning vowel Pronunciation of the letter o 	<ul style="list-style-type: none"> Make/let/have/get + verb Reflexive pronouns Could you / I . . . ? / Why don't I . . . ? / Would you mind . . . ?
11 Know the Law! <i>page 205</i>	<ul style="list-style-type: none"> Listen to a conversation about a misdemeanor Listen to a couple discussing courtroom TV shows Listen to a talk show about traffic violations 	<ul style="list-style-type: none"> Identify and discuss misdemeanors Talk about legal problems Describe what goes on in a courtroom Talk about DNA evidence Discuss traffic laws Weak pronunciation of <i>be</i> Weak words in sentences 	<ul style="list-style-type: none"> Past continuous for interrupted action Passives: present and simple past Adverb clauses of condition and contrast
12 Saving and Spending <i>page 225</i>	<ul style="list-style-type: none"> Listen to a conversation between a customer service officer and a bank customer Listen to a financial expert giving a caller advice on a radio show Listen to two friends talking about what they would do with a lot of money 	<ul style="list-style-type: none"> Describe bank services Talk about opening a business Talk about your monthly budget Talk about your dreams for the future Stress in compound nouns Pronunciation of <i>would you</i> 	<ul style="list-style-type: none"> Indefinite and definite articles Future real conditionals Present unreal conditionals

	LIFE SKILLS	READING	WRITING	PROBLEM SOLVING	PERSISTENCE
	<ul style="list-style-type: none"> • Interpret a report card • Correspond with a teacher 	<ul style="list-style-type: none"> • Read an opinion about after-school programs • <i>Reading Skill:</i> Distinguish fact from opinion 	<ul style="list-style-type: none"> • Write a note to a teacher • Write a letter to the editor • <i>Writing Tip:</i> Put similar information together in each paragraph 	<ul style="list-style-type: none"> • Discuss ways to improve communication between school and parents 	<ul style="list-style-type: none"> • Self-efficacy • <i>Team Project:</i> Make a booklet about after-school programs
	<ul style="list-style-type: none"> • Interpret and complete an employee accident report 	<ul style="list-style-type: none"> • Read about workplace safety • <i>Reading Skill:</i> Look for words that show chronological order 	<ul style="list-style-type: none"> • Write an e-mail to a supervisor suggesting a solution to a problem • <i>Writing Tip:</i> When writing about a problem, identify the problem, explain the cause, and suggest a solution 	<ul style="list-style-type: none"> • Discuss ways for restaurant workers to prevent accidents 	<ul style="list-style-type: none"> • Self-evaluation • <i>Team Project:</i> Write a work-related letter and response to an advice column
	<ul style="list-style-type: none"> • Identify people in a courtroom 	<ul style="list-style-type: none"> • Read about DNA evidence • <i>Reading Skill:</i> Understand long sentences 	<ul style="list-style-type: none"> • Write a paragraph comparing and contrasting legal rights of accused people in your country and the U.S. • <i>Writing Tip:</i> When comparing and contrasting, use words that signal similarities and differences 	<ul style="list-style-type: none"> • Discuss what someone should do when she thinks her car was towed away unfairly 	<ul style="list-style-type: none"> • Self-evaluation • <i>Team Project:</i> Make a poster about citizens' rights and responsibilities in the U.S.
	<ul style="list-style-type: none"> • Create a budget • Interpret an income tax form 	<ul style="list-style-type: none"> • Read about someone whose dream of opening a restaurant came true • <i>Reading Skill:</i> Write a summary that includes the main idea and the most important information in a text to show that you understand it. • Read about income tax in the U.S. 	<ul style="list-style-type: none"> • Write about a charity that you would support • <i>Writing Tip:</i> Focus a paragraph by asking a question and answering it 	<ul style="list-style-type: none"> • Discuss ways a couple can save to buy a house 	<ul style="list-style-type: none"> • Self-efficacy • <i>Team Project:</i> Make a poster about a business

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