

Scope and Sequence

UNIT	LISTENING AND SPEAKING	GRAMMAR	LIFE SKILLS
Pre-Unit Getting Started <i>page 2</i>	<ul style="list-style-type: none"> • Ask for personal information • Give personal information 	<ul style="list-style-type: none"> • Grammar terms review • Verb tense review 	
1 Setting Goals, Pursuing Dreams <i>page 5</i>	<ul style="list-style-type: none"> • Describe personality traits • Listen to several career counseling sessions and take notes • Discuss long-term career goals • Talk about a career path • Talk about SMART goals • <i>Communication Skill:</i> Using examples • <i>Presentation Skills:</i> <ul style="list-style-type: none"> ◦ Make eye contact ◦ Explain and refer to your chart ◦ Ask for suggestions 	<ul style="list-style-type: none"> • Verbs followed by gerunds and/or infinitives • Gerunds following prepositions 	<ul style="list-style-type: none"> • Talk about job-related interests and abilities • Complete an interests survey • Analyze skills needed for particular jobs
2 Getting a Job <i>page 25</i>	<ul style="list-style-type: none"> • Talk about interview do's and don'ts • Listen to a career counselor's advice about interviewing • Listen to and critique job applicants' responses to interview questions • Listen to and role-play a job interview • <i>Communication Skill:</i> Asking questions 	<ul style="list-style-type: none"> • Present perfect • Present perfect vs. present perfect continuous 	<ul style="list-style-type: none"> • Analyze the content, structure, and language of résumés • Learn the difference between a chronological and a functional résumé • Write a chronological résumé
3 Road Trip <i>page 45</i>	<ul style="list-style-type: none"> • Listen to and take notes as a driving instructor talks about what to do in case of an accident • Talk about driving laws and customs • <i>Communication Skill:</i> Taking part in discussions 	<ul style="list-style-type: none"> • Inseparable and separable phrasal verbs • <i>Grammar Watch:</i> Gerunds and infinitives in general statements 	<ul style="list-style-type: none"> • Identify car parts and related problems • Understand different types of car insurance, including special insurance terms • Use online traffic information, including a detour map • Interpret Internet maps and directions
4 Are You Safe? <i>page 65</i>	<ul style="list-style-type: none"> • Listen to a story of survival • Retell a news story about an earthquake • Listen to a news report about Hurricane Katrina • Discuss safety and evacuation procedures • Listen to and take part in discussions about child safety • <i>Communication Skill:</i> Making suggestions 	<ul style="list-style-type: none"> • Past modals 	<ul style="list-style-type: none"> • Identify safety measures that can prevent accidents at home and work • Use an online catalog page to learn about child safety products • Interpret information about workplace safety measures
5 Advancing on the Job <i>page 85</i>	<ul style="list-style-type: none"> • Listen to a performance review • Talk about how to respond to constructive criticism • Listen to discussions about job-training opportunities • Use a company Intranet site to role-play a conversation about on-the-job training • Talk about factors that influence job promotions • Discuss job-performance evaluations • <i>Communication Skill:</i> Clarifying 	<ul style="list-style-type: none"> • Clauses with <i>although</i> and <i>unless</i> 	<ul style="list-style-type: none"> • Use a course catalog to complete a course schedule

	READING	WRITING	PROBLEM SOLVING	PERSISTENCE
	<ul style="list-style-type: none"> Learn to use a glossary Develop vocabulary learning skills 	<ul style="list-style-type: none"> Take notes 		<ul style="list-style-type: none"> Community building Orientation to book
	<ul style="list-style-type: none"> Read about doing job research Read about setting goals and achieving what you want Read about overcoming an obstacle <i>Reading Skills:</i> <ul style="list-style-type: none"> Highlighting/Underlining key information Previewing 	<ul style="list-style-type: none"> Use word webs to gather and organize information Write a descriptive essay about your interests, skills, and goals <i>Writing Tip:</i> Topic sentences 	<ul style="list-style-type: none"> Suggest ways for someone to achieve a long-term career goal despite obstacles 	<ul style="list-style-type: none"> <i>Study Skills:</i> Exploring Your Expectations
	<ul style="list-style-type: none"> Read about preparing for a job search Read about tricky interview questions and how to answer them <i>Reading Skills:</i> <ul style="list-style-type: none"> Using prior knowledge Comparing and contrasting 	<ul style="list-style-type: none"> Use a T-chart to list job requirements and those skills and traits that make you a good candidate for a job Write a cover letter for a résumé <i>Writing Tip:</i> Using language from a job ad in a cover letter 	<ul style="list-style-type: none"> Give advice to someone who is nervous about a job interview 	<ul style="list-style-type: none"> <i>Community Building:</i> Speaking English Well
	<ul style="list-style-type: none"> Read about what to do if your car breaks down Read about what to do if the police stop you Read and interpret Internet driving directions <i>Reading Skills:</i> <ul style="list-style-type: none"> Paraphrasing Understanding sequence 	<ul style="list-style-type: none"> Use a chart to brainstorm and organize an argument Write a letter to the editor about whether people should be allowed to use cell phones while driving <i>Writing Tip:</i> Supporting details and examples 	<ul style="list-style-type: none"> Suggest ways to improve someone's daily drive to work so that the person can be more punctual 	<ul style="list-style-type: none"> <i>Study Skills:</i> The Importance of Reading
	<ul style="list-style-type: none"> Read about tornadoes, including safety measures you can take Read about workers' rights to a safe workplace <i>Reading Skills:</i> <ul style="list-style-type: none"> Summarizing Monitoring comprehension 	<ul style="list-style-type: none"> Use a chart to brainstorm and organize instructions Write an essay that gives instructions about how to avoid a common safety hazard <i>Writing Tip:</i> Imperatives 	<ul style="list-style-type: none"> Advise someone about how to handle a workplace safety issue 	<ul style="list-style-type: none"> <i>Community Building:</i> Sharing Strengths and Challenges
	<ul style="list-style-type: none"> Read about factors that influence promotion Read a job-performance review Read about <i>I</i> and <i>You</i> statements Read about sports idioms used in the workplace <i>Reading Skills:</i> <ul style="list-style-type: none"> Identifying the main idea Scanning 	<ul style="list-style-type: none"> Use an outline to organize a self-evaluation Write a self-evaluation about your performance at work or school <i>Writing Tip:</i> Using good examples 	<ul style="list-style-type: none"> Give advice to someone who is upset by negative comments on a performance review 	<ul style="list-style-type: none"> <i>Study Skills:</i> Building Your Vocabulary All the Time

Text in red = Civics and American culture

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6 Health <i>page 105</i>	<ul style="list-style-type: none"> • Listen to a conversation about a medical problem • Talk about medical specialists and the conditions they treat • Describe medical problems • Listen to a presentation and take notes • Discuss diabetes • Ask and answer questions about health • <i>Communication Skill: Giving advice</i> 	<ul style="list-style-type: none"> • Embedded <i>Wh-</i> questions • Embedded <i>Yes/No</i> questions 	<ul style="list-style-type: none"> • Identify side effects of medications • Identify how to take medications properly
7 Citizenship <i>page 125</i>	<ul style="list-style-type: none"> • Discuss how a bill becomes a law • Listen to a lecture on naturalization and take notes • Discuss becoming a U.S. citizen • <i>Communication Skill: Exchanging opinions</i> 	<ul style="list-style-type: none"> • <i>Grammar Watch: Passive with get</i> • The past perfect 	<ul style="list-style-type: none"> • Learn about different kinds of maps • Interpret a historical map of the U.S. • Identify the special features of a map
8 Knowing the Law <i>page 145</i>	<ul style="list-style-type: none"> • Listen to a lecture on the rights of people accused of crimes and take notes • Discuss the <i>Miranda</i> warning • Listen to a lecture on types of crimes • Talk about one's opinions • <i>Communication Skill: Qualifying opinions</i> 	<ul style="list-style-type: none"> • Future real conditional 	<ul style="list-style-type: none"> • Recognize sexual harassment in the workplace • Understand sexual harassment laws
9 Saving the Planet <i>page 165</i>	<ul style="list-style-type: none"> • Listen to an interview about a carpooling program • Discuss carpooling • Discuss tips for greening your community • Talk about doing your share for the environment • Listen to a conversation about recycling • <i>Communication Skill: Expressing comparison and contrast</i> 	<ul style="list-style-type: none"> • The past subjunctive with <i>wish</i> • The past unreal conditional 	<ul style="list-style-type: none"> • Discuss recycling rules • Interpret a recycling calendar • Identify items that are recyclable
10 Technology <i>page 185</i>	<ul style="list-style-type: none"> • Listen to a lecture on the history of the Internet and take notes • Talk about the growth of the Internet • Listen to a discussion on how the Internet is affecting communication • Discuss the pros and cons of the Internet • Listen to a conversation about the language of text messaging • Discuss text messaging as a way of communicating • <i>Communication Skill: Expressing agreement and disagreement</i> 	<ul style="list-style-type: none"> • Adjective clauses 	<ul style="list-style-type: none"> • Understand how to use an instruction manual

	READING	WRITING	PROBLEM SOLVING	PERSISTENCE
	<ul style="list-style-type: none"> Read about preparing for a doctor appointment Identify the main idea Read about first aid and emergency procedures Read message board posts Read about preventive health screenings <i>Reading Skills:</i> <ul style="list-style-type: none"> Visualizing Recognizing cause and effect 	<ul style="list-style-type: none"> Use a chart to organize ideas Write a persuasive essay for or against smoking bans in public places <i>Writing Tip:</i> Introductory paragraphs 	<ul style="list-style-type: none"> Suggest ways a parent can help an inactive, overweight child control diabetes 	<ul style="list-style-type: none"> <i>Study Skills:</i> Studying in the U.S.
	<ul style="list-style-type: none"> Read about the beginnings of the United States Read about the organization of the U.S. government Read about individual rights in the Constitution Read about the benefits of U.S. citizenship <i>Reading Skills:</i> <ul style="list-style-type: none"> Using a T-chart to take notes Using text structure and formatting 	<ul style="list-style-type: none"> Use a T-chart to brainstorm and organize ideas Write a formal e-mail to an elected official about a problem that concerns you <i>Writing Tip:</i> Using a problem/solution structure 	<ul style="list-style-type: none"> Give advice about ways the U.S. legal system can be used to improve construction safety measures 	<ul style="list-style-type: none"> <i>Study Skills:</i> Writing Strategies
	<ul style="list-style-type: none"> Read about the right to vote Read about child abuse laws Read about sexual harassment Read about traffic tickets and traffic court Read about the importance of paying fines <i>Reading Skills:</i> <ul style="list-style-type: none"> Distinguishing fact from opinion Making inferences 	<ul style="list-style-type: none"> Use a Venn diagram to organize points of comparison and contrast Write an essay comparing and contrasting the legal systems in your home country and the U.S. <i>Writing Tip:</i> Showing similarities and differences 	<ul style="list-style-type: none"> Suggest a method of dealing with suspected child abuse 	<ul style="list-style-type: none"> <i>Study Skills:</i> Reading Skills/Strategies
	<ul style="list-style-type: none"> Read about ways to protect the environment and save money Read a blog about one student's experience with recycling Read about how daily life is changing our world Read about the "greening" of Greensburg, Kansas <i>Reading Skills:</i> <ul style="list-style-type: none"> Understanding the style and structure of blogs (web-logs) Using visuals 	<ul style="list-style-type: none"> Use a chart to arrange events in a logical order Write a personal narrative about how you have tried to help the environment <i>Writing Tip:</i> Using time order 	<ul style="list-style-type: none"> Suggest ways an office manager can "green" an office 	<ul style="list-style-type: none"> <i>Study Skills:</i> Becoming a Lifelong Learner
	<ul style="list-style-type: none"> Read about virtual driving Read about computer training Read about the history of the Internet <i>Reading Skills:</i> <ul style="list-style-type: none"> Identifying an author's purpose Using a timeline 	<ul style="list-style-type: none"> Use a chart to structure an autobiographical essay Write an autobiographical essay about a challenge you faced <i>Writing Tip:</i> Using concrete examples and sensory details 	<ul style="list-style-type: none"> Give advice to a new employee who is struggling to learn about unfamiliar computer equipment and procedures 	<ul style="list-style-type: none"> <i>Goal Setting:</i> Moving Forward

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