

SCOPE AND SEQUENCE

UNIT TITLE	FUNCTIONS	LISTENING AND SPEAKING	VOCABULARY
Unit 1 Selling Yourself pages 2–13	<ul style="list-style-type: none"> Describe hard and soft skills Describe characteristics of a good goal 	<ul style="list-style-type: none"> Listen and take notes using strategy of writing only important words Discuss own job goal and hard and soft skills needed for the job 	<ul style="list-style-type: none"> Use a dictionary to find the meaning of words as they are used in a reading Determine the meaning and use of identified adjectives Recognize and use academic words
Unit 2 Building Self-Confidence pages 14–25	<ul style="list-style-type: none"> Define self-confidence Recognize characteristics of self-confidence 	<ul style="list-style-type: none"> Listen and take notes using the strategy of omitting vowels from the middle of words Discuss strengths, weaknesses, and self-confidence 	<ul style="list-style-type: none"> Recognize suffixes that indicate part of speech and determine the root word Identify words in the same word family and their part of speech Recognize and use academic words
Unit 3 Pathways to Build Skills and Experience pages 26–37	<ul style="list-style-type: none"> Describe and compare pathways to building skills Report speech Summarize information about pathways to building skills 	<ul style="list-style-type: none"> Listen and take notes using the strategy of eliminating small connecting words Discuss advantages and disadvantages of different pathways 	<ul style="list-style-type: none"> Recognize prefixes that make words negative, e.g., un-, dis-, non- Identify gerunds and the related nouns that refer to a person instead of an action Recognize and use academic words
Unit 4 Effective Job Applications pages 38–49	<ul style="list-style-type: none"> Describe steps in finding a job Discuss important events in own life 	<ul style="list-style-type: none"> Listen and take notes using the strategy of writing only the first 3 or 4 letters of a word Discuss own experiences in applying for jobs and filling out applications 	<ul style="list-style-type: none"> Recognize suffixes that change part of speech Guess meaning of new words from context Recognize and use academic words
Unit 5 Successful Interviews pages 50–61	<ul style="list-style-type: none"> Describe rules for making a first impression Express past regrets and logical conclusions 	<ul style="list-style-type: none"> Listen and take notes using the strategy of noting clue words Discuss ways to make good first impressions 	<ul style="list-style-type: none"> Identify context clues to determine whether words carry a positive or negative meaning Identify and understand idiomatic phrases Recognize and use academic words

Transitions Student's Book

GRAMMAR FOCUS	ACADEMIC & WORKPLACE READING SKILLS	ACADEMIC & WORKPLACE WRITING SKILLS	COLLEGE AND CAREER READINESS PAGES 122–151
<ul style="list-style-type: none"> Participial adjectives Verb tense review 	<ul style="list-style-type: none"> Determine the central idea of a text and explain how it is supported by key details Summarize a text about goals Read a text closely to determine what it says explicitly and to make logical inferences Summarize a text about skills needed for success 	<ul style="list-style-type: none"> Write a résumé that follows correct format and incorporates relevant information 	<p>Reading: Compare and contrast three texts about goal setting and achieving success at work</p> <p>Vocabulary:</p> <ul style="list-style-type: none"> Use context clues to determine if words have a positive or negative meaning Recognize, define, and use academic words <p>Writing: Develop a persuasive paragraph arguing that goal setting is beneficial or detrimental to achieving success</p>
<ul style="list-style-type: none"> Present passive Past passive 	<ul style="list-style-type: none"> Determine the central idea of a text and explain how it is supported by key details Summarize a text about understanding self-confidence Read a text closely and refer to details and examples to explain what the text says explicitly Summarize a text about building self-confidence 	<ul style="list-style-type: none"> Write a paragraph that identifies own strengths and provides supporting examples 	<p>Reading: Compare and contrast three texts about self-confidence</p> <p>Vocabulary:</p> <ul style="list-style-type: none"> Relate academic words to everyday words Recognize, define, and use academic words <p>Writing: Develop a paragraph / essay that compares behaviors and consequences of people with no self-confidence with those with too much self-confidence</p>
<ul style="list-style-type: none"> Indirect (reported) statements Indirect (reported) questions 	<ul style="list-style-type: none"> Determine the central idea of a text and how it is conveyed through specific examples Summarize a reading about the similarities and differences between two pathways Determine the central idea of a text and cite evidence to support it Summarize a reading about the benefits of volunteering 	<ul style="list-style-type: none"> Use a cluster graphic organizer to organize ideas Write a summary paragraph about three different pathways to building skills 	<p>Reading: Analyze two texts about the advantages and disadvantages of volunteering</p> <p>Vocabulary:</p> <ul style="list-style-type: none"> Identify the use of punctuation marks to signal definitions or synonyms Recognize, define, and use academic words <p>Writing: Develop a persuasive paragraph about whether the advantages of volunteering outweigh the disadvantages, citing evidence from the texts to support the argument</p>
<ul style="list-style-type: none"> Past tense Past and past perfect tenses 	<ul style="list-style-type: none"> Determine the central idea of a text and explain how it is supported by key details Summarize a reading about the danger of scammers Read a text closely and refer to details and examples to explain what the text says explicitly Summarize a reading about reasons and tips for a successful job application 	<ul style="list-style-type: none"> Write a cover letter that follows correct format and incorporates relevant information 	<p>Reading: Analyze three texts about online job applications</p> <p>Vocabulary:</p> <ul style="list-style-type: none"> Identify transition words and phrases that link similar ideas and signal contrast in ideas Recognize, define, and use academic words <p>Writing: Develop a persuasive paragraph about whether the advantages of online applications outweigh the disadvantages</p>
<ul style="list-style-type: none"> Past modals to express regret or something not done: <i>should(n't) have</i> and <i>could have</i> Past modals to indicate a logical conclusion: <i>must (not), have, might (not) have</i> 	<ul style="list-style-type: none"> Determine the central idea of a text and how it is conveyed through key details Summarize a text about successful interviews Read closely to determine what the text says explicitly and to make logical inferences Summarize a text about following up on an interview 	<ul style="list-style-type: none"> Write a thank-you note that follows correct format and includes specific details 	<p>Reading: Compare and contrast two texts about suggestions for gaining meaningful employment</p> <p>Vocabulary:</p> <ul style="list-style-type: none"> Identify suffixes to determine part of speech and define meaning Recognize, define, and use academic words <p>Writing: Develop an opinion paragraph / essay with evidence from the texts to support opinion about the rule to gain meaningful employment</p>

UNIT TITLE	FUNCTIONS	LISTENING AND SPEAKING	VOCABULARY
Unit 6 Small Talk pages 62–73	<ul style="list-style-type: none"> Discuss purposes of and appropriate topics for small talk Initiate and respond to small talk 	<ul style="list-style-type: none"> Listen and take notes using the strategy of writing only the first and last letters of one-syllable words Discuss examples of small talk in own countries and in US 	<ul style="list-style-type: none"> Recognize verb + preposition, their meaning, and a synonym for their combination Recognize phrasal verbs and how their meaning is different from the original verbs Recognize and use academic words
Unit 7 Improving Relationships pages 74–85	<ul style="list-style-type: none"> Identify benefits in teamwork Describe imaginary situations Give advice 	<ul style="list-style-type: none"> Listen and take notes using the strategy of writing important facts Discuss effects of teamwork and own feelings about teamwork 	<ul style="list-style-type: none"> Determine the meaning of words from textual clues Recognize and define the meaning of various idioms Recognize and use academic words
Unit 8 Giving and Receiving Criticism pages 86–97	<ul style="list-style-type: none"> Give and accept criticism Express past wishes 	<ul style="list-style-type: none"> Listen and take notes using the strategy of citing source for facts Discuss negative and constructive criticism 	<ul style="list-style-type: none"> Identify adverbs and the words they modify Identify informal language and relate it to formal language Recognize and use academic words
Unit 9 The Right Attitude pages 98–109	<ul style="list-style-type: none"> Describe people with positive and negative behaviors 	<ul style="list-style-type: none"> Listen and take notes using the strategy of leaving space to fill in important words that are missed Discuss positive and negative people and how they behave 	<ul style="list-style-type: none"> Identify suffixes to determine part of speech and define meaning Identify context clues to determine whether words carry a positive or negative meaning Recognize and use academic words
Unit 10 Writing at Work and School pages 110–121	<ul style="list-style-type: none"> Describe tips for writing emails and other business correspondence Identify a problem Recommend solutions and consequences Cite evidence from texts to support an argument 	<ul style="list-style-type: none"> Listen and take notes using the strategy of noting unfamiliar vocabulary or concepts Discuss characteristics of good writing and goals for improving own writing Cite evidence that supports the importance of writing 	<ul style="list-style-type: none"> Use a dictionary to identify synonyms and antonyms of words within a reading Identify the meaning of new words in context and use a dictionary to identify additional meanings Recognize and use academic words

College and Career Readiness Section	pages 122–151
Audio Script	pages 152–161
Acknowledgements	pages 162

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<ul style="list-style-type: none"> Tag questions Gerunds and infinitives 	<ul style="list-style-type: none"> Determine the main idea of a text and how examples and reasons support it Summarize a text about problems with small talk Summarize a text about strategies for successful small talk 	<ul style="list-style-type: none"> Write a compare and contrast paragraph about appropriate and inappropriate topics for small talk in the US and another country 	<p>Reading: Analyze three texts about small talk</p> <p>Vocabulary:</p> <ul style="list-style-type: none"> Locate negative adjectives and use context clues to determine their meaning. Recognize, define, and use academic words <p>Writing: Develop a persuasive paragraph arguing that small talk should or should not be used with a diverse work force</p>
<ul style="list-style-type: none"> Present unreal conditional to talk about imaginary situations and to give advice Restrictive and nonrestrictive adjective clauses 	<ul style="list-style-type: none"> Determine the central idea of a text and how it is conveyed through key details Summarize a text about bad behavior Analyze a text to determine the author's point of view Summarize a text about annoying behavior 	<ul style="list-style-type: none"> Write a letter that offers solutions to an annoying problem at school or work 	<p>Reading: Analyze three texts about bad behavior in the workplace</p> <p>Vocabulary:</p> <ul style="list-style-type: none"> Locate figurative language and use context clues to determine to their meaning Recognize, define, and use academic words <p>Writing: Develop an opinion paragraph / essay with evidence from the texts to support opinion about the effectiveness of strategies to deal with annoying workplace behaviors</p>
<ul style="list-style-type: none"> Past unreal conditional clauses to express opinions or wishes not true in the past Past unreal conditional clauses: <i>wish</i> + past perfect to express regret 	<ul style="list-style-type: none"> Determine the main idea, facts, and details in a text Summarize a text about accepting criticism Use textual evidence to draw inferences from a text Summarize a text about performance evaluations 	<ul style="list-style-type: none"> Write a narrative about an experience of being criticized, the response, and lessons learned 	<p>Reading: Compare and contrast three texts about performance evaluations and accepting criticism</p> <p>Vocabulary:</p> <ul style="list-style-type: none"> Use a variety of words with the same meaning Recognize, define, and use academic words <p>Writing: Develop a problem / solution essay about performance reviews</p>
<ul style="list-style-type: none"> Adverb clauses of concession using <i>although</i> and <i>even though</i> Transition words and phrases for contrast: <i>however, on the contrary, in contrast, on the other hand, nevertheless</i> 	<ul style="list-style-type: none"> Determine the central idea of a text and how it is conveyed through key details Summarize a text about positive thinking Cite textual evidence that supports an author's point of view Summarize a text about negativity 	<ul style="list-style-type: none"> Write a college admissions essay that provides own background, goals, preparation, and reason for choosing school 	<p>Reading: Compare and contrast three texts about the benefits and drawbacks of positive thinking</p> <p>Vocabulary:</p> <ul style="list-style-type: none"> Locate antonyms Recognize, define, and use academic words <p>Writing: Develop a persuasive paragraph / essay about disagreeing or agreeing that there are both benefits and drawbacks to positive thinking</p>
<ul style="list-style-type: none"> Causative verbs Transition words to add ideas and information (<i>in addition, furthermore, moreover</i>) and to show results (<i>therefore, consequently, as a result</i>) 	<ul style="list-style-type: none"> Cite the textual evidence to support what the text says explicitly Summarize a text about etiquette Determine the central idea of a text and explain how it is supported by key details Summarize a reading about good business writing 	<ul style="list-style-type: none"> Write an action plan that identifies a problem, its consequences, and possible solutions 	<p>Reading: Analyze three texts about issues related to email</p> <p>Vocabulary:</p> <ul style="list-style-type: none"> Select the correct definitions of words as used in context of a text Recognize, define, and use academic words <p>Writing: Develop an opinion paragraph about whether or not you agree with the author's ideas about email communication, using evidence from the texts to support your opinion</p>