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<th>Unit</th>
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<th>CASAS Life Skill Competencies</th>
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<td>• Understands social systems</td>
<td>0.1.1, 0.1.2, 0.1.3, 0.1.4, 1.1.5, 2.1.7, 2.1.8, 2.3.3, 4.6.2, 7.5.7</td>
<td>A full range of EFF Content Standards is included in this unit. The following are emphasized: • Read with Understanding 1-5 • Convey Ideas in Writing 1-3 • Speak So Others Can Understand 1-3 • Listen Actively 1-4</td>
<td>Student’s Book: 35.01, 35.02, 35.03, 35.04, 37.01, 37.02, 37.03, 37.04, 40.01, 40.02, 40.04, 47.01, 47.02, 49.09, 50.01, 50.02</td>
<td>Student’s Book: 35.01, 35.02, 35.03, 35.04, 37.01, 37.02, 37.03, 37.04, 40.01, 40.02, 40.04, 47.01, 47.02, 49.09, 50.01, 50.02</td>
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<td></td>
<td>• Interprets and communicates information</td>
<td>0.2.1, 1.4.1, 1.4.2, 7.5.7</td>
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<td>Workbook: 40.01, 40.02, 47.01, 47.02, 49.09, 50.01, 50.02</td>
<td>Workbook: 40.01, 40.02, 47.01, 47.02, 49.09, 50.01, 50.02</td>
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<td>2</td>
<td>• Serves clients and customers</td>
<td>0.1.1, 0.1.2, 0.1.3, 0.1.4, 1.5.3, 1.9.6, 1.9.7, 7.5.7</td>
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<td>Student’s Book: 38.01, 43.05, 43.06, 45.07, 46.01, 49.09, 49.14, 50.01</td>
<td>Student’s Book: 38.01, 43.05, 43.06, 45.07, 46.01, 49.09, 49.14, 50.01</td>
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<td>• negotiates</td>
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<td>Workbook: 38.01, 49.09, 50.01</td>
<td>Workbook: 38.01, 49.09, 50.01</td>
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<td>• Acquires and evaluates information</td>
<td>0.1.1, 0.1.2, 0.1.3, 0.1.4, 1.2.1, 1.2.2, 1.3.5, 1.6.3, 4.8.3, 4.8.4, 6.4.1, 7.2.3, 7.5.7</td>
<td>A full range of EFF Content Standards is included in this unit. The following are emphasized: • Read with Understanding 1-5 • Convey Ideas in Writing 1-3 • Speak So Others Can Understand 1-3 • Listen Actively 1-4 • Take Responsibility for Learning 1, 3, 6 • Use Information and Communications Technology 1-3</td>
<td>Student’s Book: 41.02, 41.04, 42.02, 45.01, 45.02, 45.05, 45.06, 49.03, 49.05, 50.04</td>
<td>Student’s Book: 41.02, 41.04, 42.02, 45.01, 45.02, 45.05, 45.06, 49.03, 49.05, 50.04</td>
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<td>• Interprets and communicates information</td>
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<td>Workbook: 41.02, 42.02, 45.01, 45.02, 45.05, 45.06, 49.03, 49.05, 50.04</td>
<td>Workbook: 41.02, 42.02, 45.01, 45.02, 45.05, 45.06, 49.03, 49.05, 50.04</td>
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<td>4</td>
<td>• Acquires and evaluates information</td>
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<td>Student’s Book: 36.01, 36.02, 36.03, 43.03, 43.04, 49.09, 49.12, 50.02, 50.04, 50.05</td>
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<td>• Understands systems</td>
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<td>Workbook: 36.02, 43.03, 43.04, 49.09, 50.02, 50.05</td>
<td>Workbook: 36.02, 43.03, 43.04, 49.09, 50.02, 50.05</td>
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<td>• Serves customers</td>
<td>0.1.1, 0.1.2, 0.1.3, 0.1.4, 2.1.7, 2.1.8, 2.2.2, 2.2.3, 2.2.4, 2.2.5, 2.3.1, 4.6.2, 6.6.6, 7.5.7</td>
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<td>• Understands systems</td>
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<td>Workbook: 36.02, 43.03, 43.04, 49.09, 50.02, 50.05</td>
<td>Workbook: 36.02, 43.03, 43.04, 49.09, 50.02, 50.05</td>
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1Correlations are also available at www.longman.com/correlations.
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<td>A full range of EFF Content Standards is included in this unit. The following are emphasized: • Read with Understanding 1–5 • Convey Ideas in Writing 1–3 • Use Math to Solve Problems and Communicate 1–3 • Cooperate with Others 1, 2, 4 • Take Responsibility for Learning 1, 3, 6 • Use Information and Communications Technology 1–3</td>
<td>Student’s Book: 35.01, 35.02, 36.01, 36.03, 36.04, 36.05, 37.04, 38.01, 49.09, 50.02 Workbook: 38.01, 49.09, 50.02</td>
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<td>7</td>
<td>Acquires and evaluates information • Communicates information • Understands organizational systems</td>
<td>0.1.1, 0.1.2, 0.1.3, 0.1.4, 0.2.4, 4.2.4, 4.5.1, 7.5.7, 8.2.3, 8.2.4</td>
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<td>8</td>
<td>Teaches others new skills • Acquires and evaluates information • Interprets and communicates information</td>
<td>0.1.1, 0.1.2, 0.1.3, 0.1.4, 1.4.8, 2.1.2, 3.4.2, 4.3.1, 4.3.3, 4.6.2, 7.3.1, 7.3.2, 7.5.7</td>
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<td>9</td>
<td>Understands systems • Acquires and evaluates information</td>
<td>0.1.1, 0.1.2, 0.1.3, 0.1.4, 0.2.1, 1.1.6, 1.3.1, 1.5.3, 1.8.3, 4.5.1, 4.8.3, 6.0.1, 6.0.2, 6.0.3, 6.0.4, 6.1.1, 6.1.2, 7.2.3, 7.5.7</td>
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<tr>
<td>10</td>
<td>Acquires and evaluates information • Understands organizational systems • Interprets and communicates information</td>
<td>0.1.1, 0.1.2, 0.1.3, 0.1.4, 0.2.4, 2.1.7, 2.1.8, 3.2.3, 3.2.4, 4.2.1, 7.5.7</td>
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**Relationships** page 78

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**Your career** page 114
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<th>Grammar Booster</th>
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| **Your life**  
page 6  
Grammar Booster  
page GB-1 | • Make and receive telephone calls  
• Take and leave telephone messages  
• Read a weather map  
• Interpret information about weather conditions | • Will and won’t for the future  
• Object pronouns  
• Would like to + verb | • Will and won’t for the future:  
statements  
• Will in yes/no questions and answers  
• Will in information questions  
• Object pronouns  
• Would like to + verb in statements  
• Would like to + verb in yes/no questions and short answers  
• Would like to + verb in information questions | How to  
• Answer the telephone at work  
• Take and leave a telephone message  
• Talk about the weather |
| **The community**  
page 18  
Grammar Booster  
page GB-5 | • Select housing by interpreting classified advertisements  
• Inquire about the neighborhood  
• Interpret lease and rental agreements  
• Fill out a rental information form | • Object pronouns it and them  
• Placement of two object pronouns in a sentence | • Object pronouns it and them  
• Placement of objects | How to  
• Ask about renting an apartment or house  
• Talk about a neighborhood  
• Ask about paying later |
| **Technology**  
page 30  
Grammar Booster  
page GB-7 | • Report problems with vehicles and machines  
• Ask for an estimate  
• Schedule a repair  
• Interpret operating instructions and warnings  
• Fill out a repair order | • It and them with two-word verbs  
• The past continuous and the simple past tense  
• Review: object pronouns it and them  
• Review: the simple past tense | • It and them with two-word verbs  
• The past continuous: statements  
• The past continuous: yes/no questions and short answers  
• The past continuous: information questions  
• The past continuous and the simple past | How to  
• Describe a mechanical problem  
• Leave a machine or vehicle for repair  
• Offer to call later |
| **The consumer world**  
page 42  
Grammar Booster  
page GB-10 | • Interpret advertisements  
• Compare prices  
• Request, offer, and fill out a rain check  
• Discuss a problem with a purchase  
• Apologize and offer to correct a mistake | • Comparisons with adjectives: comparatives  
• One / ones | • Comparisons with adjectives: comparatives  
• One / ones and questions with which | How to  
• Respond to a complaint  
• Clarify  
• Discuss an overcharge |
| **Time**  
page 54  
Grammar Booster  
page GB-13 | • Use different types of transportation  
• Purchase and sell tickets  
• Interpret transportation schedules and fares  
• Explain lateness  
• Write an e-mail message | • Should  
• Could | • Should / Shouldn’t: statements  
• Should: yes/no questions and short answers  
• Should: information questions  
• Could / couldn’t: statements  
• Could: yes/no questions and answers  
• Could in information questions | How to  
• Buy a ticket  
• Ask about bus or train fares and schedules  
• Ask about lateness |
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<th>Vocabulary</th>
<th>Civics/Culture Concepts</th>
<th>Math Concepts and Practical Math Skills</th>
<th>Critical Thinking Skills</th>
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| • Weather-related terminology  
• Times of day  
• Meals | • Introduce co-workers or friends who don’t know each other. (W)  
• Understand and use telephone etiquette. | • Understand and state telephone numbers  
• Interpret Fahrenheit temperatures on a weather map | • Reasoning (uses logic to draw conclusions from available information) |
| • Types of housing  
• Rooms  
• Places in the neighborhood  
• Household bills | • Signing a lease legally binds a renter to its terms.  
• Expect to pay a security deposit when signing a lease.  
• Rent may or may not include utilities.  
• Some landlords do not allow pets. | • Understand spatial relationships  
• Compare rents  
• Calculate a security deposit based on rent  
• Apply concept of “maximum” in making rental decisions | • Decision-making (specifies constraints, evaluates and chooses the best alternative) |
| • Vehicles  
• Parts of cars and trucks  
• Products for cars | • It’s OK to ask for an estimate before having a repair done. | • Understand concept of a cost estimate  
• Distinguish between a span of time and a point in time | • Problem-solving (recognizes a problem and implements a plan of action) |
| • Personal care products  
• Medicines  
• Common drug-store items | • It’s OK to ask for less expensive products.  
• Speak up about a possible overcharge.  
• Customers are entitled to return defective purchases.  
• Be aware of terms and conditions for sales. | • Understand and compare prices  
• Determine cost of items based on advertising and stated limitations  
• Understand U.S. units of measurement | • Problem-solving (recognizes that a problem exists, implements a plan of action to resolve it) |
| • Transportation and commuting | • Be aware of fare-paying policies on public transportation.  
• Employees are expected to call if they are going to be late.  
• Understand schedules and plan ahead when using public transportation. | • Calculate wait time  
• Based on intervals, calculate departure times  
• Select departure time in order to arrive before a certain point in time | • Decision-making (evaluates and chooses the best alternative) |

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<td><strong>6 Supplies and services</strong></td>
<td>• Ask a favor of someone</td>
<td>• Agreeing with <strong>too</strong> and <strong>either</strong>; simple present tense</td>
<td>• Agreeing with <strong>too</strong> and <strong>either</strong>; present continuous and <strong>be</strong></td>
<td>How to</td>
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<td>• Offer assistance with a job or chore</td>
<td>• The present continuous for the future</td>
<td>• <strong>A, an, and the</strong></td>
<td>• Ask for and offer a favor</td>
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<td>• Politely decline an offer of assistance</td>
<td>• Review: the simple present tense and the present continuous</td>
<td>• <strong>A, an, and the</strong></td>
<td>• Accept or decline an offer</td>
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<td>• Express thanks</td>
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<td>• The present continuous for the future</td>
<td>• Express gratitude</td>
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<td>• Assess inventory and order supplies</td>
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<td><strong>7 Relationships</strong></td>
<td>• Understand procedures and rules</td>
<td>• If in statements about the future</td>
<td>• If in statements about the future with <strong>commands</strong></td>
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<td>• Assess personal needs related to work schedules</td>
<td>• Had better</td>
<td>• If in statements about the future with <strong>will</strong></td>
<td>• Advise someone not to break the rules</td>
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<td>• Interpret and discuss personnel policies and job manuals</td>
<td>• Would rather</td>
<td>• If in statements about the future with present tense</td>
<td>• Offer a choice</td>
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<td>• Evaluate the need for assistance and support</td>
<td>• Review: <strong>imperatives</strong></td>
<td>• <strong>Had better</strong> in statements</td>
<td>• Ask for time to decide</td>
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<td>• Assess consequences of carelessness</td>
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<td>• <strong>Would rather</strong> in statements</td>
<td>• Offer and accept advice</td>
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<td><strong>8 Health and safety</strong></td>
<td>• Give and understand warnings</td>
<td>• Responding with <strong>I will and I won’t</strong></td>
<td>• <strong>Might</strong></td>
<td>How to</td>
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<td></td>
<td>• Follow safety instructions</td>
<td>• <strong>Might</strong></td>
<td>• Responding with <strong>I will and I won’t to express willingness</strong></td>
<td>• Warn someone about danger</td>
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<td>• Write a note warning of a possible problem</td>
<td>• <strong>Might</strong></td>
<td></td>
<td>• Report a dangerous situation</td>
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<td>• Explain consequences of carelessness</td>
<td>• Review: <strong>will and won’t for the future</strong></td>
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<td>• Remind someone to do something</td>
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<td><strong>9 Money</strong></td>
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<td>• Comparisons with adjectives: superlatives</td>
<td>• Comparisons with adjectives: superlatives</td>
<td>How to</td>
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<td>• Cash a check</td>
<td>• Questions of degree</td>
<td>• Questions of degree with <strong>How</strong></td>
<td>• Ask for information in a bank</td>
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<td>• Fill out deposit and withdrawal slips</td>
<td>• Review: comparative forms of adjectives</td>
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<td>• Ask how long something will take</td>
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<td>• Read a bank statement</td>
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<td>• Remember something you forgot to do</td>
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<td><strong>10 Your career</strong></td>
<td>• Make a helpful suggestion regarding employment</td>
<td>• The present perfect with <strong>already</strong> and <strong>yet</strong></td>
<td>• The present perfect: statements</td>
<td>How to</td>
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<td>• Compare and contrast company policies and benefits</td>
<td>• <strong>Be supposed to</strong> and suggestions with <strong>Why</strong></td>
<td>• The present perfect with <strong>already</strong> and <strong>yet</strong></td>
<td>• Ask about a benefits plan</td>
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<td>• Understand paychecks and pay stubs</td>
<td>• Review: past participles</td>
<td>• The present perfect with <strong>since</strong> and <strong>for</strong></td>
<td>• Remind someone about an obligation</td>
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<td>• Complete a benefits enrollment form</td>
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<td>• <strong>Be supposed to</strong> statements</td>
<td>• Express sympathy over loss of a job</td>
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<td>• <strong>Be supposed to</strong> questions</td>
<td>• Suggest solutions or alternatives</td>
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<td>• Suggestions with <strong>Why</strong></td>
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</table>
| • Bedroom and bathroom furniture, fixtures, and supplies | • It's OK to ask co-workers for help.  
• Offer to help co-workers.  
• It's important to express gratitude.                                      | • Calculate difference between supplies in stock and supplies needed  
• Estimate supplies needed in a given situation                                     | • Problem-solving (implements a plan of action to resolve a problem)  
• Reasoning (uses logic to draw conclusions from available information) |
| • Work, family, and community relationships  
• Relating to others                                           | • Know where smoking is prohibited.  
• It’s essential to know and follow an employer’s policies.  
• Express concern for others’ problems.  
• Employees are often entitled to family or parental leave and emergency childcare. | • Determine amount of leave employees are eligible for                                                  | • Decision-making (specifies goals and constraints, evaluates and chooses the best alternative)  
• Reasoning (determines which conclusions are correct) |
| • Safety and danger                                           | • Residents are often legally entitled to smoke detectors.  
• It’s a duty to warn others and report dangerous situations.  
• Express gratitude for help.                                      | • Estimate how often activities are engaged in within a given period of time  
• Understand periodicity of time in maintaining fire safety equipment  
• Follow sequential directions                                         | • Reasoning (determines which conclusions are correct when given facts and conclusions) |
| • Banking and check-cashing offices                           | • Expect to pay a fee when using another bank’s ATM.  
• Customers are entitled to ask about terms of bank products and services.                           | • Understand fees and interest rates  
• Calculate total deposit amount  
• Calculate checking account balance                                      | • Reasoning (draws conclusions from available information)                                              |
| • Health insurance  
• Employer-paid benefits                                      | • Be aware of company-paid entitlements.  
• Follow the rules set by your insurance company to ensure maximum healthcare coverage.  
• Express concern for another’s misfortune and offer to help.  
• It is considered rude to ask about another’s income. | • Understand concepts of reimbursement and co-payment  
• Compare time requirements and benefits of vacation and sick day policies  
• Calculate net pay by subtracting deductions from gross pay  
• Correct math error in pay stub                                                                      | • Decision-making (specifies goals and constraints, generates alternatives)  
• Problem-solving (devises a plan of action)                                                            |