

Correlations¹

Unit	Correlations to National Standards			Correlations to State Standards	
	SCANS Competencies	CASAS Life Skill Competencies	EFF Content Standards	Florida	Texas
1 Your life and work page 1	<ul style="list-style-type: none"> Interpersonal: Interprets and communicates Information: Organizes data 	0.1.1, 0.1.4, 0.1.5, 0.2.1, 0.2.2, 2.3.3, 2.5.8, 2.7.2, 2.7.3, 3.2.1, 3.5.5, 4.1.1, 4.1.2, 4.1.5, 4.1.6, 4.1.7, 4.1.8, 4.4.1, 4.4.4, 4.8.7, 5.1.2, 5.1.6, 7.1.3, 7.2.1, 7.2.6, 7.4.7, 7.5.1, 7.5.2, 7.5.6, 8.1.1, 8.1.2, 8.3.1, 8.3.2	A full range of EFF Content Standards is included in this unit. The following are emphasized: <ul style="list-style-type: none"> • Speak So Others Can Understand 1–4 • Plan 1, 2, 4, 5 • Cooperate with Others 1–4 • Take Responsibility for Learning 1, 3, 4, 6 	Student's Book: 52.02, 52.03, 54.01, 56.02, 63.01, 64.01, 66.02, 66.03, 66.05, 66.07, 66.08, 66.09, 66.13, 66.14, 66.15, 67.02, 68.02, 68.03 Workbook: 52.02, 52.03, 52.05, 54.01, 56.02, 64.01, 66.05, 66.10, 67.02	Student's Book: 52.02, 52.03, 54.01, 56.02, 63.01, 64.01, 66.02, 66.03, 66.05, 66.07, 66.08, 66.09, 66.13, 66.14, 66.15, 67.02, 68.02, 68.03 Workbook: 52.02, 52.03, 52.05, 54.01, 56.02, 64.01, 66.05, 66.10, 67.02
2 Your environment page 15	<ul style="list-style-type: none"> Information: Acquires and evaluates data related to locations Interpersonal: Negotiates and plans with culturally diverse companions 	0.1.2, 0.1.5, 0.2.3, 0.2.4, 1.1.3, 1.9.4, 2.1.2, 2.1.7, 2.2.1, 2.2.5, 2.6.1, 2.6.3, 2.7.2, 2.7.3, 2.7.4, 2.7.6, 3.5.8, 3.5.9, 4.1.7, 4.4.3, 4.6.2, 4.8.7, 5.1.6, 6.6.5, 6.6.8, 7.1.3, 7.2.1, 7.2.6, 7.4.7, 7.4.8, 7.5.6, 8.3.1, 8.3.2	A full range of EFF Content Standards is included in this unit. The following are emphasized: <ul style="list-style-type: none"> • Read with Understanding 2–5 • Observe Critically 1–5 • Plan 1–5 • Cooperate with Others 1–4 • Take Responsibility for Learning 1–5 	Student's Book: 57.01, 57.02, 60.01, 60.02, 60.03, 63.01, 63.02, 64.02, 66.02, 66.03, 66.05, 66.07, 66.08, 66.09, 66.10, 66.13, 66.14, 66.15, 66.16, 66.17, 67.04, 68.01, 68.02, 68.03 Workbook: 60.01, 60.02, 60.03, 63.02, 66.05, 66.07, 66.08, 66.09, 66.10, 66.13, 66.15, 66.16, 66.17, 67.02, 67.04, 68.03	Student's Book: 57.01, 57.02, 60.01, 60.02, 60.03, 63.01, 63.02, 64.02, 66.02, 66.03, 66.05, 66.07, 66.08, 66.09, 66.10, 66.13, 66.14, 66.15, 66.16, 66.17, 67.04, 68.01, 68.02, 68.03 Workbook: 60.01, 60.02, 60.03, 63.02, 66.05, 66.07, 66.08, 66.09, 66.10, 66.13, 66.15, 66.16, 66.17, 67.02, 67.04, 68.03
3 Your equipment and machines page 29	<ul style="list-style-type: none"> Information: Acquires and evaluates data Technology: Maintains equipment and troubleshoots problems 	0.1.3, 1.6.4, 1.7.3, 1.7.4, 1.7.5, 1.9.5, 1.9.6, 1.9.7, 2.7.2, 2.7.3, 4.1.7, 4.4.3, 4.5.1, 4.5.4, 4.5.6, 4.5.7, 4.6.4, 4.6.5, 4.8.7, 4.9.4, 5.1.6, 7.1.3, 7.2.1, 7.2.6, 7.3.1, 7.3.2, 7.3.3, 7.3.4, 7.4.7, 7.5.3, 7.5.6, 8.3.1, 8.3.2	A full range of EFF Content Standards is included in this unit. The following are emphasized: <ul style="list-style-type: none"> • Read with Understanding 1–5 • Solve Problems and Make Decisions 1, 2, 4–6 • Plan 1–5 • Resolve Conflict and Negotiate 1–5 • Take Responsibility for Learning 1–6 	Student's Book: 53.01, 53.04, 55.01, 62.04, 63.01, 66.02, 66.03, 66.05, 66.07, 66.08, 66.09, 66.13, 66.14, 66.15, 67.02, 68.01, 68.03 Workbook: 53.01, 53.04, 53.05, 66.05, 66.07, 66.08, 66.09, 67.02, 68.03	Student's Book: 53.01, 53.04, 55.01, 62.04, 63.01, 66.02, 66.03, 66.05, 66.07, 66.08, 66.09, 66.13, 66.14, 66.15, 67.02, 67.05, 68.01, 68.03 Workbook: 53.01, 53.04, 53.05, 66.05, 66.07, 66.08, 66.09, 67.02, 68.03
4 Your customers page 43	<ul style="list-style-type: none"> Interpersonal: Serves customers Information: Acquires and evaluates data 	0.1.4, 0.1.5, 1.3.1, 1.3.3, 1.3.4, 1.3.7, 1.4.1, 1.6.3, 1.7.1, 1.7.4, 1.9.5, 1.9.6, 1.9.7, 2.7.2, 2.7.3, 4.1.7, 4.6.2, 4.6.4, 4.8.7, 5.1.6, 5.6.2, 5.7.1, 7.1.3, 7.2.1, 7.2.6, 7.3.1, 7.3.2, 7.3.3, 7.3.4, 7.4.7, 7.5.6, 8.2.6, 8.3.1, 8.3.2	A full range of EFF Content Standards is included in this unit. The following are emphasized: <ul style="list-style-type: none"> • Read with Understanding 1–5 • Solve Problems and Make Decisions 1–6 • Plan 1–5 • Resolve Conflict and Negotiate 1–5 • Take Responsibility for Learning 1–6 	Student's Book: 52.01, 53.01, 60.06, 62.01, 62.02, 63.01, 66.02, 66.05, 66.07, 66.08, 66.09, 66.10, 66.13, 66.14, 66.15, 67.01, 68.03 Workbook: 53.01, 60.06, 62.01, 62.02, 66.05, 66.07, 66.09, 66.13, 66.15, 66.16, 67.01, 67.02, 68.03	Student's Book: 52.01, 53.01, 60.06, 62.01, 62.02, 63.01, 66.02, 66.05, 66.07, 66.08, 66.09, 66.10, 66.13, 66.14, 66.15, 67.01, 68.03 Workbook: 53.01, 60.06, 62.01, 62.02, 66.05, 66.07, 66.09, 66.13, 66.15, 66.16, 67.01, 67.02, 68.03
5 Your time page 57	<ul style="list-style-type: none"> Resources: Knows how to allocate time Information: Interprets and communicates information Systems: Understands organizational systems 	0.1.5, 0.1.6, 1.4.2, 1.4.7, 2.1.3, 2.1.8, 2.2.4, 2.3.1, 2.3.2, 2.5.8, 2.7.2, 2.7.3, 3.1.2, 4.1.3, 4.1.7, 4.2.1, 4.2.2, 4.2.3, 4.2.4, 4.6.3, 4.8.7, 5.1.6, 6.6.6, 7.1.3, 7.2.1, 7.2.3, 7.2.6, 7.4.7, 7.5.6, 8.2.3, 8.2.5, 8.2.6, 8.3.1, 8.3.2	A full range of EFF Content Standards is included in this unit. The following are emphasized: <ul style="list-style-type: none"> • Read with Understanding 1–5 • Use Math to Solve Problems and Communicate 1–5 • Plan 1–5 • Take Responsibility for Learning 1–6 	Student's Book: 53.03, 53.04, 60.01, 62.01, 63.01, 66.02, 66.05, 66.06, 66.07, 66.09, 66.13, 66.14, 66.15, 67.02, 68.03 Workbook: 53.03, 53.04, 63.01, 66.05, 66.06, 66.07, 66.09, 67.02, 67.04, 68.03	Student's Book: 53.03, 53.04, 60.01, 62.01, 63.01, 66.02, 66.05, 66.06, 66.07, 66.09, 66.13, 66.14, 66.15, 67.02, 68.03 Workbook: 53.03, 53.04, 63.01, 66.05, 66.06, 66.07, 66.09, 67.02, 67.04, 68.03

¹Correlations are also available at www.longman.com/correlations.

Unit	Correlations to National Standards			Correlations to State Standards	
	SCANS Competencies	CASAS Life Skill Competencies	EFF Content Standards	Florida	Texas
6 Your supplies and resources page 71	<ul style="list-style-type: none"> Interpersonal: Teaches others; Teams with partner Information: Acquires and evaluates data; Uses computer to process information 	0.1.1, 1.1.1, 1.1.4, 1.1.5, 1.1.6, 1.1.7, 1.1.8, 1.1.9, 1.2.1, 1.2.2, 1.2.3, 1.2.4, 1.2.5, 1.3.1, 1.3.3, 1.3.4, 1.3.8, 1.3.9, 1.6.1, 1.7.2, 1.8.5, 1.9.5, 1.9.6, 1.9.7, 2.4.3, 2.4.6, 2.6.4, 2.7.2, 2.7.3, 3.2.1, 3.5.1, 4.1.1, 4.4.3, 4.6.3, 4.7.2, 4.8.7, 4.9.3, 5.1.2, 5.1.6, 6.0.1, 6.0.2	A full range of EFF Content Standards is included in this unit. The following are emphasized: <ul style="list-style-type: none"> Observe Critically 1–5 Use Math to Solve Problems and Communicate 1–6 Plan 1–5 Take Responsibility for Learning 1–6 	Student's Book: 66.02, 66.05, 66.07, 66.09, 66.13, 66.14, 66.15, 67.04, 68.03 Workbook: 66.05, 66.07, 66.09, 67.02, 67.04, 68.03	Student's Book: 66.02, 66.05, 66.07, 66.09, 66.13, 66.14, 66.15, 67.04, 68.03 Workbook: 66.05, 66.07, 66.09, 67.02, 67.04, 68.03
7 Your relationships page 85	<ul style="list-style-type: none"> Interpersonal: Works on teams and teaches others Information: Interprets and communicates information 	0.1.4, 1.9.1, 1.9.2, 2.2.2, 2.2.3, 2.5.7, 2.7.2, 2.7.3, 4.1.7, 4.6.1, 4.8.7, 5.1.6, 5.3.1, 5.3.2, 5.3.5, 5.3.7, 5.6.1, 7.1.3, 7.2.1, 7.2.6, 7.3.1, 7.3.2, 7.3.3, 7.3.4, 7.4.7, 7.5.3, 7.5.6, 8.1.3, 8.3.1, 8.3.2	A full range of EFF Content Standards is included in this unit. The following are emphasized: <ul style="list-style-type: none"> Listen Actively 1–4 Solve Problems and Make Decisions 1–6 Plan 1–5 Guide Others 1–4 Take Responsibility for Learning 1–6 	Student's Book: 53.04, 56.01, 56.02, 56.03, 60.04, 60.05, 60.06, 61.01, 61.02, 63.01, 63.03, 65.01, 66.02, 66.05, 66.07, 66.09, 66.13, 66.14, 66.15, 67.01, 68.03 Workbook: 53.04, 56.01, 56.03, 60.04, 60.05, 60.06, 61.02, 63.01, 66.05, 66.07, 66.09, 66.10, 67.02, 67.04, 68.03	Student's Book: 53.04, 56.01, 56.02, 56.03, 60.04, 60.05, 60.06, 61.01, 61.02, 63.01, 63.03, 63.04, 65.01, 66.02, 66.05, 66.07, 66.09, 66.13, 66.14, 66.15, 67.01, 68.03 Workbook: 53.04, 56.01, 56.03, 60.04, 60.05, 60.06, 61.02, 63.01, 66.05, 66.07, 66.09, 66.10, 67.02, 67.04, 68.03
8 Your health and safety page 99	<ul style="list-style-type: none"> Interpersonal: Negotiates and works in teams Systems: Monitors and corrects performance Information: Acquires and evaluates data 	1.6.3, 1.6.4, 2.6.1, 2.6.3, 2.6.4, 2.7.2, 2.7.3, 3.1.1, 3.1.2, 3.1.3, 3.2.3, 3.3.1, 3.3.2, 3.3.3, 3.4.1, 3.4.2, 3.5.3, 3.5.5, 4.4.6, 4.6.1, 4.8.7, 5.1.6, 6.2.4, 6.2.5, 7.1.3, 7.2.1, 7.2.6, 7.3.1, 7.3.2, 7.3.3, 7.3.4, 7.4.7, 7.5.3, 7.5.6, 8.1.3, 8.2.1, 8.2.2, 8.3.1, 8.3.2	A full range of EFF Content Standards is included in this unit. The following are emphasized: <ul style="list-style-type: none"> Speak So Others Can Understand 1–4 Solve Problems and Make Decisions 1, 3–6 Plan 1–5 Guide Others 1–4 Take Responsibility for Learning 1–6 	Student's Book: 53.05, 58.01, 58.02, 58.03, 58.04, 66.02, 66.05, 66.07, 66.09, 66.11, 66.13, 66.14, 66.15, 67.01, 68.03 Workbook: 58.01, 58.04, 66.05, 66.07, 66.08, 66.09, 67.01, 67.02, 68.03	Student's Book: 53.05, 54.03, 58.01, 58.02, 58.03, 58.04, 66.02, 66.05, 66.07, 66.09, 66.11, 66.13, 66.14, 66.15, 67.01, 68.03 Workbook: 58.01, 58.04, 66.05, 66.07, 66.08, 66.09, 67.01, 67.02, 68.03
9 Your money page 113	<ul style="list-style-type: none"> Interpersonal: Works in teams Information: Acquires and evaluates data Systems: Understands organizational systems 	1.1.5, 1.1.6, 1.2.1, 1.2.5, 1.3.1, 1.3.2, 1.3.3, 1.3.4, 1.3.6, 1.4.3, 1.4.6, 1.5.1, 1.5.2, 1.5.3, 1.6.2, 1.8.1, 1.8.2, 1.8.3, 1.8.4, 1.8.5, 1.9.5, 1.9.8, 2.1.1, 2.1.4, 2.1.5, 2.2.4, 2.7.2, 2.7.3, 3.2.3, 3.2.4, 4.7.1, 4.8.7, 5.1.6, 6.0.1, 6.0.2, 6.0.3, 6.0.4, 6.2.1, 6.2.2, 6.2.5, 6.3.1, 6.3.2, 6.4.1, 6.4.3	A full range of EFF Content Standards is included in this unit. The following are emphasized: <ul style="list-style-type: none"> Read with Understanding 1–5 Use Math to Solve Problems and Communicate 1–6 Solve Problems and Make Decisions 1–6 Plan 1–5 Take Responsibility for Learning 1–6 	Student's Book: 53.02, 57.03, 59.01, 59.02, 59.03, 59.04, 62.03, 62.05, 66.02, 66.05, 66.07, 66.09, 66.11, 66.13, 66.14, 66.15, 67.04, 68.03 Workbook: 53.02, 59.01, 59.02, 59.03, 59.04, 62.03, 63.01, 66.05, 66.07, 66.08, 66.09, 67.02, 68.03	Student's Book: 53.02, 57.03, 59.01, 59.02, 59.03, 59.04, 62.03, 62.05, 66.02, 66.05, 66.07, 66.09, 66.11, 66.13, 66.14, 66.15, 67.04, 68.03 Workbook: 53.02, 59.01, 59.02, 59.03, 59.04, 62.03, 63.01, 66.05, 66.07, 66.08, 66.09, 67.02, 68.03
10 Your career page 127	<ul style="list-style-type: none"> Information: Interprets and communicates information Systems: Monitors and corrects performance 	1.4.1, 1.4.2, 2.4.1, 2.4.2, 2.7.2, 2.7.3, 4.1.2, 4.1.4, 4.1.5, 4.1.6, 4.1.7, 4.1.8, 4.1.9, 4.4.1, 4.4.2, 4.4.4, 4.6.1, 4.6.2, 4.7.3, 4.8.7, 4.9.1, 5.1.6, 7.1.1, 7.1.2, 7.1.3, 7.2.1, 7.2.6, 7.4.7, 7.5.1, 7.5.2, 7.5.3, 7.5.6, 8.1.1, 8.1.2, 8.3.1, 8.3.2	A full range of EFF Content Standards is included in this unit. The following are emphasized: <ul style="list-style-type: none"> Read with Understanding 2–5 Speak So Others Can Understand 1–4 Listen Actively 1–4 Plan 1–5 Guide Others 1–4 Take Responsibility for Learning 1–6 	Student's Book: 52.02, 52.04, 52.05, 54.01, 54.02, 63.01, 66.05, 66.06, 66.09, 66.13, 66.14, 66.15, 66.16, 67.02, 68.03 Workbook: 52.02, 52.04, 52.05, 54.01, 63.01, 66.05, 66.06, 66.07, 66.08, 66.09, 67.02, 68.03	Student's Book: 52.02, 52.04, 52.05, 54.01, 54.02, 63.01, 66.05, 66.06, 66.09, 66.13, 66.14, 66.15, 66.16, 67.02, 68.03 Workbook: 52.02, 52.04, 52.05, 54.01, 63.01, 66.05, 66.06, 66.07, 66.08, 66.09, 67.02, 68.03

Scope and sequence

Unit	Workplace Skills	Lifeskills	Grammar	Grammar Booster
1 Your life and work page 1 Grammar Booster page GB-1	<ul style="list-style-type: none"> • Prepares for job interview • Completes application • Requests letter of recommendation • Describes skills and abilities 	<ul style="list-style-type: none"> • Engages in small talk • Gets to know someone • Asks for references 	<ul style="list-style-type: none"> • The present perfect continuous • Gerunds for describing likes, dislikes, and skills 	<ul style="list-style-type: none"> • Present perfect continuous: statements • Present perfect continuous: <u>yes/no</u> questions and short answers • Present perfect continuous: information questions • Gerunds for describing likes, dislikes, and skills
2 Your environment page 15 Grammar Booster page GB-5	<ul style="list-style-type: none"> • Requests and gives directions inside a building • Offers and gives assistance • Gives directions to a place 	<ul style="list-style-type: none"> • Demonstrates elevator etiquette • Gives directions for transportation • Uses maps and building directories 	<ul style="list-style-type: none"> • Imperatives for directions, warnings, requests, and suggestions • Indirect commands 	<ul style="list-style-type: none"> • Directions, warnings, requests, and suggestions • Indirect commands
3 Your equipment and machines page 29 Grammar Booster page GB-8	<ul style="list-style-type: none"> • Tells employer about equipment breakdown • Troubleshoots a problem 	<ul style="list-style-type: none"> • Discusses a product warranty • Completes a proof-of-purchase card • Uses telephone product service lines 	<ul style="list-style-type: none"> • The passive voice • Review: Irregular past participles 	<ul style="list-style-type: none"> • Passive voice: present and past statements • Passive voice: questions and short answers
4 Your customers page 43 Grammar Booster page GB-11	<ul style="list-style-type: none"> • Explains a discontinued item • Discusses a safety recall • Offers to make good • Improves a quality-control problem • Offers service 	<ul style="list-style-type: none"> • Requests a brand • Asks for service in a gas station • Acts on a product recall • Explains conditions • Writes consumer complaint letters 	<ul style="list-style-type: none"> • <u>Used to</u> • Comparisons with <u>as</u> and <u>not as</u> • Review: Comparative forms 	<ul style="list-style-type: none"> • <u>Used to</u>: statements • <u>Used to</u>: questions and answers • Comparisons with <u>as</u> + adjective + <u>as</u> • Comparative forms: review
5 Your time page 57 Grammar Booster page GB-16	<ul style="list-style-type: none"> • Understands consequences of lateness • Clarifies job expectations • Discusses payment, hours, and overtime pay 	<ul style="list-style-type: none"> • Discusses payment • Computes pay • Understands importance of punctuality • Reschedules events 	<ul style="list-style-type: none"> • Verbs followed by infinitives • Verbs followed by objects and infinitives 	<ul style="list-style-type: none"> • Verbs followed by infinitives: statements and questions • Verbs followed by objects and infinitives

	Social Language	Vocabulary	Civics/Culture Concepts	Math Concepts and Practical Math Skills	Critical Thinking Skills
	<p>How to</p> <ul style="list-style-type: none"> • initiate conversations • give and accept compliments • get to know someone 	<ul style="list-style-type: none"> • Good and bad weather adjectives • Expressions of surprise • Occupations and allied skills 	<ul style="list-style-type: none"> • Appropriate job interview dress and demeanor 	<ul style="list-style-type: none"> • Understand gradations along a continuum • Distinguish between a period of time and a point in time 	<ul style="list-style-type: none"> • Classifies behavior as appropriate and inappropriate
	<p>How to</p> <ul style="list-style-type: none"> • extend and accept invitations • ask for directions • tell and ask others for directions • make plans to meet 	<ul style="list-style-type: none"> • Directions in building interiors • Responses to social invitations 	<ul style="list-style-type: none"> • Appropriate punctuality for social invitations 	<ul style="list-style-type: none"> • Understand spatial relationships • Use ordinal numbers • Give and follow sequential directions 	<ul style="list-style-type: none"> • Interprets maps • Analyzes problems depicted in picture • Compares and contrasts map resources
	<p>How to</p> <ul style="list-style-type: none"> • admit a possible error • reassure a worried person • empathize • express worry about consequences 	<ul style="list-style-type: none"> • Equipment, machines, and appliances • Machine maintenance • Mechanical problems • Computer malfunctions 	<ul style="list-style-type: none"> • Rights afforded by product warranties • Employer expectations that workers report equipment breakdowns 	<ul style="list-style-type: none"> • Understand and apply time limitations and other numerical terms of warranties (miles) • Understand time sensitivity of proof-of-purchase cards 	<ul style="list-style-type: none"> • Interprets a product warranty • Compares and contrasts service receipts
	<p>How to</p> <ul style="list-style-type: none"> • confirm another's opinion • express disappointment • express regret • offer an alternative 	<ul style="list-style-type: none"> • Phrases to describe good and bad quality • Locations in a store • Ways to make good on a complaint • Products for babies and children 	<ul style="list-style-type: none"> • Consumer Product Safety Commission and product safety recalls • Civic responsibility for the environment • EPA rules 	<ul style="list-style-type: none"> • Understand spatial relationships • Understand concept of equivalence of value • Understand U.S. units of measurement (quarts) • Understand motor oil viscosity 	<ul style="list-style-type: none"> • Compares and contrasts consumer behavior in a native country with the U.S.A. • Compares and contrasts present and past life
	<p>How to</p> <ul style="list-style-type: none"> • reschedule events • provide reasons • interrupt politely • ask for repetition • ask for permission • clarify expectations 	<ul style="list-style-type: none"> • Payment options • Wages and hours • Time expressions 	<ul style="list-style-type: none"> • Fair Labor Standards Act: minimum wage and entitlement to overtime pay • Company time vs. personal time 	<ul style="list-style-type: none"> • Use addition and subtraction to calculate wage requirements for tipped employees • Calculate time and a half and double time based on hourly rate • Calculate weekly earnings based on hourly wage 	<ul style="list-style-type: none"> • Compares and contrasts payment options • Understands consequences

Scope and sequence

Unit	Workplace Skills	Lifeskills	Grammar	Grammar Booster
6 Your supplies and resources page 71 Grammar Booster page GB-18	<ul style="list-style-type: none"> Orders supplies by mail or online Makes economical purchasing decisions 	<ul style="list-style-type: none"> Comparison shops Uses unit pricing Uses food coupons Determines the “best buy” 	<ul style="list-style-type: none"> Conclusions with <u>must</u> Exclamations with <u>What</u> 	<ul style="list-style-type: none"> Conclusions with <u>must</u> Exclamations with <u>What</u>
7 Your relationships page 85 Grammar Booster page GB-21	<ul style="list-style-type: none"> Asks about and understands rules and laws Congratulates someone on good news 	<ul style="list-style-type: none"> Offers help Understands a summons for violation of a rule Understands rules and laws 	<ul style="list-style-type: none"> Impersonal <u>it</u> (with adjectives and infinitives) 	<ul style="list-style-type: none"> Impersonal <u>it</u>: statements and questions
8 Your health and safety page 99 Grammar Booster page GB-23	<ul style="list-style-type: none"> Reads directions and warnings Follows employer policies 	<ul style="list-style-type: none"> Returns an item to the supermarket Sends food back at a restaurant Gets a prescription Chooses and uses over-the-counter medications 	<ul style="list-style-type: none"> Review: Possessive adjectives Review: Possessive nouns Possessive pronouns 	<ul style="list-style-type: none"> Possession: possessive adjectives: <u>my, your, his, her, their, our</u> Possession: possessive nouns Possession: possessive pronouns: <u>mine, yours, his, hers, its, ours, theirs</u>
9 Your money page 113 Grammar Booster page GB-26	<ul style="list-style-type: none"> Reads bills Writes checks Evaluates financial services of banks Offers information to customers 	<ul style="list-style-type: none"> Finds appropriate person for information Uses the Yellow Pages Avoids consequences of personal debt Reads the fine print Understands credit and debit cards 	<ul style="list-style-type: none"> Conditional sentences <u>Keep</u> + gerund 	<ul style="list-style-type: none"> Conditional sentences <u>Keep</u> and gerund
10 Your career page 127 Grammar Booster page GB-29	<ul style="list-style-type: none"> Phones for an interview Offers job history and references Discusses career goals Accepts feedback in performance reviews 	<ul style="list-style-type: none"> Phones for an interview Praises others Accepts compliments 	<ul style="list-style-type: none"> Review: The simple present tense and the present continuous Review: The present perfect and the present perfect continuous 	<ul style="list-style-type: none"> Review: Simple present and present continuous Review: Present perfect and present perfect continuous

	Social Language	Vocabulary	Civics/Culture Concepts	Math Concepts and Practical Math Skills	Critical Thinking Skills
	<p>How to</p> <ul style="list-style-type: none"> • agree emphatically • offer suggestions 	<ul style="list-style-type: none"> • Containers • Units of measure • Abbreviations of quantity 	<ul style="list-style-type: none"> • The entitlement of consumers to unit pricing so they can determine the “best buy” 	<ul style="list-style-type: none"> • Convert between unit price and total price • Compare regular prices with specials to determine savings • Appreciate and calculate savings based on buying larger quantity • Understand U.S. units of measurement 	<ul style="list-style-type: none"> • Compares and contrasts values • Draws conclusions • Classifies products by unit of measure
	<p>How to</p> <ul style="list-style-type: none"> • express uncertainty • ask someone to be more considerate • apologize • ask a stranger about a rule or law • offer sympathy and express appreciation 	<ul style="list-style-type: none"> • Expressions of uncertainty • Conversation starters • Adjectives of emotion 	<ul style="list-style-type: none"> • Ignorance of the law is no excuse. • The importance of neighborhood etiquette 	<ul style="list-style-type: none"> • Interpret signs that stipulate time periods when parking is illegal • Consider relationship between fines and gravity of infractions • Calculate penalties on unpaid fines 	<ul style="list-style-type: none"> • Compares and contrasts customs and laws in a native country and U.S.A.
	<p>How to</p> <ul style="list-style-type: none"> • show concern • state one’s purpose • confirm information • complain about purchased food 	<ul style="list-style-type: none"> • Complaints about food purchased • Medicine label terms 	<ul style="list-style-type: none"> • The right to return food sold after its sell-by date • The responsibility to use safe food-handling practices at home and on the job 	<ul style="list-style-type: none"> • Compare package label and calendar date to determine freshness of a food item • Understand medicine dosage, frequency of administration, and maximum daily dosage based on age of patient 	<ul style="list-style-type: none"> • Analyzes medications • Compares food-handling customs • Applies warnings on medications
	<p>How to</p> <ul style="list-style-type: none"> • offer good and bad financial news • discuss problems with debt • offer advice 	<ul style="list-style-type: none"> • Bank services and accounts • Good and bad financial news • Expressions of satisfaction and dissatisfaction • Complaints about bank services 	<ul style="list-style-type: none"> • Consumer rights to fair credit practices are protected by the Federal Trade Commission. 	<ul style="list-style-type: none"> • Understand concept of a mortgage • Understand concepts of interest and interest rate and how they apply to different bank services and accounts • Decide how much to pay on a monthly credit card bill 	<ul style="list-style-type: none"> • Compares bank services • Solves debt-related problems • Decides how much to pay on a credit card bill
	<p>How to</p> <ul style="list-style-type: none"> • move to a first-name basis • accept compliments • explain reasons for actions 	<ul style="list-style-type: none"> • Responses to compliments • On-the-job educational opportunities 	<ul style="list-style-type: none"> • The nature of employee-boss relationships 	<ul style="list-style-type: none"> • Understand performance review periods (quarterly, yearly) 	<ul style="list-style-type: none"> • Identifies reasons to change jobs