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<th>Vocabulary*</th>
<th>Conversation Strategies</th>
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| 1 Greetings and Small Talk | • Customs around the world  
• Tourist activities | • Ask What have you been up to? or How have you been? to start a conversation  
• Add information beyond Yes or No to continue a conversation  
• Use That's great to shift to a new topic | • The present perfect: yet, already, ever, and before  
• past participles | • Further explanation of form and usage: the present perfect |
| 2 Movies and Entertainment | • Explanations for being late  
• Ways to express likes and dislikes  
• Movie genres  
• Adjectives to describe movies | • Use They say to support a suggestion  
• Use Actually to indicate that what you are about to say may be surprising  
• Use For real? to convey surprise | • The present perfect: additional uses—for and since  
• Would rather | • Contrasting the present perfect and the present perfect continuous  
• Spelling rules for the present participle |
| 3 Staying at Hotels | • Telephone messages  
• Hotel room features  
• Hotel facilities  
• Hotel room amenities and services | • Use I'd like to to politely state your purpose on the phone  
• Use That's right to confirm  
• Use By the way to introduce a new topic or a question | • The future with will  
• Had better | • Further explanation of usage: future with will and be going to  
• Degrees of obligation: have to, must, had better, be supposed to, should, ought to, and could |
| 4 Cars and Driving | • Ways to show concern  
• Car parts  
• Types of cars  
• Bad driving behaviors  
• Polite address  
• Phrasal verbs | • Use expressions such as I'm so sorry and How awful to convey concern  
• Begin a response with Well to introduce an explanation | • The past continuous  
• Direct object placement with phrasal verbs | • Further explanation of usage: the past continuous  
• Direct object placement: separable and inseparable phrasal verbs |
| 5 Personal Care and Appearance | • Personal care products  
• Salon services  
• Ways to schedule and pay for personal care  
• Ways to improve appearance | • Repeat part of a question before answering to clarify  
• Use Can I get to make a request more polite | • Count and non-count nouns: indefinite quantities and amounts—some, any, a lot of, many, and much  
• Someone and anyone | • Review of non-count nouns: containers, quantifiers, and other modifiers  
• Too many, too much, and enough  
• Indefinite pronouns: something, anything, and nothing |

*In Top Notch, the term vocabulary refers to individual words, phrases, and expressions.

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| • Offer to introduce someone  
  • Get reacquainted with someone  
  • Greet a visitor  
  • Talk about tourist activities  
  • Explain local customs  
  • Ask about life experiences | • Negative contractions | • People ask visitors about what they’ve done Task: identify activities  
  • A game show Task: describe the guests’ life experiences  
  • Conversation with a visitor Task: identify tourist sights visited | • Magazine article about gestures around the world  
  • Customs around the world  
  • Experiences survey | • Write about an experience  
  • Create a guide for visitors to your country on how to behave  
  • Introduce yourself |
| • Apologize for and explain lateness  
  • Offer to pay or return the favor  
  • Compare tastes in movies  
  • Describe movies you’ve seen lately  
  • Discuss the effects of violence in the media | • Reduction of /h/ | • Movie reviews Task: identify genres and recommendations  
  • Two people choose a movie to see Task: write movie descriptions  
  • Conversations about movies Task: use adjectives to describe the movies | • Magazine article about violence in movies  
  • Movie catalog ads  
  • Movie reviews | • Write a movie review page  
  • Express opinions about violence in media |
| • Leave and take a phone message  
  • Check into and out of a hotel  
  • Discuss hotel room features and facilities  
  • Request housekeeping services  
  • Choose a hotel | • Contraction with will | • Phone calls to a hotel Task: take phone messages  
  • Conversations about hotel reservations Task: write the room features guests want  
  • Requests for hotel room amenities and services Task: identify the services and items requested | • Tourist guide recommending New York hotels  
  • Hotel bill  
  • Hotel preference survey | • Describe the advantages and disadvantages of a hotel  
  • Describe a hotel you’ve stayed at |
| • Describe a car accident and damage  
  • Express concern  
  • Ask for service and repairs  
  • Describe car problems  
  • Rent a car  
  • Discuss driving rules | • Stress of particles in phrasal verbs | • People describe car accidents Task: identify car damage  
  • Phone calls to a car rental agency Task: infer if the caller rented the car  
  • Conversations with a car rental agent Task: listen for car types | • Magazine article about driving abroad  
  • Online response to car rental request  
  • International road signs  
  • Driving safety survey | • Compare good and bad drivers |
| • Shop for personal care products  
  • Ask for something you can’t find  
  • Request salon services  
  • Schedule and pay for personal care  
  • Discuss ways people improve their appearance | • Vowel reduction to /ə/ | • Radio advertisements Task: identify personal care products  
  • Conversations about salon appointments Task: identify salon services  
  • Customers ask about personal care services Task: listen for the services requested and explain what happened | • Advice column about cosmetic surgery  
  • Personal appearance survey | • Write a letter to a magazine’s editor  
  • Describe a personal care product you like |
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| 6 Eating Well | • Excuses for not eating something  
• Food passions  
• Lifestyles and health problems  
• Describing food | • Use Don’t worry about it to decline an apology  
• Use Well to introduce an opinion that differs from someone else’s | • Further explanation of usage: negative yes/no questions with short answers  
• Further explanation of usage: Why don’t / doesn’t …?  
• Further explanation of form: used to |
| 7 Psychology and Personality | • Describing colors  
• Adjectives of emotion  
• Suggestions to cheer someone up  
• Adjectives to describe personality | • Use You know… to be less abrupt  
• Use out of the question to indicate opposition  
• Use Really? to indicate a difference of opinion  
• Use Thanks for asking to acknowledge another’s concern | • Gerunds and infinitives after certain verbs  
• Gerunds after prepositions  
• Expressions with prepositions  
• Further explanation of form and usage: gerunds and infinitives  
• Negative gerunds |
| 8 Enjoying the Arts | • Types of art  
• Common materials  
• Positive adjectives  
• Ways to say you don’t like something | • Use For one thing to provide one reason among several  
• Use Excuse me to ask for attention in a store | • The passive voice: statements and questions  
• The passive voice: intransitive verbs  
• Further explanation of form and usage: the passive voice  
• Further explanation of form and usage: the passive voice |
| 9 Living with Computers | • Computer products and accessories  
• Computer toolbars and commands  
• Internet activities | • Use Oh yeah? to show that you are interested  
• Use Everyone says to solicit an opinion  
• Use Well to soften a contradictory opinion  
• Use Why don’t you to respectfully offer advice | • Comparisons with as … as  
• The infinitive of purpose  
• Review: comparatives and superlatives  
• As … as with adverbs  
• Expressing purpose with in order to and for |
| 10 Ethics and Values | • Ways to acknowledge thanks  
• Ways to express certainty  
• Moral dilemmas  
• Personal values | • Use Excuse me to get a stranger’s attention  
• Ask You think so? to probe the wisdom of a course of action | • Possessive pronouns  
• Factual and unreal conditional sentences  
• Further explanation of form and usage: factual and unreal conditional sentences |
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<td>• Used to</td>
<td>• Conversations about food</td>
<td>• News article about changing lifestyles and obesity</td>
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<td>• Task: identify excuses for not eating something</td>
<td>• The healthy-eating pyramid</td>
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<td>• Task: describe food items</td>
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<td>• Conversations about color preferences</td>
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<td>• Task: identify the objects discussed</td>
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<td>• Four news articles about serious problems with the Internet</td>
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<tr>
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<td>• Descriptions of computer activities</td>
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