

U.S.A. Learns Curriculum Scope and Sequence

First English Course

Second English Course

Practice English and Reading

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November 5, 2008

Updated May 6, 2011





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Introduction

The *U.S.A. Learns* Web site consists of three unique programs.

First English Course is designed for ESL beginner-level adult learners. The course uses a classroom-based teaching video, *Putting English to Work 1*, as the basis of the scope and sequence of the content. Twenty sequenced units of instruction are organized in thematic topics. Activities in each unit build upon previously presented content.

Second English Course, designed for ESL intermediate-level adult learners, is an extension and expansion of the popular online *English For All* series. The course uses the video stories from *English For All*, organized in five topics. Each topic uses a different video story with an instructive plot and interesting characters. The video story of each topic is unique; plots and characters do not overlap topics. The topic's story is presented in 4 consecutive units. All instructional activities are based on the language and actions of the video stories.

Practice English and Reading offers 42 readings based on real-life situations. These stories can be used to supplement and extend the intermediate students' curriculum. Each story contains a reading, vocabulary development, comprehension questions, and a writing prompt.

This document lists the vocabulary, main grammar, language functions, and life skills taught in each unit of the *First English Course* and the *Second English Course*. The *Second English Course* chart contains a synopsis of each unit story. The last section lists the topics, story titles and key vocabulary found in *Practice English and Reading*.



First English Course

The First English Course uses the teaching video, *Putting English to Work 1*, developed by LAUSD, as a basis for each unit's content. The video follows an adult school ESL teacher and her class as they learn and practice new concepts in their classroom. The application of the language learned is viewed in short scenarios of the students' lives outside of the classroom. The video is presented in short segments, followed immediately by activities that allow the student to interact with the new content.

The First English Course activities of each unit build on content from previous units. Completing the units in the prescribed order is therefore highly recommended.

The content of the unit topic is divided into two basic sections: Introduction & Vocabulary and Language Practice. Vocabulary presentation and activities give students the opportunity to learn important words they need as building blocks in the Language Practice section. Language Practice activities use the vocabulary base to build upon as students learn grammar concepts and language functions. Video scenarios as well as reading, focused listening, speaking, writing and life skill activities challenge the student to use the vocabulary in authentic language.

Some units have a second group of related vocabulary so the menu will present Vocabulary 2 and Language Practice 2. Students should be guided to always complete the sections and activities in the order presented, starting with Introduction & Vocabulary 1.



Unit 1: First English Class

Key Vocabulary	Grammar	Language functions / Life Skills
Classroom Directions ask	First person use of "be"	Introducing yourself
listen point read		Understanding lesson directions
say spell type watch		Spelling first and last names
write Introductions		
Alphabet		



Unit 2: In the Classroom

Key Vocabulary	Grammar	Language functions / Life Skills
People and Things in a Classroom	Be-statements	Spelling practice
class student teacher	Contractions	Identifying common objects and people in the classroom
backpack book chair	Pronouns	
clock		
notebook paper		
pen pencil table		



Unit 3: Numbers

Key Vocabulary	Grammar	Language functions / Life Skills
Numbers 0-10	Questions using	Asking for an address or phone
zero	"what is" and	number
one	"what's"	
two		
three		Completing a personal information
four		form (phone number, address)
five		
six		
seven		
eight		
nine		
ten		
Numbers 10-20 etc.		
eleven		
twelve		
thirteen		
fourteen		
fifteen		
sixteen		
seventeen		
eighteen		
nineteen		
twenty		
address		
phone number		
zip code		



Unit 4: Around the Clock

Key Vocabulary	Grammar	Language functions / Life Skills
Times of Day	Present	Reading an analog clock
morning	Continuous	
noon		Asking for and giving the time
afternoon		Asking for and giving the time
evening		
night		Discussing daily activities
midnight		3 ,
2:00		
2:15		
2:30		
2:45		
5:00		
5:05		
5:45		
5:55		
9:10		
9:25		
Daily Activity Verbs		
wake up		
brush your teeth		
shave		
take a shower		
get dressed		
eat breakfast		
read the newspaper		
leave		
walk		



Unit 5: The Calendar

Key Vocabulary	Grammar	Language functions / Life Skills
Calendar	Questions using "when is and	Reading a calendar
year month week day Monday Tuesday Wednesday Thursday Friday Saturday Saturday Sunday January February March April May June July August	when's"	Asking for and giving the date/birthday
September October November December		



Unit 5: The Calendar (continued)

Key Vocabulary	Grammar	Language functions / Life Skills
Ordinal Numbers		
first		
second		
third		
fourth		
fifth		
sixth		
seventh		
eighth		
ninth		
tenth		
twenty-first		
twenty-second		
twenty-third		



Unit 6: Places to Go

Vocabulary	Grammar	Language functions /Life Skills
Places in the Community house park office market school cafe address street	Questions and short answers with be	Asking and answering questions about times, addresses and daily activities Taking phone messages



Unit 7: Countries & Nationalities

Vocabulary	Grammar	Language functions /Life Skills
Countries and Nationalities	Questions using "where" and "what"	Completing questions on a form about residence and country of origin
United States		1.19
Mexico		
Russia	Asking and	
Iraq	answering	
Korea	questions about	
China	nationality and	
India	home country	
France		
Japan		
Italy		
El Salvador		
Canada		
England		
American		
Mexican		
Japanese		
Italian		
Canadian		
Salvadoran		
French		
Russian		
Korean		
English		
Chinese		
Iraqi		
Indian		



Unit 8: Celebrations

Vocabulary	Grammar	Language functions /Life Skills
Holidays	Simple Present	Making a to-do list
holiday	Tense of Like	
New Year's Day	Questions and	la itia a sa a sa ta a sa ata
Independence Day	Short Answers with <i>Can</i>	Inviting people to a party
Veteran's Day Christmas	with Carl	
birthday		
party		
sing		
dance		
food		
Party-related Nouns and		
Verbs		
to-do list		
invite		
buy		
gift cake		
make a cake		
decorations		
put up		
clean		
eat		
drink		



Unit 9: Family

Vocabulary	Grammar	Language functions /Life Skills
Family Personal	Simple Present	Giving information about marital
parents	Tense of <i>Have</i>	status and family in conversation
children		and on forms
father		
mother		
daughter		Recognizing information requested
son		on a personal information form
grandparents		
grandchildren		
husband		
wife		
family		
grandmother		
grandfather nephew		
grandson		
sister		
niece		
brother		
aunt		
uncle		
cousin		
granddaughter		
Information Form Words		
married		
divorced		
widowed		
single		
age .		
gender		
male		
female		



Unit 10: School

Vocabulary	Grammar	Language functions /Life Skills
School Workers and Locations	Possessive Adjectives and Nouns	Reading an informational flyer
teacher principal librarian office clerk janitor school library classroom principal's office cafeteria office	Nouris	Conversing with school personnel at a Parent-Teacher Night
hallway bathroom		



Unit 11: Clothes and Colors

Vocabulary	Grammar	Language functions /Life Skills
Clothing, Jewelry	Adjectives and	Reading a clothing store ad
jeans	Nouns	
t-shirt		
dress	Descent	Identifying clothes sizes
skirt	Present	
sweater	Continuous of	
blouse	wear	
jacket		
hat		
suit		
sneakers		
sandals		
shoes		
jewelry		
necklace		
earrings		
ring		
bracelet		
watch		
Sizes and Colors		
red		
blue		
green		
yellow		
purple		
pink		
white		
black		
gray		
orange		
brown		



Unit 12: Money and Shopping

Vocabulary	Grammar	Language functions /Life Skills
U.S. coins and bills	Questions with "how much"	Identifying U.S. coins, bills, and amounts
money	Prepositions	
penny		Basilia a sa
nickel dime		Reading a receipt and price tags
quarter		Asking for prices
half dollar		
one dollar		Asking for locations inside a store
five dollars		
ten dollars		
twenty dollars		
fifty dollars		
one hundred dollars		
Areas of a store		
store		
back		
front		
entrance		
aisle		
restrooms		
checkout		
pay receipt		
stapler		
calculator		
backpack		
ruler		



Unit 13: Places in the Neighborhood

Vocabulary	Grammar	Language functions /Life Skills
Community Locations	"There is" and "There are"	Asking for and giving directions
bank	Prepositions	
gas station		Using a map
hair salon		
hospital		
hotel		
laundromat		
park		
parking lot		
pharmacy		
police station		
post office restaurant		
supermarket		
Supermarket		
Prepositions of Place		
around the corner		
across from		
behind		
between		
next to		



Unit 14: Food

Vocabulary	Grammar	Language functions /Life Skills
Food	Simple present	Expressing likes and dislikes in
	tense of want and	foods
hamburger	like	
sandwich		
chicken		Ordering food in a restaurant
fish		
salad		
fries		Identifying the jobs of restaurant
pie		workers
ater		
milk		
coffee		
soda		
hungry		
thirsty		
orange		
apple		
fruit		
carrot		
celery		
vegetables		
beef		
pork		
meat		
cheese		
candy		
Restaurant Workers		
busboy		
server		
dishwasher		
cook		
manager		



Unit 15: The Body

Vocabulary	Grammar	Language functions /Life Skills	
Parts of the body	Questions and short answers	Asking how someone feels	
head	with <i>have</i>		
ear		Stating illnesses	
eye			
nose	Plural forms of		
mouth	body parts	Reporting a 911 emergency	
neck			
throat			
shoulder			
back			
stomach			
arm			
elbow			
wrist			
hand			
finger			
leg			
knee			
ankle			
foot			
feet			
toe			
Aches and Pains			
earache			
headache			
stomachache			
backache			
sore throat			
break your leg			
hurt your foot			



Unit 16: Doctors and Medicine

Vocabulary	Grammar	Language functions /Life Skills	
Medical Check-up	Commands	Following doctor's instructions	
patient thermometer breathe in breathe out hold your breath lift your arm bend your elbow take your pulse take a temperature step on the scale Common Ailments and Over-the-counter Medicine lozenge pain reliever prescription cough cold itchy eyes skin cream	Commands Some/any	Following doctor's instructions Reading a prescription label Telling a story in sequence	
tablets eye drops antacid cough syrup rash pharmacist			



Unit 17: Finding a New Home

Vocabulary	Grammar	Language Functions / Life Skills
Rooms and Locations	Simple Present	Reading a For Rent sign with
around a Home	Tense Questions	abbreviations
dining room	and Short	
dining room	Answers	
yard		Inquiring about a rental
garage		
laundry room bedroom		
pool		
apartment house		
living room kitchen		
bathroom		
front door		
elevator		
balcony		
gate		
roof		
sidewalk		
air conditioning		
porch		



Unit 18: Furniture and Appliances

Vocabulary	Grammar	Language Functions / Life Skills
Furniture and Appliances	Prepositions	Reading a garage sale newspaper listing
bed night table dresser bookcase chair coffee table curtains lamp plant painting sofa television refrigerator stove sink	Questions with "how much"	Inquiring about items to be purchased
Adjectives poor condition cheap expensive excellent condition new old small medium big reasonable		



Unit 19: Transportation

Vocabulary	Grammar	Language Functions / Life Skills
Types of Transportation	Simple present tense of "can" and	Reading a Bus Schedule
bicycle	"do"	
bus		Road signs
car		-
driver	Questions about	
limousine	transportation:	
metro rail	"How do you get	
motorcycle	to?"	
plane		
pedestrian		
schedule		
train		
truck		



Unit 20: Recreation and Weather

Vocabulary	Grammar	Language Functions / Life Skills
Recreational Activities	Present continuous review	Making a list
have a picnic	Future Tense for	
bring food	planned activities	Reading a weather report
sit in the sun		
laugh		
play sports		
play games		
Weather		
snow		
smoggy		
foggy		
windy		
clear		
cloudy		
sunny		
rain		
Seasons and		
Temperature		
cold		
warm		
hot		
winter		
fall summer		
cool		
spring		
seasons		



Second English Course

The video stories of the Second English Course are presented in five topic headings. Each topic has a different set of characters and storyline presented in its four consecutive units.

The topics are listed in a recommended sequence, but they need not be completed in this exact order. Generally, students find topics of the workplace and family life somewhat easier than taxes and community issues. However, classroom priorities or a student's preferences may determine a different order from the sequence on the menu. Units, unlike topics, need to be completed in the listed sequence in order to follow the storyline of the videos.

Topic and Unit Titles

Workers and the Workplaces Units 1. Job and Career Advancement, 2. On the Job Health and Safety, 3. Support Systems for Injured Workers, 4. Supervisors and Teamwork	26
Housing and Family Life Units 5. Managing Family Life, 6. Using Information Services, 7. Accessing Services, 8. Men's Changing Roles	30
Taxes, Law and Community Issues	34
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Units 17. Accessing Learning Opportunities, 18. Involvement in Children's Educa 19. Transferring Professional Degrees, 19. Learning to Learn	



Unit Descriptions

TOPIC: Workers and the Workplace Unit 1: Job and Career Advancement

Alejandro Cordero is an unhappy busboy who works for a difficult and unfair restaurant owner. After experiencing the disappointment of missing a promotion, he must decide whether he should apply for the position of assistant manager in another restaurant and risk the possibility of another disappointment.

Key Vocabulary	Grammar	Language Functions	Workplace / Life Skills
hate want need done promotion hire customer career find apply cover inventory job agency classified ads fill out help wanted job counselor scared confident	Use of simple present verb forms: "want," "need," "like," "hate" + infinitive verb form	Expressing personal tastes and desires Introducing yourself	Identifying resources for new employment Interpreting abbreviations found in job ads Reading a help wanted ad for specific information Applying for a job



TOPIC: Workers and the Workplace Unit 2: On the Job Health and Safety

Before leaving his old job, Alejandro warns his boss of some potentially hazardous conditions at work. His boss ignores and tries to intimidate Alejandro, an action which may lead to difficulties for everyone.

Key Vocabulary	Grammar	Language Functions	Workplace / Life Skills
appear application courses of course	Future tense: "going to," "will"	Expressing future plans	Identifying safety precautions
great assistant manager responsibilities pamphlet		Making promises and predictions	Scanning a pamphlet for specific information
money celebrate slip job safety		Giving commands and responding to commands	Taking responsibility to maintain safe conditions
congratulations owner dangerous careful shelf loose		Disagreeing	Reporting unsafe conditions in the workplace
sign			



TOPIC: Workers and the Workplace

Unit 3: Support Systems for Injured Workers

Alejandro suffers an accident at work and learns about Worker's Compensation. Since his boss refuses to pay, he must appear before a judge who will decide his case. Alejandro must tell the whole truth before the judge can award him his compensation.

Key Vocabulary	Grammar	Language Functions	Workplace / Life Skills
injured	Past tense:	Describing past	Identifying injured
happen	Simple	events	workers' rights and the
liar	regular and		scope of workers'
insurance	irregular		compensation
pay	verbs	Responding to a	insurance
quit		request	
argue			
lie			Filling out an injury
court		Answering questions	report at work
broken			
blame			
medical care		Convincing others	Recognizing the roles
hurt			of people in a
training			courtroom
death			
law			
rights			
truth			
fault			
expenses			



TOPIC: Workers and the Workplace Unit 4: Supervisors and Teamwork

As the new assistant manager, Alejandro must be able to effectively supervise other employees, which is not always easy. He must also learn to ask for advice and recognize the benefits of everyone working as a team.

Key Vocabulary	Grammar	Language Functions	Workplace / Life Skills
upset supervisor bring apologize	Commands "Let's" used	Making suggestions Asking for and giving	Identifying the qualities of a team player and a good supervisor
take a break ready unlock good luck	in teamwork	advice Giving commands	Learning to ask for help and to lead
be around awful advice teamwork		Giving and accepting thanks	Scanning a work schedule for specific information
goal uncomfortable younger confusing hectic			Writing a to-do list
embarrassed make sure proud			



TOPIC: Housing and Family Life Unit 5: Managing Family Life

A young couple from Russia, the Pushkins, looks for an affordable apartment in the same neighborhood where they work. The apartment needs to fulfill certain requirements and standards. One landlord tries to intimidate them into signing a lease before they have had time to completely read through it. Then they find an apartment they like, but the manager refuses to rent to them because they have a child.

Key Vocabulary	Grammar	Language Functions	Workplace / Life Skills
afford neighborhood listings	Verbs of necessity: "have to" and	Stating needs and obligations	Identifying sources for finding an apartment
near size studio cost	"must"	Making suggestions	Interpreting abbreviations and reading rental ads
abbreviation		Persuading	
noisy building rent move in		Refusing	Reading and signing a lease
sign lease standard		Making predictions	Identifying the conditions of a lease
pressure bright			
landlord			
tenant place			



TOPIC: Housing and Family Life Unit 6: Using Information Services

After the Pushkins find the ideal apartment, they must take legal action to force the manager to rent to them. First, however, they must access resources in the local library, contact government agencies, and meet with helpful officials.

Key Vocabulary	Grammar	Language Functions	Workplace / Life Skills
attorney case fair library break the law contact phone book suggest forms online complaint	Using "can" and "could" to express ability in the present and past	Expressing a problem and asking for help Expressing ability to do something in the present and in the past	Making inquiries to get information about your rights Seeking legal or professional help Accessing resources at the local library
file explain trust refuse pretend schedule hearing judge credit history		Expressing and supporting an opinion	Contacting government agencies such as HUD Scanning a HUD complaint form for specific information



TOPIC: Housing and Family Life Unit 7: Accessing Services

In their new apartment, the Pushkins must have all the services installed, including the telephone. They set up an appointment time for a technician to install the phone, but are unable or prevented from keeping the appointment. Attempts to make a new appointment prove extremely frustrating and time-consuming.

Key Vocabulary	Grammar	Language Functions	Workplace / Life Skills
order	Modal	Requesting services	Requesting services for
miss	auxiliaries	and queening commercial	utilities
rearrange	"may,"		
representative	"would,"	Offering help	
nasty	"can," "could"		Listening & responding
neighbor	to make		to telephone menus on
kind	formal and	Making phone calls	an automated voice
services	informal	to service companies	system
access	requests and		
turn on	offers:		
technician		Asking for	Recognizing the
wait	"Would you	clarification	importance of hiring
hold	like?"		trained workers
line	(A. 4. I. I. I.	Б 11: (
dial	"May I help	Describing past	D P
bill	you?"	events	Reading a utility
hook up			service notice for
trained utilities		Making prodictions	specific information
		Making predictions	
frustrating			



TOPIC: Housing and Family Life Unit 8: Men's Changing Roles

Karina Pushkin is unhappy that she must do all of the housework since she works outside of the home. Her husband Victor believes there are certain male and female jobs around the house. In the end, he learns to share the responsibilities around the home.

Key Vocabulary	Grammar	Language Functions	Workplace / Life Skills
role	Present	Stating a complaint	Recognizing gender
housework	tense of		stereotypes
chore	"make" and		
mess	"do"	Describing daily	
get dressed		activities	Identifying changes in
fold			men's and women's
tired			roles in society
take care of		Identifying sequence	
locksmith		of activities	
expect			Identifying the parts of
society			a letter of complaint
share			
special			
appreciated			Writing a letter of
plumber			complaint
fix			
disappointed			
guest			
dine			
invite			



TOPIC: Taxes, Law and Community Issues

Unit 9: Dealing with Taxes

Tshombe, an African immigrant, operates a sidewalk lemonade stand on a busy street. He seeks advice from a tax consultant after receiving notification from the IRS about the tax form he had filed. He must make a choice between declaring his correct income or lying about it to avoid paying extra taxes.

Key Vocabulary	Grammar	Language Functions	Workplace / Life Skills
container	Nouns:	Specifying quantities	Identifying resources
taxes	Nouris.	Specifying quantities	for help with taxes
amazing	Count nouns		
audit	(containers,	Making offers	
receipt	receipts,	_	Understanding basic
discount	etc.)		concepts regarding U.S
merchandise		Answering yes/no	income tax forms
offer	Non-count	questions	
permit	nouns		
charity	(merchandis		Scanning lists of
claim	e, water,	Explaining something	business expenses for
deduction	etc.)	in a letter	details
dependent			
fine	Plural forms		
honest			
income			Using basic math skills
owe			to determine prices
punish			and/or quantities
report			
subtract			
			Drawing conclusions
			from context



TOPIC: Taxes, Law and Community Issues

Unit 10: Dealing with the Law

Tshombe needs to have his lemonade stand open longer than his municipal permit allows in order to make more money for the extra taxes that he owes. When he refuses to close down at 5:00 p.m., he gets into a serious argument with a police officer.

Key Vocabulary	Grammar	Language Functions	Workplace / Life Skills
allowed choice doomed extra hurry luck officer usual vendor voice arrest cart citation cooperate identification leave make a living motion provide unbelievable	Quantifiers: "much," "many," "some," "a few," "any," "a lot of", "a little"	Expressing quantities Making predictions Summarizing a conversation Using appropriate language with police officers	Identifying appropriate behavior with police Understanding Miranda Rights Reading an informational flyer for details Drawing conclusions



TOPIC: Taxes, Law and Community Issues Unit 11: Discussing Community Issues

After meeting with the police and a city official, Tshombe and Joe try to organize their fellow street vendors to defend their rights. A shop owner wants them to leave her street and has arranged for a public hearing to be held.

Key Vocabulary	Grammar	Language Functions	Workplace / Life Skills
discuss issue appointment nervous aggressive merchant jail unsafe chance cause media organize informed support powerful selfish silly quiet voters leaders	Singular expressions of quantity: one, another, other	Persuading others Agreeing and disagreeing Participating in a group discussion, meeting Stating and supporting an opinion	Collaborating with neighbors to solve community issues Identifying local resources to get informed Identifying ways to challenge existing procedures and policies Using a weekly planner to get organized



TOPIC: Taxes, Law and Community Issues

Unit 12: Civic Participation

Tshombe appears at a court hearing to defend the street vendors' rights to sell their merchandise. He must produce documented evidence to support his case.

Key Vocabulary	Grammar	Language Functions	Workplace / Life Skills
reporter petition	Object pronouns	Asking interview questions of others	Interviewing others
stand illegal drugs goods signature	Indefinite pronouns:	Expressing an opinion	Creating strategies to solve community problems
belong to faint prove represent	someone, anyone, everyone, no one	Turn taking in a discussion or meeting	Defending your case in a formal meeting
corrupt hazard unusual crime ridiculous		Stating a case and giving supporting arguments	Providing evidence for an argument
steal lazy forgive defend			Reading a meeting agenda



TOPIC: Parenting and Workplace Roles Unit 13: Parenting in the United States

Marta, a single working mother, feels that her teenage daughter, Viviana, is becoming disrespectful and wants to send her to live with relatives in Mexico. Viviana, on the other hand, feels that her mother does not understand her and will not listen to her problems.

Key Vocabulary	Grammar	Language Functions	Workplace / Life Skills
agree counselor curfew	Adjectives	Refusing	Recognizing the importance of good communication
dating deserve discipline		Inquiring about problems	between parents and children
disobey disrespectful		Giving Advice	Defining the qualities of
fired gifted favor		Disagreeing politely	good parents
let midnight miserable			Informing someone about a future work absence
mistake patience permission			Scanning an
picked ride			informational flyer for details
volunteer			Drawing conclusions
			and making predictions



TOPIC: Parenting and Workplace Roles Unit 14: Women's Changing Roles

Benjamin, Marta's ex-husband, loses his job and faces an eviction from his apartment. He wants to move in with Marta and Viviana and promises to do the cleaning, cooking, shopping, and all household duties while Marta is at work.

Key Vocabulary	Grammar	Language Functions	Workplace / Life Skills
alaasat	A alvo ale e le f	F	
absent	Adverbs of	Expressing	Reading a utility bill for
all right	Frequency	frequency of actions	specific information
change			
enough			
eviction		Persuading others	Comparing and stating
genius			differences in women's
guy			roles in two countries.
joke		Making promises	
message		about the future	
promise			Identifying and listing
reason			responsible behaviors
rule			at work and in the
seldom			home
solve			
strange			
surprise			
topic			
tough			
wonderful			
worry			



TOPIC: Parenting and Workplace Roles

Unit 15: Women's Work Issues

Marta struggles with sexual harassment from her supervisor who will drop charges, which he has falsely placed against her, if she consents to go out on a date with him.

Key Vocabulary	Grammar	Language Functions	Workplace / Life Skills
behavior	Adverbs of	Describing how	Identifying and
believe	Manner	actions are	describing examples of
bother		performed	workplace sexual
brilliant (smart)		•	harassment
comment			
concentrate		Refusing	
coworker			Recognizing sexual
deal			harassment as a crime
despicable		Making conditional	and learning how to
diligently		statements about the	report it
exchange		future	
guilty			
harassment			Filling out a sexual
hide		Drawing conclusions	harassment complaint
invitation		about double-	form
literacy		meaning comments	
misunderstanding			
proper			
reach			
unwanted			



TOPIC: Parenting and Workplace Roles Unit 16: Women in Non-traditional Roles

Marta, a single, working mother of a teenaged daughter, is offered the position of manager at work. Shortly after she accepts the new job, Marta must face the possibility of firing Dora, her best friend. Dora has not been able to keep up production ever since the new written instructions have been circulated, but refuses to admit that she is illiterate.

Key Vocabulary	Grammar	Language Functions	Workplace / Life Skills
non-traditional brave handle used to position	Comparative and superlative forms of adjectives	Comparing abilities Stating and supporting an	Accepting women in positions of leadership Defining the qualities of
accounts politics leadership		opinion	good leaders and good workers
complicated		Negotiating	
emotional stressful			Recognizing the importance of literacy
loyal			
employee exceed			Reading a work order form for details
ambitious fail			
grateful illiterate			
adapt			

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Unit 17: Accessing Learning Opportunities

Tony Park, recently arrived from Korea, has inherited his father's sandwich shop. Even though he has a professional credential in his home country, he has limited skills in English. His inability to communicate with customers begins to hurt his business. Complicating the situation, a gangster wants to buy the sandwich shop property for real estate investment purposes and begins creating problems for Tony.

Key Vocabulary	Grammar	Language Functions	Workplace / Life Skills
immigrant finally lose partner sandwich	Asking questions with "what," "when," "where,"	Asking for information Describing future	Recognizing the importance of English to job performance
separately vegetarian worth	"who," "why," and "how"	plans and intentions	Identifying ways to improve English skills
deaf rude enroll		Giving excuses	Scanning a restaurant menu and
bleeding cockroach disgusting		Making predictions	understanding an order given verbally
dream honor		Writing supporting ideas for a topic sentence	
impossible medicine total double		Sentence	

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Unit 18: Involvement in Children's Education

Tony becomes interested in a young woman and must decide if it is more important to keep a date with her or talk to his son's instructor about his son's problems.

Key Vocabulary	Grammar	Language Functions	Workplace / Life Skills
trouble involved shop fight own figure out bright advanced raise divorced musician rather available reschedule education admit responsible glad glasses cheating	Prepositions of time, place and direction	Introducing yourself Scheduling and canceling appointments Making suggestions Sequencing events	Identifying strategies to get involved in children's education Listing ways to improve behavior Reading over-the-counter medicine labels



Unit 19: Transferring Professional Degrees

The sandwich shop is robbed and Tony is forced to reevaluate what he wants to do in life. In order to be certified as a pharmacist in the U.S., he must take the TOEFL exam. This is a difficult challenge for him and he must decide whether he wants to take on this challenge, or give up the idea of becoming certified in the U.S.

Key Vocabulary	Grammar	Language Functions	Workplace / Life Skills
pharmacist exam cash credential tattoo register replace	Yes/No Questions and WH- Questions in the simple past tense	Asking questions about the past Giving encouragement	Identifying resources to get help in transferring or obtaining professional credentials in the U.S.
savings profession enemy best		Inquiring about a proceess	Reading a prescription medicine label
experience license located official redevelopment results score terrible treatment			Drawing conclusions



Unit 20: Learning to Learn

Tony and his uncle are intimidated by a gangster to sell their sandwich shop to him. Just before signing their business over to him, Uncle Bill realizes this person has robbed the shop. In cooperation with the police, they plan to catch the robbers. Tony, however, must first learn about cameras and technology in order to set up a surveillance system.

Key Vocabulary	Grammar	Language Functions	Workplace / Life Skills
property	Simple Past	Talking about events	Identifying where/how
develop	tense Verbs	completed in the past	to access information
cheap			that you need
almost		Sequencing events	
rush			Reading instructions for
proof			using technical
regret robbery			equipment
upgrade			
criminal			Drawing Conclusions
tape signal			
equipment			
fit			
skill			
become capture			
reward			
antenna			



Practice English and Reading

The stories in *Practice English and Reading* can be used to supplement and extend the intermediate level learners' curriculum. The stories used in this section were originally taken from news reports. Some stories contain a "Full Story" which presents the story at a higher reading level, closer to the original language. The "Basic Story" uses simple sentence structures and vocabulary to make the same story accessible to a language learner. Each story contains a reading, vocabulary development, comprehension questions, and a writing prompt. These activities are also appropriate for native English speakers who have limited literacy skills.

There is no instructional sequence intended in the menu listing of the topics. Topics may be chosen according to their relevance to the student's interests and learning needs and goals.

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Topic	Stories	Key Vocabulary
	Community Rebuilds Playground	burned extremely neighbors organizers playground project rebuild ruined volunteer worried
	Fire Safety	attempt escape mattress poisoned suffocate careless
Family	Historic Letters Get Responses	appreciate combat discovered donate era inspiration perspective remember soldiers stationed
	Parents Can Get Help	alcohol daughter home life mother nursery parent safe suffering wrong



Topic	Stories	Key Vocabulary
Family (continued)	Boy Sets Swimming Record	agree article coach excellent finish prove record swim train youngest



Topic	Stories	Key Vocabulary
	Air Rage	abusive assault attendant passenger plane problem protect punishment angry rage
	Golden Gate Birthday	anniversary beginning bridge crowded greatest history opening parade records sunrise
Going Places	High Seas	e-mail family Internet modem retire sailing senior short-wave weather yacht
	Sensible Driving Can Save Fuel	accelerator conserve errands expensive fuel habit inflated route speed steady



Topic	Stories	Key Vocabulary
Health and Safety	Alzheimer's Disease	affects confused cure disease eventually memory body
	Body Scan	disease doctor expensive healthy scan secure sick worry young accident dangerous distracted
	Cell Phone Safety	drive focus information law phone road safe
	Governor Wants Kids to Eat Healthy	concern governor health issues junk food overweight problem productive summit teenagers



Topic	Stories	Key Vocabulary
		avaid.
		avoid
		chemical
		curious
		detector
	Kid Safety	hazard
		injury
		occur
		passenger
		protect
		site
		accidental
		childhood
	Poison Proof Your Home	dangerous
		household
		latch
		poison
		chemotherapy
		increase
	Skin Therapy	survival
	Ciair Triciapy	treated
Health and		prevent
Safety		cancer
		addicted
		ancient
		apply
		disease
	Smokers Have New Way to Quit	laser
	omonero nave new way to wait	resist
		therapist
		trigger
		urge
		willpower
		dult
		careful
		children
		dangerous
	The Dangers of Fireworks	explode
		eye
		fireworks
		hurt
		illegal
		safe



Topic	Stories	Key Vocabulary
Housing	Renters' Rights	community complex court decision fixed judge notify purchase remain reside

Topic	Stories	Key Vocabulary
Law and Government	Officers May Be Required to Work Out	disability ethic fit gym police officer policy program recruits required voluntary

Topic	Stories	Key Vocabulary
Money	Ready, Click, Spend	bargain budget caution festive fraud predict retail secure tradition Web site



Topic	Stories	Key Vocabulary
	Alaskan Oil Spill	Alaska captain contain crew equipment fisherman pipeline reef spilled tanker
Nature	Earthquake Could be Worse than Hurricane	channels crust damage earthquake expert fault kit portable power survival
	Lost Whales	active behavior belong coax downstream habitat herd propeller protect suffer



Topic	Stories	Key Vocabulary
	Save the Forest	climate critical diversity ecologist ecosystem industry quality species canning
Nature	Tuna and Dolphins	check company dolphins fisherman nets shadow tuna
	Volcano by the Sea	collapse earthquake eruption island lava scientist surface volcano



Topic	Stories	Key Vocabulary
School	Dogs Help Children Become Better Readers	assist attentive audience comfort companion encourage explosive intimidating peers therapy
	Fun Reading Show	audience books families important program questions reading show travel understand
	Kids' Café	airport coffee crowded customer flavor mistake passengers pleasant project skill



Topic	Stories	Key Vocabulary
	Students and Satellites	college foam garbage launch measure plastic rocket satellite
School (continued)	Computers in the Classroom	afford classroom computer Internet kindergarten library recess visit volunteer wired



Topic	Stories	Key Vocabulary
Science and Technology	Biosphere Computer Virus	biosphere desert Earth future greenhouse planet scientist shrimp tropics sealed computer computer virus FBI hooked up information machine problem several
		spread useless
	Film Made about UFOs	comet explanation flares interview mystery objects Phoenix producer unidentified



Science and	T-Rex	dinosaur extinction humans researchers scientists skeletons tracked Tyrannosaurus Rex
Technology (continued)	Google It!	adjective adopted common edition editors noun official public technology verb



Topic	Stories	Key Vocabulary
Services	911 Calls	accident bogus emergency help phone police problem quick reduce wait
	Free Food for Kids	breakfast children concentrate food free lunch meal nourished participate school



Topic	Stories	Key Vocabulary
Working	Looking for a Job	civil service employment agency hire job opening telephone directory temporary
	W-4 Form	dependent exemption refund W-4 form withhold taxes
	Team Player	adapt compromise employee employer responsible team player