

Contents

Introduction	1
List of Characters	2
Chapter 1 • Welcome Back • Review of Book 1	3
SKILLS/COMPETENCIES • Introducing People • Asking and Giving Directions • Reading a Shopping Directory, Schedule of Classes, and Bus Schedule • Filling Out a School Registration Form • Filling Out a Job Application GRAMMAR • The Simple Present Tense • The Present Continuous (Progressive) Tense • <i>can, may</i> • Subject and Object Pronouns • Possessive Adjectives VOCABULARY • Basic School, Bus, Shopping, and Job Search Vocabulary	
Chapter 2 • How's the Weather?	17
SKILLS/COMPETENCIES • Understanding a Weather Forecast • Reading a Weather Forecast • Using a Fahrenheit and Centigrade Thermometers GRAMMAR • Adverbs of Frequency • <i>to be</i> + Adjectives + Infinitive • <i>too / enough</i> VOCABULARY • Frequency Words • Weather / Temperature • Common Adjectives • Basic Job Vocabulary	
Chapter 3 • Do I Have To?	27
SKILLS/COMPETENCIES • Identifying Career Goals and School Subjects • Reading an Appointment Book • Reading a School Report Card • Reading an Office Memo GRAMMAR • <i>have to / has to</i> • <i>if</i> clause • <i>in order to</i> • <i>so</i> • Preposition: <i>without</i> VOCABULARY • Common Professions • School Subjects	
Chapter 4 • What Are You Going To Do?	37
SKILLS/COMPETENCIES • Describing Future Events or Activities GRAMMAR • Future with the Present Continuous • Future with <i>"will"</i> • Future with <i>"going to"</i> • Prepositions: <i>in, across, by</i> VOCABULARY • Toys • Picnic Food • Expressions of Time (Future)	

Chapter 5 • Where Were You? **50**

SKILLS/COMPETENCIES • Reporting a Crime • Describing Emotions • Describing Levels of Difficulty **GRAMMAR** • Past Tense of the Verb “*to be*” (*was, were*) There was / were **VOCABULARY** • Office Equipment • Time Expressions (Past Tense) • Emotions • Descriptive Adjectives

Chapter 6 • Thanks, But No Thanks. **61**

SKILLS/COMPETENCIES • Describing Past Actions • Reading a Time Card • Reading a Personal Schedule **GRAMMAR** • Regular Verbs in the Past Tense **VOCABULARY** • Common Work Related Vocabulary • Expressions of Time: *ago, last*

Chapter 7 • It's Nice To Be Home. **73**

SKILLS/COMPETENCIES • Describing Past Actions • Identifying Major States and Cities **GRAMMAR** • Common Irregular Verbs • Short Answers • Preposition: *through, across* **VOCABULARY** • U.S. Cities, States, and Areas

Chapter 8 • The Past, Present, and Future **82**

• Review Chapter • Present Simple • Present Continuous • Future (*will* and *going to*) • Simple Past Tense (Regular and common irregular verbs) • Contrasting Short Answers

Answer Key **91**

Contents at a Glance for Books 1 & 3 **92**