

Contents

Introduction	1
List of Characters	2
Chapter 1 • Please Follow the Directions Carefully.	3
SKILLS/COMPETENCIES • Understanding Written Directions	
GRAMMAR • Common Regular Verbs in the Past Tense	
VOCABULARY • Commonly Used Technical Words	
Chapter 2 • Isn't that Women's Work?	17
SKILLS/COMPETENCIES • Identifying Daily Activities • Making a Household Work Schedule	
GRAMMAR • Expressions with <i>do</i> , <i>make</i> , and <i>get</i>	
VOCABULARY • Household Chores • Daily Activities	
Chapter 3 • Everything Went Wrong.	28
SKILLS/COMPETENCIES • Describing a Series of Events	
GRAMMAR • Intransitive Verbs with Prepositions of Direction	
• Two-word Verbs	
VOCABULARY • Common Separable and Non-Separable Two-Word Verbs	
Chapter 4 • Let's Go Shopping!	38
SKILLS/COMPETENCIES • Reading a Supermarket Directory	
• Understanding U.S. Measurements • Reading a Simple Recipe	
• Reading an Ad • Comparing Prices and Determining Savings	
GRAMMAR • The Prepositions "of"	
VOCABULARY • Common Shopping Items • Food Containers and Measurements	
Chapter 5 • Where Does It Hurt?	57
SKILLS/COMPETENCIES • Making a Medical Appointment	
• Describing Medical Problems • Understanding Medical Forms	
GRAMMAR • <i>would like</i> • <i>that</i> with clause • Common Irregular Verbs • <i>say</i> and <i>tell</i>	
VOCABULARY • General Medical Terms	
• Parts of the Body • Symptoms and Illnesses	

Chapter 6 • What Kind of Car? 76

SKILLS/COMPETENCIES • Reading Road Signs • Requesting Information About the Price and Condition of a Car • Reading Car Ads **GRAMMAR** • How long does it take? **VOCABULARY** • Common Road Signs • Parts of a Car

Chapter 7 • Do You Work Hard or Hardly Work? 97

SKILLS/COMPETENCIES • Describing How People Work **GRAMMAR** • Adjectives and Adverbs • Regular and Irregular Forms of Adverbs **VOCABULARY** • Common Adjectives and Adverbs • Important Safety Signs • *hardly ever*

Chapter 8 • English for Better Jobs 105

Review Chapter

Answer Key 115

Contents at a Glance for Books 1 & 2 117