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GRAMMAR / STRUCTURES

VOCABULARY / EXPRESSIONS

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BOOK 2

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SKILLS / COMPETENCIES

- Introducing People
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GRAMMAR / STRUCTURES

- Simple Present & Continuous Tenses, *can*, *may*
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VOCABULARY / EXPRESSIONS

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- *so* • without

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BOOK 3

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SKILLS / COMPETENCIES

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GRAMMAR / STRUCTURES

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VOCABULARY / EXPRESSIONS

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- Symptoms and Illnesses

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- Reading Car Ads

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- Common Road Signs
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- Common Adjectives and Adverbs
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SKILLS / COMPETENCIES

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- Reading a Class Schedule

- Using the Post Office
- Understanding Postal Terms
- Filling Out Change-of-Address Forms

- Ordering Food in a Restaurant
- Reading a Menu
- Discussing Home Security

- Understand Job Ads
- Talk about Skills Qualifications
- Make Appointment/Leave Message

- Evaluating Job Applicants
- Evaluating Different Cars
- Discussing Reasons for Working

- Describing Past Events
- Asking & Answering Questions About One's Past
- Writing a Short Article

- Banking: Open Account, Cash Check, Make Deposit, Use ATM, Understand Paycheck
- Doing Simple Math Problems

- Making a Home Budget
- Filling Out a Loan Application

GRAMMAR / STRUCTURES

- Review of the Simple Past, Simple Present, & Present Continuous Tenses
- **say & tell**

- Definite and Indefinite Object Pronouns
- Position of Object Pronouns
- *one/the other & one/ another*

- *some/any*
- *something/anything/nothing*
- *somebody/anybody/nobody*

- Relative Pronouns: *who, which, that*
- Position of Prepositions with Pronouns and Questions

- The Comparative
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- Regular Verbs in Past Tense
- Review of Question Words
- Using Irregular Verbs

- Modal Verbs

- Review of the Past Tense Using Irregular Verbs
- Review of Question Words
- Review *Some/Any*

VOCABULARY / EXPRESSIONS

- Review of Irregular Past Tense Verbs
- Review of Question Words

- Frequency Words
- Weather / Temperature
- Common Adjectives
- Basic Job Vocabulary

- Common Food Items
- Restaurant Vocabulary

- Basic Job Search Vocabulary
- Application Terms
- Common Employment Ads Abbreviations

- Common Adjectives & Adverbs
- Some Names of American States and Cities
- Prepositions: *above & below*

- Expressions of Time
- Irregular Verbs
- Prepositions: *before, during, after, for, until, in*

- Bank-Related Words
- Words Found on Check Stubs

- Common Budget Vocabulary
- Common Descriptive Adjectives

BOOK 5

CHAPTER 1 Welcome Back!

CHAPTER 2 A Fire!

CHAPTER 3 Resources

CHAPTER 4 Have You Made a Decision?

CHAPTER 5 We've Been Expecting You.

CHAPTER 6 How Much Is That in Feet & Inches?

CHAPTER 7 What Kind of Car Are You Looking For?

CHAPTER 8 What Has to Be Done First?

CHAPTER 9 The Grand Opening

SKILLS / COMPETENCIES

- Review of Books 1-4

- Understanding Safety Signs and Procedures

- Finding Job Resources
- Reading Job Ads
- Reading Abbreviations Used in Want Ads

- Answering Job Questions
- Filling Out an Application
- Rating an Interview
- Understanding Gestures

- Reporting to Work
- Filling Out a W-4 Form
- Discussing Stress

- Understanding American Standard Measures
- Converting Metric Measures
- Doing Basic Math

- Planning and Opening a Small Business
- Reading Headlines

- Describing Responsibilities
- Understanding Work Rules
- Organizing an Event (Grand Opening Party)

- Attending an Event
- Choosing a Present
- Writing a Short Speech

GRAMMAR / STRUCTURES

- Review of Grammar in Books 1-4

- The Past Continuous Tense
- Reflexive Pronouns

- Present Unreal (Conditional)
- Present Unreal with **could**
- Present Unreal with **were**

- The Present Perfect
- Regular and Irregular Forms of the Past Participle
- **for** and **since**

- The Present Perfect Continuous
- *already / yet*
- *still / not ... anymore*

- *it takes ... (time)*
- The Preposition **by**

- The Passive Voice
- Modals and Auxiliary Verbs in the Passive
- The Agent in Passive Voice

- Expressions Ending in Prepositions
- Verbs Followed by Gerunds

- Review of present, past, present continuous, present perfect and passive voice

VOCABULARY / EXPRESSIONS

- Review of Books 1-4

- Safety Signs
- Kinds of Injuries

- Job Titles
- Job Ad Abbreviations

- Expressions of Time Used with Present Perfect
- Job Application Terms
- Irregular Past Participles

- Common Job Words
- Stressful Events

- Adjectives Used in Measurements
- Lines and Shapes

- Business Terms

- More Business Terms

- Review of job-related vocabulary
- Review of job-related abbreviations