

Contents

Introduction	1
List of Characters	2
Chapter 1 • A New Semester. REVIEW OF BOOKS 1-3.	3
Chapter 2 • A Trip to the Post Office	2
SKILLS/COMPETENCIES • Using the Post Office • Understanding Postal Terms • Filling out Change-of-Address Forms GRAMMAR • Definite and Indefinite Object Pronouns • Position of Object Pronouns • <i>one / the other</i> • <i>one / another</i> VOCABULARY • Frequency words • Common Adjectives	
Chapter 3 • Let Me Buy You Lunch.	40
SKILLS/COMPETENCIES • Ordering Food in a Restaurant • Reading a Menu • Discussing Home Security GRAMMAR • some / any • something / anything / nothing • somebody / anybody / nobody VOCABULARY • Common Food Items • Restaurant Terms • Adverbs of Frequency	
Chapter 4 • What Kind of Job Are You Looking For?	55
SKILLS/COMPETENCIES • Understanding Simple Job Ads • Talking about Basic Job Skills • Making an Appointment for a Job Interview • Filling Out a Simple Job Application • Answering Simple Interview Questions • Leaving a Phone Message GRAMMAR • Relative Pronouns: <i>who, which, that</i> • Position of Prepositions with Relative Pronouns and Question Words, Common Regular and Irregular Past Tense Verbs VOCABULARY • Job Application Terminology • Common Abbreviations Used in Employment Ads	

Chapter 5 • Who's the Best Person for the Job? 79

SKILLS/COMPETENCIES • Evaluating Job Applicants

• Evaluating Different Cars • Reading Basic Facts about U.S. Geography • Reading Graphs and Maps • Discussing Reasons for Working **GRAMMAR** • The Comparative and Superlative

• *so that / in order to / for • as ... as* **VOCABULARY** • Common Adjectives and Adverbs • Some Names of American States and Cities • Prepositions *above* and *below*

Chapter 6 • the Immigrants 98

SKILLS/COMPETENCIES • Describing Past Events

GRAMMAR • Regular Verbs in the Simple Past Tense • Common Irregular Verbs (*begin, buy, come, do, drink, eat, feel, forget, get, give, go, have, know, leave, make, meet, read, say, see, send, sit, sleep, speak, stand, take, tell, think, write*) • Common Prepositions and Conjunctions: *before, during, after, for, until, in* **VOCABULARY** • Expressions of Time

Chapter 7 • At the Bank 113

SKILLS/COMPETENCIES • Opening a Bank Account

• Cashing a Check • Making Deposits • Using an ATM
• Understanding Deductions from a Paycheck

GRAMMAR • Modal Verbs (*can, could, may, might, shall, should, will, would, must, ought to*)

VOCABULARY • Bank-Related Words • Words Found on Check Stubs

Chapter 8 • The Budget 132

Review Chapter

Answer Key 141

Contents at a Glance for Books 1, 2 & 3 143