

Contents

| | |
|--|-----------|
| Introduction | 1 |
| List of Characters | 2 |
| Chapter 1 • Welcome Back | 3 |
| REVIEW OF BOOKS 1-4 INTRODUCTIONS OF CHARACTERS | |
| Chapter 2 • A Fire! | 12 |
| SKILLS/COMPETENCIES • Understanding Safety Signs and Procedures GRAMMAR • The Past Continuous Tense • Reflexive Pronouns • when / while VOCABULARY • Safety Terms • Kinds of Injuries | |
| Chapter 3 • Resources | 27 |
| SKILLS/COMPETENCIES • Finding Job Resources • Reading Job Ads • Reading Abbreviations Used in Want Ads • Using the Library Resources GRAMMAR • Present Unreal with <i>would</i> • Present Unreal with <i>could</i> • Present Unreal with <i>if</i> and <i>were</i> VOCABULARY • Job Titles | |
| Chapter 4 • Have You Made a Decision? | 36 |
| SSKILLS/COMPETENCIES • Going on an Interview • Answering Job-Related Questions • Filling Out an Application GRAMMAR • The Present Perfect • Contrasting Simple Past and Present Perfect • Regular and Irregular Forms of the Past Participle • <i>for</i> and <i>since</i> VOCABULARY • Expressions of Time Used with the Present Perfect • Job Interview and Application Terms | |
| Chapter 5 • We've Been Expecting You. | 57 |
| SKILLS/COMPETENCIES • Reporting to Work • Understanding a W-4 Form GRAMMAR • The Present Perfect Continuous • <i>already</i> / <i>yet</i> • <i>still</i> / <i>not ... anymore</i> • Past Participles Used as Adjectives VOCABULARY • Common Work Related Words | |

Chapter 6 • How Much Is That in Feet and Inches? 77

SKILLS/COMPETENCIES • Understanding Metric and American Standard Measurements • Converting Metric to American Standard Measurements • Doing Basic Math **GRAMMAR** • The Expression “*it takes*” ... (*time*) • The preposition *by* **VOCABULARY** • Adjectives Used in Measurements • Lines and Shapes

Chapter 7 • What Has to Be Done First? 94

SKILLS/COMPETENCIES • Planning and Opening a Business • Reading Headlines **GRAMMAR** • The Passive Voice • Modals and Auxiliary Verbs in the Passive Voice • The Agent in the Passive Voice **VOCABULARY** • Business Terms

Chapter 8 • Responsibilities 117

SKILLS/COMPETENCIES • Describing Work Responsibilities • Understanding Work Rules and Duties • Organizing an Event (Party) **GRAMMAR** • Gerunds • Expressions Ending in Prepositions • Verbs Followed by Gerunds • Gerunds Used in Compound Nouns **VOCABULARY** • Business Terms

Chapter 9 • The Grand Opening 129

REVIEW CHAPTER

Answer Key 141

Contents at a Glance for Books 1 - 4 142