

LEARNING OBJECTIVES

Unit	COMMUNICATION GOALS	VOCABULARY	GRAMMAR	CONVERSATION STRATEGIES	LISTENING / PRONUNCIATION	READING	WRITING / SOFT SKILLS BOOSTER
<div>1</div> <div>Making New Friends</div> <div>page 1</div>	<ul style="list-style-type: none">• Get to know someone• Cheer up a friend• Discuss differences among siblings• Discuss friendship	<ul style="list-style-type: none">• Personality• Some hobbies• Adjective + preposition collocations• Kinds of friends	<ul style="list-style-type: none">• Gerunds and infinitives• Gerunds after prepositions <div>GRAMMAR EXPANDER</div> <ul style="list-style-type: none">• Spelling rules for -ing forms of verbs• Gerunds and infinitives: function within sentences• Negative gerunds and infinitives	<ul style="list-style-type: none">• Clarify a request for information with “Well, for example . . .”• Buy time to respond with “Let me think . . .”• Say “Oh, yeah!” to indicate that you have just come up with a response or idea• Say “What a coincidence!” when you discover shared interests• Ask “What’s up?” to get someone to talk about why he or she feels down• Reinforce a willingness to help with “Are you sure?”	<div>Listening Skills</div> <ul style="list-style-type: none">• Listen for details• Understand from context• Listen to summarize <div>Pronunciation</div> <ul style="list-style-type: none">• Reduction of <u>to</u> in infinitives	<div>Texts</div> <ul style="list-style-type: none">• A personality test• An illustrated conversation• A magazine interview: differences among siblings• A magazine survey• Quotations about friendship <div>Skills / Strategies</div> <ul style="list-style-type: none">• Understand from context• Identify supporting details• Summarize	<div>Task</div> <ul style="list-style-type: none">• Write a paragraph describing a good friend or a soul mate <div>WRITING HANDBOOK</div> <ul style="list-style-type: none">• Parallel structure <div>SOFT SKILLS BOOSTER</div> <ul style="list-style-type: none">• Leadership: Acknowledge the contributions of others
<div>2</div> <div>Sharing Life Experiences</div> <div>page 13</div>	<ul style="list-style-type: none">• Catch up with an old friend• Suggest tourist activities• Describe greeting customs• Talk about a memorable experience	<ul style="list-style-type: none">• Greeting customs• Tourist activities• Participial adjectives	<ul style="list-style-type: none">• The simple past tense and the present perfect• The present perfect: indefinite time in the past (<u>ever</u>, <u>before</u>, <u>yet</u>, <u>never</u>, <u>already</u>) <div>GRAMMAR EXPANDER</div> <ul style="list-style-type: none">• The simple past tense and the present perfect: more on meaning and use• Indefinite time: common errors	<ul style="list-style-type: none">• Use expressions like “It’s been a long time!” and “Nice to see you again!” to greet someone you haven’t seen for a while• Catch up with someone by asking, “So what have you been up to?”• Politely end a conversation with “Listen, I’ve got to go”• Indicate strong agreement with, “Absolutely”• If you’re worried that a question may not be polite, say, “I hope you don’t mind my asking, but . . .”	<div>Listening Skills</div> <ul style="list-style-type: none">• Listen to classify• Listen to summarize <div>Pronunciation</div> <ul style="list-style-type: none">• Sound reduction in the present perfect	<div>Texts</div> <ul style="list-style-type: none">• Tourist activities survey• An illustrated conversation• A magazine article about greeting customs around the world <div>Skills / Strategies</div> <ul style="list-style-type: none">• Recognize main idea• Identify supporting details	<div>Task</div> <ul style="list-style-type: none">• Write about a memorable experience <div>WRITING HANDBOOK</div> <ul style="list-style-type: none">• Avoiding run-on sentences <div>SOFT SKILLS BOOSTER</div> <ul style="list-style-type: none">• Empathy: Show interest in what other people say
<div>3</div> <div>Talking about Movies</div> <div>page 25</div>	<ul style="list-style-type: none">• Apologize for being late• Choose a movie to watch• Express an opinion about a movie• Discuss what makes a movie great	<ul style="list-style-type: none">• Movie genres• Explanations for being late• Adjectives to describe movies	<ul style="list-style-type: none">• The present perfect: <u>for</u> and <u>since</u>• The present perfect: other uses• <u>Would rather</u> to express preferences <div>GRAMMAR EXPANDER</div> <ul style="list-style-type: none">• The present perfect: information questions• Expressing preferences: review, expansion, and common errors	<ul style="list-style-type: none">• Apologize and provide an explanation for being late• Offer to pay with expressions like “The tickets are on me”, “My treat”, etc.• Decline an offer with “That’s really not necessary”• Show resolve with “I insist”• Say “That works for me” to agree with a plan of action• Soften an objection with “No offense, but . . .”	<div>Listening Skills</div> <ul style="list-style-type: none">• Listen for main idea• Listen to infer• Listen to draw conclusions <div>Pronunciation</div> <ul style="list-style-type: none">• Reduction of the /h/ sound in natural speech	<div>Texts</div> <ul style="list-style-type: none">• Movie genres survey• An illustrated conversation• An article about what makes a movie great <div>Skills / Strategies</div> <ul style="list-style-type: none">• Recognize main idea• Activate new words• Draw conclusions	<div>Task</div> <ul style="list-style-type: none">• Write a two-paragraph review of a movie <div>WRITING HANDBOOK</div> <ul style="list-style-type: none">• Paragraphs and topic sentences <div>SOFT SKILLS BOOSTER</div> <ul style="list-style-type: none">• Communication: Ask someone to elaborate
<div>4</div> <div>Away from Home</div> <div>page 37</div>	<ul style="list-style-type: none">• Leave and take telephone messages• Check in to and out of a hotel• Request services in a hotel• Choose vacation accommodations	<ul style="list-style-type: none">• Kinds of accommodations• Facilities and amenities• Telephone messages• Kinds of hotel rooms and beds• Ways to request services in a hotel	<ul style="list-style-type: none">• The future with <u>will</u>• The real conditional <div>GRAMMAR EXPANDER</div> <ul style="list-style-type: none">• <u>Will</u> and <u>be going to</u>• Other uses of <u>will</u>• <u>Can</u>, <u>should</u>, and <u>have to</u>: future meaning• The real conditional (present and future): usage and common errors	<ul style="list-style-type: none">• Soften a disappointing response with “I’m sorry”• Say “Is that all?” to express willingness to do more• Say “Here you go” as you hand someone something they’ve requested• Say “By the way” to introduce a new thought	<div>Listening Skills</div> <ul style="list-style-type: none">• Listen to confirm content• Listen for details• Listen to summarize <div>Pronunciation</div> <ul style="list-style-type: none">• Contractions of subject pronouns with <u>will</u>	<div>Texts</div> <ul style="list-style-type: none">• Hotel facilities and amenities survey• An illustrated conversation• A website listing for a short-term vacation rental <div>Skills / Strategies</div> <ul style="list-style-type: none">• Identify supporting details• Make personal connections	<div>Task</div> <ul style="list-style-type: none">• Write a review of one kind of accommodation <div>WRITING HANDBOOK</div> <ul style="list-style-type: none">• Avoiding sentence fragments with <u>because</u> or <u>since</u> <div>SOFT SKILLS BOOSTER</div> <ul style="list-style-type: none">• Decision-making: Offer a new perspective or contrasting information
<div>5</div> <div>Looking Good</div> <div>page 49</div>	<ul style="list-style-type: none">• Ask for something in a store• Make an appointment for personal care• Discuss cosmetic procedures• Define inner and outer beauty	<ul style="list-style-type: none">• Personal care tools and products• Kinds of personal care• Cosmetic procedures	<ul style="list-style-type: none">• Quantifiers for indefinite quantities and amounts: <u>some</u> and <u>any</u>• Quantifiers for indefinite quantities and amounts: <u>a lot of</u> / <u>lots of</u>, <u>many</u> and <u>much</u>• Indefinite pronouns: <u>someone</u> / <u>no one</u> / <u>anyone</u> <div>GRAMMAR EXPANDER</div> <ul style="list-style-type: none">• <u>Some</u> and <u>any</u>: indefiniteness• <u>Too many</u>, <u>too much</u>, and <u>enough</u>• Comparative quantifiers <u>fewer</u> and <u>less</u>• Indefinite pronouns: <u>something</u>, <u>anything</u>, <u>everything</u>, and <u>nothing</u>	<ul style="list-style-type: none">• Get the attention of a salesperson with “Excuse me”• Say “Oh, I’m sorry” in response to a problem or expression of disappointment• Express willingness to help with “No problem”• Acknowledge someone’s effort with “I appreciate it”• Propose a time to receive a service with “ . . . , if possible”• Ask someone to wait for requested information with “Let me check”• Say “That won’t work” to decline a suggested time	<div>Listening Skills</div> <ul style="list-style-type: none">• Listen to infer• Listen to confirm content• Listen for details <div>Pronunciation</div> <ul style="list-style-type: none">• Pronunciation of unstressed vowels	<div>Texts</div> <ul style="list-style-type: none">• Personal care survey• An illustrated conversation• A store directory• A staff directory at a spa• An advice column on a teen website <div>Skills / Strategies</div> <ul style="list-style-type: none">• Understand from context• Draw conclusions	<div>Task</div> <ul style="list-style-type: none">• Write a letter of response to someone asking for advice <div>WRITING HANDBOOK</div> <ul style="list-style-type: none">• Writing a formal letter <div>SOFT SKILLS BOOSTER</div> <ul style="list-style-type: none">• Collaboration: Respond to a request for feedback

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<div>6</div> <div>Eating Well</div> <div>page 61</div>	<ul style="list-style-type: none">• Make an excuse for declining food• Describe changes in eating habits and tastes• Discuss diet choices• Describe favorite dishes in detail	<ul style="list-style-type: none">• Classes of foods• Reasons for declining food• Reasons for adopting a diet• Describing foods	<ul style="list-style-type: none">• Negative <u>yes</u> / <u>no</u> questions• <u>Use to</u> / <u>used to</u> <div>GRAMMAR EXPANDER</div> <ul style="list-style-type: none">• Negative <u>yes</u> / <u>no</u> questions: short answers• <u>Use to</u> / <u>used to</u>: form and use, common errors• <u>Be used to</u> and <u>get used to</u>• Repeated actions in the past: <u>would</u> + base form, common errors	<ul style="list-style-type: none">• Offer food at the table with “Please help yourself”• Politely decline an offer of food with “Thanks, but I’ll pass on . . .”• Reassure someone who has apologized with “No worries”, “It’s OK”, etc.• Say “No way!” to express surprise about someone’s point of view	<div><div>Listening Skills</div><ul style="list-style-type: none">• Listen for details• Listen to confirm content</div> <div><div>Pronunciation</div><ul style="list-style-type: none">• Sound reduction: <u>use to</u> / <u>used to</u></div>	<div><div>Texts</div><ul style="list-style-type: none">• Classes of foods survey• An illustrated conversation• An article about diet choices• A questionnaire about diet choices</div> <div><div>Skills / Strategies</div><ul style="list-style-type: none">• Understand from context</div>	<div><div>Task</div><ul style="list-style-type: none">• Write about food in your country</div> <div><div>WRITING HANDBOOK</div><ul style="list-style-type: none">• Connecting Ideas: subordinating conjunctions</div> <div><div>SOFT SKILLS BOOSTER</div><ul style="list-style-type: none">• Communication: Ask for clarification or repetition when you’re not sure you understand</div>
<div>7</div> <div>Driving Around</div> <div>page 73</div>	<ul style="list-style-type: none">• Discuss reasons for getting a new car• Describe an accident• Rent a car• Discuss good and bad driving	<ul style="list-style-type: none">• Kinds of cars and small trucks• Dangerous driving habits• Major car systems and parts• Traffic accidents• Separable phrasal verbs• Driving behavior	<ul style="list-style-type: none">• Unfinished or continuing actions: the present perfect continuous• The past continuous <div>GRAMMAR EXPANDER</div> <ul style="list-style-type: none">• Present perfect continuous: questions• Spelling rules for the present participle: review• The past continuous: expansion• Nouns and pronouns: review	<ul style="list-style-type: none">• Express emphatic concern with “No way!”• Express frustration with “I’ve had it,” “That settles it,” or “Enough is enough.”• Introduce new information with “You know, . . .”• Show concern with expressions like “I’m so sorry.” when someone has bad news• Ask “Are you OK?” of someone who has been in an accident• Express relief with expressions like: “Thank goodness!”, “What a relief!”, etc.	<div><div>Listening Skills</div><ul style="list-style-type: none">• Listen for details</div> <div><div>Pronunciation</div><ul style="list-style-type: none">• Stress in phrasal verbs</div>	<div><div>Texts</div><ul style="list-style-type: none">• Dangerous driving habits survey• An illustrated conversation• Customer profile cards• A father’s letter to his teenaged daughter about safe driving• A survey about aggressive drivers</div> <div><div>Skills / Strategies</div><ul style="list-style-type: none">• Identify supporting details</div>	<div><div>Task</div><ul style="list-style-type: none">• Write a letter or email, giving advice to a new driver.</div> <div><div>WRITING HANDBOOK</div><ul style="list-style-type: none">• Connecting words and sentences: <u>and</u>, <u>in addition</u>, <u>furthermore</u>, and <u>therefore</u>.</div> <div><div>SOFT SKILLS BOOSTER</div><ul style="list-style-type: none">• Critical thinking: Expand on someone’s argument to show support</div>
<div>8</div> <div>Doing the Right Thing</div> <div>page 85</div>	<ul style="list-style-type: none">• Return someone’s property• Discuss ethical choices• Describe good and bad character traits• Talk about honesty	<ul style="list-style-type: none">• Talking about property• Adjectives for describing good and bad character	<ul style="list-style-type: none">• <u>Whose</u> and <u>which</u> / Possessive pronouns• The unreal conditional <div>GRAMMAR EXPANDER</div> <ul style="list-style-type: none">• Possessive nouns: review and expansion• Pronouns: summary• Expressing ethics and obligation: expansion<ul style="list-style-type: none">◦ <u>should</u>, <u>ought to</u>, <u>had better</u>◦ <u>have to</u>, <u>must</u>, <u>be supposed to</u>	<ul style="list-style-type: none">• Respectfully get the attention of an adult you don’t know with “Sir” or “Ma’am”• Express personal gratitude with “That’s so nice of you”• Acknowledge someone’s gratitude with expressions like “Don’t mention it”• Say “Uh-oh.” to indicate there’s a problem• Offer to collaborate to solve a problem with “Let me have a look”	<div><div>Listening Skills</div><ul style="list-style-type: none">• Listen to infer• Listen for main idea• Listen for details</div> <div><div>Pronunciation</div><ul style="list-style-type: none">• Blending in questions with <u>would you</u></div>	<div><div>Texts</div><ul style="list-style-type: none">• Ethics self-test• An illustrated conversation• Quotations by famous people• A research study on honesty</div> <div><div>Skills / Strategies</div><ul style="list-style-type: none">• Summarize• Draw conclusions• Make personal connections</div>	<div><div>Task</div><ul style="list-style-type: none">• Write two paragraphs expressing your views about honesty</div> <div><div>WRITING HANDBOOK</div><ul style="list-style-type: none">• Introducing conflicting ideas</div> <div><div>SOFT SKILLS BOOSTER</div><ul style="list-style-type: none">• Self-management: Take time to think before responding</div>
<div>9</div> <div>Enjoying the Arts</div> <div>page 97</div>	<ul style="list-style-type: none">• Comment on a piece of art• Ask about and describe objects• Describe what makes an artist appealing• Recommend a place to enjoy the arts	<ul style="list-style-type: none">• Forms of visual arts• Styles of art• Materials and handcrafted objects• Passive participial phrases	<ul style="list-style-type: none">• The passive voice: present and past• The passive voice: questions <div>GRAMMAR EXPANDER</div> <ul style="list-style-type: none">• Transitive and intransitive verbs• The passive voice: other tenses• <u>Yes</u> / <u>no</u> questions in the passive voice: other tenses	<ul style="list-style-type: none">• Use “Not really” to soften a negative response to a negative <u>yes</u> / <u>no</u> question• Say “Let’s see” to indicate you’re going to look for requested information• Say “Check this out.” to call someone’s attention to surprising information• Say “Oh” to indicate that you now understand• Politely ask for permission with “Can I . . .?”• Introduce an offer to help with “Let me . . .”	<div><div>Listening Skills</div><ul style="list-style-type: none">• Listen to classify• Listen to draw conclusions</div> <div><div>Pronunciation</div><ul style="list-style-type: none">• Emphatic stress</div>	<div><div>Texts</div><ul style="list-style-type: none">• Styles of art survey• An illustrated conversation• A gallery catalogue• A questionnaire about artists• An article about the roles of museums</div> <div><div>Skills / Strategies</div><ul style="list-style-type: none">• Understand information from a graph• Understand from context• Identify supporting details</div>	<div><div>Task</div><ul style="list-style-type: none">• Write about three artists</div> <div><div>WRITING HANDBOOK</div><ul style="list-style-type: none">• Providing supporting details</div> <div><div>SOFT SKILLS BOOSTER</div><ul style="list-style-type: none">• Active listening: Summarize another person’s statements and ideas</div>
<div>10</div> <div>Technology</div> <div>page 109</div>	<ul style="list-style-type: none">• Troubleshoot problems with devices• Compare software and services• Describe your Internet use• Discuss the downsides of the Internet	<ul style="list-style-type: none">• Frustrations with a device• Solutions to problems with devices• Computer systems, software, and services	<ul style="list-style-type: none">• The infinitive of purpose• Comparisons with <u>as . . . as</u> <div>GRAMMAR EXPANDER</div> <ul style="list-style-type: none">• Expressing purpose with <u>in order to</u> and <u>for</u>• Comparatives and superlatives: review• Comparison with adverbs	<ul style="list-style-type: none">• Ask if someone is available to talk with “Got a minute?”• Ask for a description of the issue with “What’s wrong?”• Make a suggestion with “Have you tried . . .?”• Suggest a course of action with “Suppose we . . .”	<div><div>Listening Skills</div><ul style="list-style-type: none">• Listen to confirm content• Listen for supporting details</div> <div><div>Pronunciation</div><ul style="list-style-type: none">• Stress in <u>as . . . as</u> phrases</div>	<div><div>Texts</div><ul style="list-style-type: none">• A survey about frustrations with devices• An illustrated conversation• A questionnaire about Internet use• An article about the downsides of the Internet</div> <div><div>Skills / Strategies</div><ul style="list-style-type: none">• Understand main idea• Understand from context</div>	<div><div>Task</div><ul style="list-style-type: none">• Write two or three paragraphs about the upsides and downsides of using the Internet</div> <div><div>WRITING HANDBOOK</div><ul style="list-style-type: none">• Organizing ideas</div> <div><div>SOFT SKILLS BOOSTER</div><ul style="list-style-type: none">• Teamwork: Give constructive feedback</div>

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Writing Handbook page 143

Soft Skills Booster page 153