

LEARNING OBJECTIVES

Top Notch Fundamentals is designed for true beginning students or for students needing the support of a very low-level beginning course. No prior knowledge of English is assumed or necessary.

| | COMMUNICATION GOALS | VOCABULARY | GRAMMAR |
|---|---|--|--|
| UNIT 1 Names and Occupations PAGE 4 | <ul style="list-style-type: none"> Tell a classmate your occupation Identify your classmates Spell names | <ul style="list-style-type: none"> Occupations The alphabet VOCABULARY BOOSTER <ul style="list-style-type: none"> More occupations | <ul style="list-style-type: none"> Verb <u>be</u>: <ul style="list-style-type: none"> Singular and plural statements, contractions Yes / no questions and short answers Common errors Subject pronouns Articles <u>a</u> / <u>an</u> Nouns: <ul style="list-style-type: none"> Singular and plural / Common and proper GRAMMAR BOOSTER Extra practice |
| UNIT 2 About People PAGE 12 | <ul style="list-style-type: none"> Introduce people Tell someone your first and last name Get someone's contact information | <ul style="list-style-type: none"> Relationships (non-family) Titles First and last names Numbers 0–20 VOCABULARY BOOSTER <ul style="list-style-type: none"> More relationships / More titles | <ul style="list-style-type: none"> Possessive nouns and adjectives <u>Be from</u> / Questions with <u>Where</u>, common errors Verb <u>be</u>: information questions with <u>What</u> GRAMMAR BOOSTER Extra practice |
| UNIT 3 Places and How to Get There PAGE 20 | <ul style="list-style-type: none"> Talk about locations Discuss how to get places Discuss transportation | <ul style="list-style-type: none"> Places in the neighborhood Locations Ways to get places Means of transportation Destinations VOCABULARY BOOSTER <ul style="list-style-type: none"> More places | <ul style="list-style-type: none"> Verb <u>be</u>: questions with <u>Where</u> Subject pronoun <u>it</u> The imperative <u>By</u> to express means of transportation GRAMMAR BOOSTER Extra practice |
| UNIT 4 Family PAGE 28 | <ul style="list-style-type: none"> Identify people in your family Describe your relatives Talk about your family | <ul style="list-style-type: none"> Family relationships Adjectives to describe people Numbers 21–101 VOCABULARY BOOSTER <ul style="list-style-type: none"> More adjectives | <ul style="list-style-type: none"> Verb <u>be</u>: <ul style="list-style-type: none"> Questions with <u>Who</u> and common errors With adjectives Questions with <u>How old</u> Adverbs <u>very</u> and <u>so</u> Verb <u>have</u> / <u>has</u>: affirmative statements |
| UNIT 5 Events and Times PAGE 36 | <ul style="list-style-type: none"> Confirm that you're on time Talk about the time of an event Ask about birthdays | <ul style="list-style-type: none"> What time is it? <u>Early</u>, <u>on time</u>, <u>late</u> Events Days of the week Ordinal numbers Months of the year VOCABULARY BOOSTER <ul style="list-style-type: none"> More events | <ul style="list-style-type: none"> Verb <u>be</u>: questions about time Prepositions <u>in</u>, <u>on</u>, and <u>at</u> for dates and times Contractions and common errors GRAMMAR BOOSTER Extra practice |
| UNIT 6 Clothes PAGE 44 | <ul style="list-style-type: none"> Give and accept a compliment Ask for colors and sizes Describe clothes | <ul style="list-style-type: none"> Clothes Colors and sizes Opposite adjectives to describe clothes VOCABULARY BOOSTER <ul style="list-style-type: none"> More clothes | <ul style="list-style-type: none"> Demonstratives <u>this</u>, <u>that</u>, <u>these</u>, <u>those</u> The simple present tense: <u>like</u>, <u>want</u>, <u>need</u>, and <u>have</u>: <ul style="list-style-type: none"> Affirmative and negative statements Questions and short answers Spelling rules and contractions Adjective placement and common errors <u>One</u> and <u>ones</u> GRAMMAR BOOSTER Extra practice |
| UNIT 7 Activities PAGE 52 Units 1–7 Review PAGE 60 | <ul style="list-style-type: none"> Talk about morning and evening activities Describe what you do in your free time Discuss household chores | <ul style="list-style-type: none"> Daily activities at home Leisure activities Household chores VOCABULARY BOOSTER <ul style="list-style-type: none"> More household chores | <ul style="list-style-type: none"> The simple present tense: <ul style="list-style-type: none"> Third-person singular spelling rules Questions with <u>When</u> and <u>What time</u> Questions with <u>How often</u>, time expressions Questions with <u>Who</u> as subject, common errors Frequency adverbs and time expressions: <ul style="list-style-type: none"> Usage, placement, and common errors GRAMMAR BOOSTER Extra practice |

| CONVERSATION STRATEGIES | LISTENING / PRONUNCIATION | READING / WRITING |
|---|---|--|
| <ul style="list-style-type: none"> Use <u>And you?</u> to show interest in another person Use <u>Excuse me</u> to initiate a conversation Use <u>Excuse me?</u> to indicate you haven't heard or didn't understand Use <u>Thanks!</u> to acknowledge someone's complying with a request | <p>Listening Tasks</p> <ul style="list-style-type: none"> Circle the letter you hear Identify correct spelling of names Write the name you hear spelled Identify the correct occupation Write the missing information: names and occupations <p>Pronunciation</p> <ul style="list-style-type: none"> Syllables | <p>Reading Text</p> <ul style="list-style-type: none"> Simple forms and business cards <p>Writing Task</p> <ul style="list-style-type: none"> Write affirmative and negative statements about people in a picture <p>WRITING BOOSTER Guided writing practice</p> |
| <ul style="list-style-type: none"> Identify someone's relationship to you when making an introduction Use <u>too</u> to reciprocate a greeting Begin a question with <u>And</u> to indicate you want additional information Repeat part of a question to clarify Repeat information to confirm | <p>Listening Tasks</p> <ul style="list-style-type: none"> Complete statements about relationships Circle the correct information Fill in names, phone numbers, and e-mail addresses you hear <p>Pronunciation</p> <ul style="list-style-type: none"> Stress in two-word pairs | <p>Reading Text</p> <ul style="list-style-type: none"> Short descriptions of famous people, their occupations, and countries of origin <p>Writing Task</p> <ul style="list-style-type: none"> Write sentences about your relationships <p>WRITING BOOSTER Guided writing practice</p> |
| <ul style="list-style-type: none"> Use <u>You're welcome</u> to formally acknowledge thanks Use <u>OK</u> to acknowledge advice Use <u>What about you?</u> to show interest in another person | <p>Listening Tasks</p> <ul style="list-style-type: none"> Write the places you hear Write the directions you hear, using affirmative and negative imperatives Circle the means of transportation Write <u>by</u> phrases, check destinations you hear <p>Pronunciation</p> <ul style="list-style-type: none"> Falling intonation for questions with <u>Where</u> | <p>Reading Texts</p> <ul style="list-style-type: none"> Simple maps and diagrams Introductions of people, their relationships and occupations, where they live, and how they get to work <p>Writing Task</p> <ul style="list-style-type: none"> Write questions and answers about the places in a complex picture <p>WRITING BOOSTER Guided writing practice</p> |
| <ul style="list-style-type: none"> Use <u>And</u> to shift the topic Use <u>Tell me about</u> to invite someone to talk about a topic Use <u>Well</u> to indicate you are deciding how to begin a response Use <u>And how about?</u> to ask for more information Use <u>Really?</u> to show interest or mild surprise | <p>Listening Tasks</p> <ul style="list-style-type: none"> Identify the picture of a relative being described Choose the adjective that describes the people mentioned in a conversation <p>Pronunciation</p> <ul style="list-style-type: none"> Number contrasts | <p>Reading Texts</p> <ul style="list-style-type: none"> A family tree A magazine article about famous actors and their families <p>Writing Task</p> <ul style="list-style-type: none"> Write a description of the people in your family <p>WRITING BOOSTER Guided writing practice</p> |
| <ul style="list-style-type: none"> Use <u>Uh-oh</u> to indicate you may have made a mistake Use <u>Look</u> to focus someone's attention on something Use <u>Great!</u> to show enthusiasm for an idea Offer someone best wishes on his or her birthday Respond to a person's birthday wishes | <p>Listening Tasks</p> <ul style="list-style-type: none"> Identify events and circle the correct times Write the events you hear in a date book Circle the dates you hear <p>Pronunciation</p> <ul style="list-style-type: none"> Sentence rhythm | <p>Reading Texts</p> <ul style="list-style-type: none"> A world map with time zones Events posters Newspaper announcements A zodiac calendar <p>Writing Task</p> <ul style="list-style-type: none"> Write about events at your school or in your city <p>WRITING BOOSTER Guided writing practice</p> |
| <ul style="list-style-type: none"> Acknowledge a compliment with <u>Thank you</u> Apologize with <u>I'm sorry</u> when expressing disappointing information Use <u>That's too bad</u> to express disappointment Use <u>What about you?</u> to ask for someone's opinion Use <u>Well</u> to soften a strong opinion | <p>Listening Tasks</p> <ul style="list-style-type: none"> Confirm details about clothes Determine colors of garments <p>Pronunciation</p> <ul style="list-style-type: none"> Plural nouns | <p>Reading Texts</p> <ul style="list-style-type: none"> A sales flyer from a department store <p>Writing Task</p> <ul style="list-style-type: none"> Write sentences about the clothes you have, need, want, and like <p>WRITING BOOSTER Guided writing practice</p> |
| <ul style="list-style-type: none"> Say <u>Me?</u> to give yourself time to think of a personal response Use <u>Well</u> to introduce a lengthy response Use <u>What about you?</u> to ask for parallel information Use <u>So</u> to introduce a conversation topic Use <u>How about you?</u> to ask for parallel information Say <u>Sure</u> to indicate a willingness to answer Begin a response to an unexpected question with <u>Oh</u> | <p>Listening Task</p> <ul style="list-style-type: none"> Match chores to the people who performed them <p>Pronunciation</p> <ul style="list-style-type: none"> Third-person singular verb endings | <p>Reading Text</p> <ul style="list-style-type: none"> A review of housekeeping robots <p>Writing Task</p> <ul style="list-style-type: none"> Describe your typical week, using adverbs of frequency and time expressions <p>WRITING BOOSTER Guided writing practice</p> |

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| UNIT 8 Home and Neighborhood PAGE 64 | <ul style="list-style-type: none"> Describe your neighborhood Ask about someone's home Talk about furniture and appliances | <ul style="list-style-type: none"> Buildings Places in the neighborhood Rooms Furniture and appliances VOCABULARY BOOSTER <ul style="list-style-type: none"> More home and office vocabulary | <ul style="list-style-type: none"> The simple present tense: <ul style="list-style-type: none"> Questions with <u>Where</u>, prepositions of place <u>There is</u> and <u>there are</u>: <ul style="list-style-type: none"> Statements and <u>yes</u> / <u>no</u> questions Contractions and common errors Questions with <u>How many</u> GRAMMAR BOOSTER Extra practice |
| UNIT 9 Activities and Plans PAGE 72 | <ul style="list-style-type: none"> Describe today's weather Discuss plans Ask about people's activities | <ul style="list-style-type: none"> Weather expressions Present and future time expressions VOCABULARY BOOSTER <ul style="list-style-type: none"> More weather vocabulary / seasons | <ul style="list-style-type: none"> The present continuous: <ul style="list-style-type: none"> Statements: form and usage <u>Yes</u> / <u>no</u> questions Information questions For future plans The present participle: spelling rules GRAMMAR BOOSTER Extra practice |
| UNIT 10 Food PAGE 80 | <ul style="list-style-type: none"> Discuss ingredients for a recipe Offer and ask for foods Invite someone to join you at the table | <ul style="list-style-type: none"> Foods and drinks Places to keep food in a kitchen Containers and quantities Cooking verbs VOCABULARY BOOSTER <ul style="list-style-type: none"> More vegetables and fruits | <ul style="list-style-type: none"> <u>How much</u> / <u>Are there any</u> Count nouns and non-count nouns <u>How much</u> / <u>Is there any</u> GRAMMAR BOOSTER Extra practice |
| UNIT 11 Past Events PAGE 88 | <ul style="list-style-type: none"> Tell someone about an event Describe your past activities Talk about your weekend | <ul style="list-style-type: none"> Past-time expressions Outdoor activities VOCABULARY BOOSTER <ul style="list-style-type: none"> More outdoor activities | <ul style="list-style-type: none"> The past tense of <u>be</u>; <u>There was</u> / <u>there were</u>: <ul style="list-style-type: none"> Statements, questions, and contractions The simple past tense <ul style="list-style-type: none"> Regular verbs, irregular verbs Statements, questions, and short answers GRAMMAR BOOSTER Extra practice |
| UNIT 12 Appearance and Health PAGE 96 | <ul style="list-style-type: none"> Describe appearance Show concern about an injury Suggest a remedy | <ul style="list-style-type: none"> Adjectives to describe hair The face Parts of the body Accidents and injuries Ailments, remedies VOCABULARY BOOSTER <ul style="list-style-type: none"> More parts of the body | <ul style="list-style-type: none"> Describing people with <u>be</u> and <u>have</u> <u>Should</u> + base form for suggestions GRAMMAR BOOSTER Extra practice |
| UNIT 13 Abilities and Requests PAGE 104 | <ul style="list-style-type: none"> Discuss your abilities Politely decline an invitation Ask for and agree to do a favor | <ul style="list-style-type: none"> Abilities Adverbs <u>well</u> and <u>badly</u> Reasons for not doing something Favors VOCABULARY BOOSTER <ul style="list-style-type: none"> More musical instruments | <ul style="list-style-type: none"> <u>Can</u> and <u>can't</u> for ability <u>Too</u> + adjective, common errors Polite requests with <u>Could you</u> + base form GRAMMAR BOOSTER Extra practice |
| UNIT 14 Life Events and Plans PAGE 112 Units 8–14 Review PAGE 120 | <ul style="list-style-type: none"> Get to know someone's life story Discuss plans Share your dreams for the future | <ul style="list-style-type: none"> Some life events Academic subjects More leisure activities Some dreams for the future VOCABULARY BOOSTER <ul style="list-style-type: none"> More academic subjects More leisure activities | <ul style="list-style-type: none"> <u>Be going to</u> + base form GRAMMAR BOOSTER Extra practice |

| CONVERSATION STRATEGIES | LISTENING / PRONUNCIATION | READING / WRITING |
|--|--|---|
| <ul style="list-style-type: none"> Begin a question with <u>And</u> to indicate you want additional information Use <u>Really?</u> to introduce contradictory information Use <u>Well</u> to indicate you are deciding how to begin a response Respond positively to a description with <u>Sounds nice!</u> Use <u>Actually</u> to introduce an opinion that might surprise Say <u>I don't know. I'm not sure</u> to avoid making a direct negative statement | Listening Tasks <ul style="list-style-type: none"> Determine the best house or apartment for clients of a real estate company Complete statements about locations of furniture and appliances Pronunciation <ul style="list-style-type: none"> Linking sounds | Reading Texts <ul style="list-style-type: none"> House and apartment rental listings Descriptions of people and their homes Writing Task <ul style="list-style-type: none"> Compare and contrast your home with other homes WRITING BOOSTER Guided writing practice |
| <ul style="list-style-type: none"> Use <u>Hi</u> and <u>Hey</u> to greet people informally Say <u>No kidding!</u> to show surprise Use <u>So</u> to introduce a conversation topic Answer the phone with <u>Hello?</u> Identify yourself with <u>This is</u> on the phone Use <u>Well, actually</u> to begin an excuse Say <u>Oh, I'm sorry</u> after interrupting Say <u>Talk to you later</u> to indicate the end of a phone conversation | Listening Tasks <ul style="list-style-type: none"> Determine weather and temperatures in cities in a weather report Complete statements about people's activities, using the present continuous Pronunciation <ul style="list-style-type: none"> Rising and falling intonation of <u>yes / no</u> and information questions | Reading Texts <ul style="list-style-type: none"> A daily planner The weather forecast for four cities Writing Task <ul style="list-style-type: none"> Write about plans for the week, using the present continuous WRITING BOOSTER Guided writing practice |
| <ul style="list-style-type: none"> Say <u>I'll check</u> to indicate you'll get information for someone Decline an offer politely with <u>No, thanks</u> Use <u>Please pass the</u> to ask for something at the table Say <u>Here you go</u> as you offer something Say <u>Nice to see you</u> to greet someone you already know Use <u>You too</u> to repeat a greeting politely | Listening Task <ul style="list-style-type: none"> Identify the foods discussed in conversations Pronunciation <ul style="list-style-type: none"> Vowel sounds: /i/, /ɪ/, /eɪ/, /ɛ/, /æ/ | Reading Texts <ul style="list-style-type: none"> Recipe cards A weekly schedule Writing Task <ul style="list-style-type: none"> Write about what you eat in a typical day WRITING BOOSTER Guided writing practice |
| <ul style="list-style-type: none"> Ask <u>Why?</u> to ask for a clearer explanation Use <u>What about?</u> to ask for more information Use a double question to clarify Use <u>just</u> to minimize the importance of an action Say <u>Let me think</u> to gain time to answer Say <u>Oh yeah</u> to indicate you just remembered something | Listening Tasks <ul style="list-style-type: none"> Circle the year you hear Infer the correct day or month Choose activities mentioned in conversations Pronunciation <ul style="list-style-type: none"> Simple past tense regular verb endings | Reading Text <ul style="list-style-type: none"> A blog in which people describe what they did the previous weekend Writing Task <ul style="list-style-type: none"> Write about the activities of two people, based on a complex picture Write about your weekend and what you did WRITING BOOSTER Guided writing practice |
| <ul style="list-style-type: none"> Use <u>Oh</u> to indicate you've understood Say <u>No kidding</u> to show surprise Say <u>I'm sorry to hear that. Oh, no, and That's too bad</u> to express sympathy Use <u>Actually</u> to introduce an opinion that might surprise Use <u>What's wrong?</u> to ask about an illness Use <u>really</u> to intensify advice with <u>should</u> Respond to good advice with <u>Good idea</u> Say <u>I hope you feel better</u> when someone feels sick | Listening Tasks <ul style="list-style-type: none"> Identify the people described in conversations Complete statements about injuries Identify the ailments and remedies suggested in conversations Pronunciation <ul style="list-style-type: none"> More vowel sounds | Reading Text <ul style="list-style-type: none"> A magazine article about two celebrities Writing Task <ul style="list-style-type: none"> Write a description of someone you know WRITING BOOSTER Guided writing practice |
| <ul style="list-style-type: none"> Use <u>Actually</u> to give information Use <u>Really?</u> to show surprise or interest Suggest a shared course of action with <u>Let's</u> Politely decline a suggestion with <u>I'm really sorry but</u> and a reason Accept a refusal with <u>Maybe some other time</u> Use <u>Sure</u> and <u>No problem</u> to agree to someone's request for a favor | Listening Task <ul style="list-style-type: none"> Complete requests for favors Pronunciation <ul style="list-style-type: none"> Blending of sounds: <u>Could you</u> | Reading Text <ul style="list-style-type: none"> An article about infant-toddler development Writing Task <ul style="list-style-type: none"> Describe things people can and can't do when they get old WRITING BOOSTER Guided writing practice |
| <ul style="list-style-type: none"> Use <u>And you?</u> to show interest in another person Use <u>Not really</u> to soften a negative response Ask <u>What about you?</u> to extend the conversation Use <u>Well</u> and <u>Actually</u> to explain or clarify | Listening Tasks <ul style="list-style-type: none"> Choose correct statements Circle correct words or phrases Complete statements about activities, using the present continuous Infer people's wishes for the future Pronunciation <ul style="list-style-type: none"> Diphthongs | Reading Text <ul style="list-style-type: none"> A short biography of Harry Houdini Writing Task <ul style="list-style-type: none"> Write your own illustrated life story, including plans and dreams for the future WRITING BOOSTER Guided writing practice |