

# CONTENTS

Theme	Unit and Page Number	EL Civics Competencies/ Life Skills	Grammar	Vocabulary	Numeracy/ Academic Skills	CCRS	SCANS	CASAS
	<b>PRE-UNIT</b> <b>Getting to Know You</b> Page 2	<ul style="list-style-type: none"> <li>Get to know people</li> <li>Talk about personal interests</li> <li>Write a personal message</li> </ul>	<ul style="list-style-type: none"> <li>Information questions</li> <li>Verb tense review</li> <li>Simple present</li> <li>Present perfect</li> <li>Punctuation review</li> </ul>	<ul style="list-style-type: none"> <li>Expressions of introduction</li> <li>Personal interests/hobbies: <i>emotional, creative, mental, physical, cook, do crossword puzzles, do yoga, draw, knit, lift weights, paint, play, soccer, play video games, read, run, swim, take pictures, watch movies, write</i></li> <li>Personal letter writing: <i>dear</i></li> </ul>	<ul style="list-style-type: none"> <li>Pronunciation: Enunciate clearly</li> <li>Develop research skills and ideas</li> <li>Take notes</li> <li>Focused listening</li> <li>Prepare and deliver an oral presentation</li> <li>Write a personal letter/e-mail</li> </ul>	RI1, RI4, RI7, W2, W6, W7, W8, W9, SL1, SL2, SL3	<p><b>Many SCANS skills are incorporated in this unit with an emphasis on:</b></p> <ul style="list-style-type: none"> <li>Listening</li> <li>Speaking</li> <li>Social</li> <li>Visualization</li> <li>Cultural diversity</li> </ul>	<p><b>1:</b> 0.1.1, 0.1.2, 0.1.4, 7.2.1  <b>2:</b> 0.2.1, 0.2.4  <b>3:</b> 0.2.3  <b>RE:</b> 7.44</p>
Basic Communication	<b>1</b> <b>Balancing Your Life</b> Page 12	<ul style="list-style-type: none"> <li>Identify learning styles</li> <li>Identify career paths</li> <li>Balance your life</li> <li>Identify and prioritize goals</li> <li>Motivate yourself</li> </ul>	<ul style="list-style-type: none"> <li>Review of simple verb tenses: present, past, future</li> <li>Future perfect</li> <li>Gerunds</li> <li>Superlative adjectives</li> <li>Future with <i>will</i></li> </ul>	<ul style="list-style-type: none"> <li>Learning style: <i>visual, auditory, tactile, kinesthetic</i></li> <li>Career path: <i>be flexible, evaluate progress, inspire, monitor progress, positive outlook, support</i></li> <li>Motivation: <i>earning power, pursue, educational attainment</i></li> <li>Goal setting: <i>achieve, balance, long-term, motivate, prioritize, short-term</i></li> <li>Multiple intelligences: <i>auditory, bodily, rhythmic, interpersonal, intrapersonal, logical, naturalistic, spatial, verbal, linguistic, visual, tactile, kinesthetic</i></li> <li>Careers: <i>architect, engineer, interior designer, mechanic, journalist, lawyer, politician, teacher, translator, writer, accountant, computer programmer, doctor, researcher, scientist, actor, athlete, dancer, firefighter, physical education teacher, composer, conductor, disc jockey, musician, singer, businessperson, counselor, politician, salesperson, social worker, philosopher, psychologist, researcher, conservationist, farmer, gardener</i></li> </ul>	<ul style="list-style-type: none"> <li>Reading</li> <li>Interpret meanings of words in context</li> <li>Develop categories</li> <li>Write a paragraph</li> <li>Focused listening</li> <li>Take notes from lecture/oral sources</li> <li>Interpret bar graphs</li> <li>Research online</li> </ul>	RI1, RI2, RI3, RI4, RI7, RI10, W2, W4, W7, W8, SL1, SL2, SL3, L1	<p><b>Many SCANS skills are incorporated in this unit with an emphasis on:</b></p> <ul style="list-style-type: none"> <li>Writing</li> <li>Social</li> <li>Negotiation</li> <li>Leadership</li> <li>Self-esteem</li> <li>Self-management</li> <li>Responsibility</li> <li>Decision making</li> </ul>	<p><b>VB:</b> 7.4.5  <b>1:</b> 7.4.2, 7.4.9  <b>2:</b> 4.1.9, 7.4.2  <b>3:</b> 7.4.2  <b>4:</b> 7.1.1, 7.1.2, 7.1.3, 7.4.2  <b>5:</b> 7.1.3  <b>RV:</b> 7.2.1  <b>RE:</b> 4.9.3, 7.2.1, 7.4.4, 7.4.5, 7.4.6  <b>TP:</b> 4.8.1, 4.8.5, 4.8.6</p>
Consumer Economics	<b>2</b> <b>Personal Finance</b> Page 38	<ul style="list-style-type: none"> <li>Organize finances</li> <li>Reduce debt and save money</li> <li>Identify investment strategies</li> <li>Maintain good credit</li> <li>Protect against identity theft</li> </ul>	<ul style="list-style-type: none"> <li>Future perfect</li> <li>Past perfect continuous</li> <li><i>Need and want</i> plus infinitive statements</li> <li>Modal with <i>should</i></li> <li>Information questions</li> <li>Imperatives</li> <li>Present perfect</li> <li>Simple past</li> </ul>	<ul style="list-style-type: none"> <li>Financial expressions: <i>budget cut, buy in bulk, capital gains, commit fraud, counterfeit checks, current income, delinquent accounts, false pretenses, unauthorized transactions, bankruptcy, collateral, inflation, investment, liquid assets, penalty, periodically, risky, bargain, delinquent, fraud, convert, earnings, risk, counterfeit, expense, worth, debt</i></li> <li>Expenses: <i>mortgage, rent, home maintenance fees, renters' insurance, gas, electric, water telephone, cell phone, food, restaurants, medical, dental, auto expenses, tolls, fares, parking, clothes, shoes, dry cleaning, hair, manicure, facial, training, education, income taxes, computer, credit cards, loans, postage, subscriptions, entertainment</i></li> </ul>	<ul style="list-style-type: none"> <li>Interpret meaning of idioms in context</li> <li>Focused listening</li> <li>Analyze and evaluate readings and budgets</li> <li>Outline readings</li> <li>Summarize reading passages and other sources of information</li> <li>Make calculations</li> <li>Create a budget</li> </ul>	RI1, RI2, RI3, RI4, RI5, RI7, RI10, W2, W4, W5, W7, W8, SL1, SL2, SL3, SL6, L1, L2, L5	<p><b>Many SCANS skills are incorporated in this unit with an emphasis on:</b></p> <ul style="list-style-type: none"> <li>Mathematics</li> <li>Social</li> <li>Self-management</li> <li>Responsibility</li> <li>Problem-solving</li> <li>Decision making</li> </ul>	<p><b>VB:</b> 7.4.5  <b>1:</b> 1.5.1, 4.1.4, 2.5.5  <b>2:</b> 1.6.2  <b>3:</b> 7.4.2  <b>4:</b> 1.3.2, 7.4.2  <b>5:</b> 1.6.2, 7.4.2  <b>RV:</b> 7.2.1  <b>RE:</b> 4.9.3, 7.2.1, 7.4.4, 7.4.5, 7.4.6  <b>TP:</b> 4.8.1, 4.8.5, 4.8.6</p>

# CONTENTS

Theme	Unit and Page Number	EL Civics Competencies/ Life Skills	Grammar	Vocabulary	Numeracy/ Academic Skills	CCRS	SCANS	CASAS
Transportation	<b>3</b> <b>Automotive Know-How</b> Page 64	<ul style="list-style-type: none"> <li>Purchase a car</li> <li>Maintain and repair a car</li> <li>Interpret an auto insurance policy</li> <li>Compute mileage and gas consumption</li> <li>Follow the rules of the road</li> </ul>	<ul style="list-style-type: none"> <li>Information questions</li> <li>Imperatives</li> <li>Comparative and superlative adjectives</li> <li>Modal with <i>must</i></li> <li>Present perfect</li> </ul>	<ul style="list-style-type: none"> <li>Vehicle names: <i>two-door coupe, four-door sedan, convertible, minivan, sport utility vehicle (SUV), sports car, station wagon, pickup truck, van</i></li> <li>Automotive maintenance actions: <i>change, check, fill, inspect, perform, replace, top off, change, choose, commute, do, find, imagine, look at, replace</i></li> <li>Insurance terms: <i>accident coverage, make, premium, bodily injury, incident, model, uninsured motorist, collision, limits of liability, policy number, annual mileage, VIN, length of policy, policy premium, make of vehicle</i></li> <li>Vehicle parts: <i>air filter, alternator, battery, brake fluid reservoir, coolant reservoir, disc brake, distributor, exhaust manifold, fuel injection system, muffler, power steering reservoir, radiator, rear axle, rear suspension, timing belt, water pump, fill up</i></li> </ul>	<ul style="list-style-type: none"> <li>Organize sentences effectively to convey meaning</li> <li>Focused listening</li> <li>Read and interpret information</li> <li>Scan for details</li> <li>Outline prior to writing</li> <li>Write two paragraph essay</li> <li>Research through interview and on the computer</li> <li>Make calculations</li> <li>Interpret a chart</li> </ul>	RI1, RI4, RI7, RI10, W2, W4, W5, W6, W7, W8, SL1, SL2, SL3, SL4, SL6, L3	<p><b>Many SCANS skills are incorporated in this unit with an emphasis on:</b></p> <ul style="list-style-type: none"> <li>Mathematics</li> <li>Reading</li> <li>Writing</li> <li>Listening</li> <li>Negotiation</li> <li>Decision making</li> </ul>	<p><b>VB:</b> 7.4.5 <b>1:</b> 1.9.5 <b>2:</b> 1.9.6 <b>3:</b> 1.9.8 <b>4:</b> 1.9.3 <b>5:</b> 1.9.2 <b>RV:</b> 7.2.1 <b>RE:</b> 4.9.3, 7.2.1, 7.4.4, 7.4.5, 7.4.6 <b>TP:</b> 4.8.1, 4.8.5, 4.8.6</p>
	Housing	<b>4</b> <b>Housing</b> Page 90	<ul style="list-style-type: none"> <li>Communicate issues by phone</li> <li>Interpret rental agreements</li> <li>Identify tenant and landlord rights</li> <li>Get insurance</li> <li>Prevent theft</li> </ul>	<ul style="list-style-type: none"> <li>Parts of speech: nouns, verbs, adjectives</li> <li>Noun forms</li> <li>Causative verbs</li> <li>Simple present</li> <li>Modals with <i>might</i> and <i>must</i></li> <li>Information questions</li> </ul>	<ul style="list-style-type: none"> <li>Housing: <i>abandon, dwelling, grounds, summon, premises, evident, responsible, exterior, seize, rental agreement, tenant, landlord, right, responsibility, smoke detector, utilities, lead-based paint</i></li> <li>Home insurance: <i>prevention, installation, expiration, prolonged absence, replacement cost, sanitary regulations, structurally sound, time-consuming, litigate, terminate, vacate, estimate, possess, deteriorate, compensate, activate, fit for occupancy, formal written notice, full compliance, (insurance) quotes, policy, personal property, (annual) premium, deductible, habitability</i></li> <li>Crime prevention: <i>burglarize, enticing, theft, break-in, burglary, crime, thief, disturbance, weapons</i></li> </ul>	<ul style="list-style-type: none"> <li>Understand and use parts of speech related to root words</li> <li>Focused listening</li> <li>Summarize reading passages</li> <li>Scan for details</li> <li>Skim for general ideas</li> <li>Prepare and deliver an oral presentation</li> <li>Research online</li> </ul>	RI1, RI2, RI3, RI4, RI7, RI10, W2, W7, W8, SL1, SL2, SL3, SL4, SL6, L1, L3	<p><b>Many SCANS skills are incorporated in this unit with an emphasis on:</b></p> <ul style="list-style-type: none"> <li>Problem-solving</li> <li>Self-management</li> <li>Reading</li> <li>Mathematics</li> <li>Creative thinking</li> <li>Responsibility</li> <li>Visualization</li> </ul>
<b>VIDEO CHALLENGE</b>		Page 116		<b>Enduring Voices</b>				
Health	<b>5</b> <b>Health</b> Page 120	<ul style="list-style-type: none"> <li>Identify practices that promote mental and physical well-being</li> <li>Ask about medical bills</li> <li>Interpret health insurance information</li> <li>Identify addictions</li> <li>Interpret procedures for first aid</li> </ul>	<ul style="list-style-type: none"> <li>Parts of speech: nouns, verbs, adjectives, adverbs</li> <li>Independent and dependent clauses</li> <li>Adverb clauses of concession</li> <li>Information questions</li> <li>Complete sentences</li> <li>Gerund</li> <li>Conditional with <i>could</i></li> </ul>	<ul style="list-style-type: none"> <li>Health and well-being: <i>affecting, impairment, withdrawal, addiction, poisoning, meditate, depressed, treat, mental health, out of shape, self-esteem, at risk, (physical/mental) well-being, cope, stress, overweight, insurance, insured, uninsured, patient, responsible party</i></li> <li>Addiction: <i>psychological, physiological, dependence, substance, process, withdrawal, detoxification, addict, twelve-step program, impairment, tolerance</i></li> <li>First aid kit: <i>adhesive bandages, adhesive cloth tape, antibiotic ointment, antiseptic wipes, aspirin, cold compress, compress dressing, emergency phone numbers, hydrocortisone, ointment, prescription medication, roller bandage, scissors, sterile gauze pads, sterile gloves, thermometer, burn, choking, poisoning, open wound, head injury, shock</i></li> </ul>	<ul style="list-style-type: none"> <li>Analyze and use root words and related parts of speech</li> <li>Focused listening</li> <li>Make calculations</li> <li>Interview others</li> <li>Understand bar graphs</li> <li>Read a spread sheet</li> <li>Brainstorm</li> <li>Use reference materials including a computer</li> </ul>	RI1, RI2, RI3, RI4, RI7, RI10, W2, W3, W4, W5, W7, W8, SL1, SL2, SL4, SL5 SL6, L1, L2, L5	<p><b>Many SCANS skills are incorporated in this unit with an emphasis on:</b></p> <ul style="list-style-type: none"> <li>Mathematics</li> <li>Reading</li> <li>Self-esteem</li> <li>Self-management</li> <li>Responsibility</li> <li>Problem-solving</li> <li>Visualization</li> <li>Decision making</li> </ul>	<p><b>VB:</b> 7.4.5 <b>1:</b> 3.5.8, 3.5.9 <b>2:</b> 3.2.3, 3.2.4 <b>3:</b> 3.2.3, 3.4.5 <b>4:</b> 3.2.3 <b>5:</b> 3.4.3 <b>RV:</b> 7.2.1 <b>RE:</b> 4.9.3, 7.2.1, 7.4.4, 7.4.5, 7.4.6 <b>TP:</b> 4.8.1, 4.8.5, 4.8.6</p>

# CONTENTS

Theme	Unit and Page Number	EL Civics Competencies/ Life Skills	Grammar	Vocabulary	Numeracy/ Academic Skills	CCRS	SCANS	CASAS
The Business World	<b>6</b> <b>Retail</b> Page 146	<ul style="list-style-type: none"> <li>Do product research</li> <li>Purchase goods and services by phone and online</li> <li>Interpret product guarantees and warranties</li> <li>Return a product</li> <li>Sell a product</li> </ul>	<ul style="list-style-type: none"> <li>Information questions</li> <li>Embedded questions</li> <li>Appositives</li> <li>Parts of speech: nouns, verbs, adjectives</li> <li>Conditionals with <i>would</i></li> <li>Future with <i>will</i></li> </ul>	<ul style="list-style-type: none"> <li>Retail: <i>convince, exchange, free of charge, guarantee, make, model, policy, product, quality, receipt, refund, research, return, review, transaction, warranty, allege, confirm, fault, malfunction, quality, refund, goods and services, online, Internet</i></li> </ul>	<ul style="list-style-type: none"> <li>Understand and use synonyms</li> <li>Use reference materials</li> <li>Research online</li> <li>Use a computer to study</li> <li>Take notes</li> <li>Scan for main ideas and details</li> <li>Brainstorm and construct arguments</li> </ul>	RI1, RI2, RI3, RI4, RI7, RI8, W1, W2, W4, W5, W6, W7, W8, W9, SL1, SL2, SL4, SL5, SL6, L1	<p><b>Many SCANS skills are incorporated in this unit with an emphasis on:</b></p> <ul style="list-style-type: none"> <li>Social interaction</li> <li>Negotiation</li> <li>Self-management</li> <li>Decision making</li> <li>Writing</li> </ul>	<p><b>VB:</b> 7.4.5  <b>1:</b> 1.2.4, 1.2.3, 1.2.5, 6.4.1, 6.4.3, 7.4.4  <b>2:</b> 1.3.1, 1.3.3  <b>3:</b> 1.6.3, 1.6.4, 1.7.1  <b>4:</b> 1.3.3  <b>5:</b> 1.6.3  <b>RV:</b> 7.2.1  <b>RE:</b> 4.9.3, 7.2.1, 7.4.4, 7.4.5, 7.4.6  <b>TP:</b> 4.8.1, 4.8.5, 4.8.6</p>
	<b>7</b> <b>The Office</b> Page 172	<ul style="list-style-type: none"> <li>Identify and use technology</li> <li>Resolve technology problems</li> <li>Establish an organizational system</li> <li>Identify and resolve problems at work</li> <li>Report progress</li> </ul>	<ul style="list-style-type: none"> <li>Comparing parts of speech: verbs, nouns, adjectives</li> <li>Noun clauses</li> <li>Noun clauses as objects</li> <li>Imperatives</li> </ul>	<ul style="list-style-type: none"> <li>Technology: <i>outlet, business telephone, computer, external hard drive, MP3 player, fax (machine), flash drive, label maker, LCD projector, paper shredder, photocopier, printer, scanner, fan, toner, power supply (cord), display, firewire (port/cable), handset, cable, (USB) port, memory card, troubleshoot, paper jam, feed</i></li> <li>Organizational resources</li> <li>Business strategies</li> </ul>	<ul style="list-style-type: none"> <li>Interpret visual representations</li> <li>Understand root words and suffixes</li> <li>Analyze and evaluate</li> <li>Understand and write directions and reports</li> <li>Focused listening</li> <li>Summarize reading passages</li> </ul>	RI1, RI2, RI3, RI4, RI7, RI10, W2, W4, W5, W8, W9, SL1, SL2, L1	<p><b>Many SCANS skills are incorporated in this unit with an emphasis on:</b></p> <ul style="list-style-type: none"> <li>Social</li> <li>Problem-solving</li> <li>Visualization</li> <li>Creative thinking</li> <li>Negotiation</li> <li>Teamwork</li> <li>Leadership</li> <li>Reading</li> </ul>	<p><b>VB:</b> 4.5.1, 7.4.5  <b>1:</b> 4.4.8, 4.5.1, 4.5.4, 4.5.6  <b>2:</b> 4.5.7  <b>3:</b> 4.5.3, 4.7.2  <b>4:</b> 4.8.1, 4.8.5, 4.8.6  <b>5:</b> 4.6.4  <b>RV:</b> 7.2.1  <b>RE:</b> 4.9.3, 7.2.1, 7.4.4, 7.4.5, 7.4.6  <b>TP:</b> 4.8.1, 4.8.5, 4.8.6</p>
Your World	<b>8</b> <b>Civic Responsibility</b> Page 198	<ul style="list-style-type: none"> <li>Identify requirements for establishing residency and citizenship</li> <li>Understand your rights</li> <li>Identify local civic organizations</li> <li>Interpret information about environmental issues</li> <li>Communicate your opinion</li> </ul>	<ul style="list-style-type: none"> <li>Transitional expressions</li> <li>Opinion expressions</li> <li>Future with <i>will</i></li> <li>Imperatives</li> <li>Modals with <i>should</i></li> <li>Simple past</li> <li>Modals with <i>must, can, may, should</i></li> </ul>	<ul style="list-style-type: none"> <li>Residency: <i>citizen, nonresident, permanent, alien, foreigner, status, eligible, naturalization, refugee</i></li> <li>Rights: <i>amendment, Constitution, Bill of Rights, slavery, impartial, punishment, jury, capital crime, verdict, trial, bear arms, beliefs, opinion, peaceably assemble, protect</i></li> <li>Civic Organizations: <i>civic, charitable, community, dues, members, social welfare</i></li> <li>Environmental Issues: <i>carpooling, sustainable, environment, conserve, commuter, resource, reusable, recyclable</i></li> </ul>	<ul style="list-style-type: none"> <li>Interpret meanings of words in context</li> <li>Focused listening</li> <li>Scan for details</li> <li>Skim for general ideas</li> <li>Identify and paraphrase information</li> <li>Analyze and evaluate</li> <li>Interview others</li> <li>Write a paragraph</li> <li>Use transitional expressions in writing</li> <li>Create visual representation to brainstorm</li> <li>Write a speech</li> </ul>	RI1, RI2, RI3, RI4, RI5, RI8, RI10, W1, W3, W4, W5, SL1, SL2, SL3, SL4, SL6, L5	<p><b>Many SCANS skills are incorporated in this unit with an emphasis on:</b></p> <ul style="list-style-type: none"> <li>Reading</li> <li>Speaking</li> <li>Responsibility</li> <li>Cultural diversity</li> <li>Decision making</li> </ul>	<p><b>VB:</b> 7.4.5  <b>1:</b> 1.5.1, 5.3.6  <b>2:</b> 1.6.2, 5.2.2, 5.3.2, 5.7.1,  <b>3:</b> 5.6.2, 5.3.8, 7.4.2  <b>4:</b> 1.3.2, 5.3.7, 5.7.1, 7.4.2  <b>5:</b> 5.1.6, 5.7.1, 7.4.2  <b>R:</b> 7.2.1  <b>RE:</b> 4.9.3, 7.2.1, 7.4.4, 7.4.5, 7.4.6  <b>IP:</b> 4.8.1, 4.8.5, 4.8.6</p>
<b>VIDEO CHALLENGE</b>		Page 224		<b>One Village Makes a Difference</b>				

## Appendices

- Vocabulary List Page 228
- Grammar Reference Page 230
- Skills Index Page 235
- Map of the United States Page 238

For other national and state specific standards, please visit: [www.NGL.Cengage.com/SO3](http://www.NGL.Cengage.com/SO3)