








Scope and Sequence





Welcome

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Module	 I can . . .	Learning Objectives	Vocabulary
1 Communication 1 How to Communicate Successfully pages 5–8	 I can identify successful communication skills.	<ul style="list-style-type: none"> Identify ways to communicate a message effectively Decide the best way to communicate with my audience Decide the best medium to use for communicating a message Identify ways to deliver a clear message 	<i>accurate, affect, breakdown, detail, facial expression, formal, informal, interfere, impression, preference, react, record</i>
2 Communication 2 Effective Communication at Work pages 9–12	 I can identify effective oral communication skills in the workplace.	<ul style="list-style-type: none"> Identify good listening skills Describe how to manage emotions Identify effective messaging Describe effective body language 	<i>blame, calm down, confirm, emotion, express, interrupt, involved, neutral, misunderstanding, pay attention, respond, upset</i>
3 Goal Setting SMART Goals pages 13–16	 I can explain the importance of setting SMART goals and describe how to create them.	<ul style="list-style-type: none"> Describe SMART goals Explain the importance of setting goals State how to improve a SMART goal 	<i>actually, concentrate, detailed, directly, exactly, figure out, on average, original, positive, realistic, related, set aside, side effect, time frame</i>
4 Teamwork Being a Team Player pages 17–20	 I can explain the importance of teamwork and describe the skills of an effective team.	<ul style="list-style-type: none"> Describe the benefits of working on a team Describe teamwork skills State how to improve teamwork skills 	<i>active role, conflict, encourage, flexible, get along with, opinion, rely on, responsible, strength, solve, supportive, weakness</i>
5 Critical Thinking Critical Thinking Skills pages 21–24	 I can explain and describe the steps in the critical thinking process.	<ul style="list-style-type: none"> Define critical thinking Describe the steps in the critical thinking process Identify ways to improve critical thinking 	<i>analyze, claim, decision, dishonest, evaluate, evidence, identify, issue, respected, review, source, viewpoint</i>
6 Leadership Leadership Skills pages 25–28	 I can describe the skills needed to lead people effectively.	<ul style="list-style-type: none"> Describe the qualities of a good leader Explain the importance of leadership skills Identify ways to improve leadership skills 	<i>attitude, brave, feedback, innovation, inspire, motivate, opportunity, outgoing, quality, respect, responsibility, value</i>

Pronunciation	Language Strategy	Project	Talk!
The sound /j/	Listen for examples	Analyze communication skills in different situations	Facts about communication problems at work
The sound /ər/	Listen for reasons	Interview people about their communication skills	Annoying habits of co-workers
Silent letters	Listen for sequencing words	Share your SMART goals	New Year's resolutions survey
Stressed syllables	Listen for enumeration	Survey people about their experiences working in teams	How animals live and work in teams
The letter <i>a</i>	Take notes on critical thinking	Evaluate an issue and come up with a plan	The importance of critical skills in the workplace
The letter <i>o</i>	Listen for introductory phrases	Research a famous leader	Imagine you are the leader of a new country

Module	I can . . .	Learning Objectives	Vocabulary
7 Self-Management Time Management pages 29–32	 I can describe specific strategies for managing and planning my time.	<ul style="list-style-type: none"> • Describe the benefits of using time management tools • Describe four specific time management tools • Identify effective time management strategies 	<i>assignment, catch up, category, deadline, organized, overwhelmed, pile up, put off, rank, strategy, stressful, workload</i>
8 Wellness Healthy Habits pages 33–36	 I can identify healthy and unhealthy habits.	<ul style="list-style-type: none"> • Identify healthy and unhealthy habits • Describe the benefits of having healthy habits • Describe the effects of unhealthy habits 	<i>active, blood pressure, carbohydrate, diabetes, fiber, injury, lactose, lean, mental, muscle, physical, protein, poultry</i>
9 Social Responsibility Personal Responsibility pages 37–40	 I can explain the importance of personal social responsibility and describe workplace etiquette.	<ul style="list-style-type: none"> • Define social responsibility • Explain personal responsibility • Describe workplace etiquette • Identify ways to improve workplace etiquette 	<i>adjust, appropriately, atmosphere, disrespect, distract, focus, negative, productive, promotion, rude, signal, tone</i>
10 Branding Branding Basics pages 41–44	 I can describe strategies for building my personal brand.	<ul style="list-style-type: none"> • Define what a personal brand is • Describe specific strategies for building a personal brand • Identify effective mission statements 	<i>achieve, creative, description, emphasize, highlight, impress, match, notice, ongoing, personality, reflect, revise</i>
11 Job Search What Is Networking? pages 45–48	 I can describe specific strategies for building and growing my professional network.	<ul style="list-style-type: none"> • Define what a professional network is • Explain the benefits of networking • Describe specific strategies for building and growing a professional network 	<i>advice, effective, establish, expand, get-together, in touch with, purpose, reach out, relate, separately, training, update</i>
12 Interviewing Interview Basics pages 49–52	 I can describe specific strategies for preparing for a job interview.	<ul style="list-style-type: none"> • Explain the importance of preparing for a job interview • Describe specific strategies for preparing for a job interview 	<i>a good fit, applicant, casual, confident, discussion, document, dress code, duty, neat, professional, requirement, reference, values</i>

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Pronunciation	Language Strategy	Project	Talk!
Dropped syllables	Keep your notes short	Choose an appropriate planning tool for an event	Discuss different planning tools
The vowels /i/ and /ɪ/	Identify cause and effect	Research a health app or website	How to create good habits
The vowel /ə/ in unstressed syllables	Leave space and adding information later	Research more tips and examples of good and bad workplace etiquette	Workplace culture in different countries
The voiced <i>th</i> sound /ð/	Identify definitions	Write your mission statement	How important is personal branding
The vowel sound /ʌ/	Ask and answer questions	Research two professional groups	Discuss survey results about jobs and networks
Consonant groups	Make inferences	Research a company	Discuss unusual things people did to get a job