

# Scope and Sequence






## Welcome

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Module	I can . . .	Learning Objectives	Vocabulary
<b>1</b> <b>Communication 1</b> Interpersonal Communication Skills pages 5–8	 I can explain the importance of having good interpersonal communication skills.	<ul style="list-style-type: none"> <li>Identify strong and weak interpersonal communication skills</li> <li>Describe specific strategies for making a good first impression</li> <li>Describe specific strategies for communicating information and instructions clearly</li> <li>Describe specific strategies for giving and receiving negative feedback</li> </ul>	<i>approachable, criterion, criticism, defensive, employability, impression, misunderstanding, motivated, respectful, tone</i>
<b>2</b> <b>Communication 2</b> Handling Difficult Situations pages 9–12	 I can describe specific strategies for effectively handling difficult situations at work.	<ul style="list-style-type: none"> <li>Identify strong communication skills for handling difficult situations at work</li> <li>Identify communication mistakes</li> <li>Describe specific strategies for dealing with customer problems</li> </ul>	<i>concerned, command, deal with, guidelines, identify, interaction, resolve, respectfully, successfully</i>
<b>3</b> <b>Goal Setting</b> Short- and Long-Term SMART Goals pages 13–16	 I can explain the importance of setting SMART goals.	<ul style="list-style-type: none"> <li>Define the SMART method</li> <li>Describe the relationship between short- and long-term goals</li> <li>Distinguish short- from long-term goals</li> <li>Identify strong and weak goal statements</li> </ul>	<i>accomplish, achievable, consideration, long-term goal, measurable, milestone, relatively, relevant, short-term goal, time-bound</i>
<b>4</b> <b>Teamwork</b> Key Attributes of Teamwork pages 17–20	 I can explain the importance of teamwork and describe the characteristics of an effective team.	<ul style="list-style-type: none"> <li>Describe key characteristics of an effective team</li> <li>Identify specific strategies for improving teamwork and collaboration</li> </ul>	<i>achieve, authority, characteristic, collaborate, continuous, credit, effective, facilitate, responsibility, structure</i>
<b>5</b> <b>Critical Thinking</b> Perspective Taking pages 21–24	 I can explain the importance of perspective taking in the workplace.	<ul style="list-style-type: none"> <li>Define perspective taking</li> <li>Describe the benefits of perspective taking</li> <li>Describe specific strategies for understanding different perspectives</li> </ul>	<i>analyze, beneficial, compromise, creative, crucial, disagreement, diverse, frustrating, personality, perspective, values</i>
<b>6</b> <b>Leadership</b> Leading a Group pages 25–28	 I can explain the importance of leadership skills and describe specific leadership strategies.	<ul style="list-style-type: none"> <li>Identify leadership skills</li> <li>Describe qualities and behaviors of a good leader</li> <li>Describe specific strategies for leading groups of people</li> </ul>	<i>acknowledge, come up with, encourage, inspire, promotion, role model, supervision, take a risk, vision, vital</i>

Pronunciation	Language Strategy	Project	Talk!
Stressed syllables	Recognize and understand contrastive stress	Ask the four questions about interpersonal communication to a good communicator	How technology is changing the ways we communicate
Silent letters	Summarize explanations or instructions	Search for common workplace communication problems and tips to deal with them	Communication problems in the workplace or at school
Sounds /ə/ and /ɔɪ/	Listen for instructions	Interview a person about a long-term goal and the steps they took to achieve it	The importance of short- and long-term SMART goals in achieving success
Compound nouns	Take notes with symbols and abbreviations	Research different online collaboration tools and choose one that is the most helpful to you	Facts about teamwork
Simple present -s endings	Listen for enumeration	Interview two to three people about their experiences with perspective taking	The importance of perspective taking
Weak pronunciation of object pronouns	Recognize and understand definitions	Interview someone who has a leadership role	Choose the best quote and explain why

Module	I can ...	Learning Objectives	Vocabulary
<b>7</b> <b>Self-Management</b> Time Logs pages 29–32	 I can describe specific strategies for improving my time management skills.	<ul style="list-style-type: none"> <li>Identify common time management problems</li> <li>Recall specific strategies for solving time management problems</li> <li>Describe the benefits of keeping a time log</li> </ul>	<i>accountable, agenda, correspond, efficient, essential, estimate, interrupt, overestimate, priority, productivity, rule of thumb, underestimate</i>
<b>8</b> <b>Wellness</b> Balancing Your Wellness Dimensions pages 33–36	 I can describe the dimensions of wellness and strategies for improving wellness.	<ul style="list-style-type: none"> <li>Describe five dimensions of wellness</li> <li>Identify weak and strong areas of wellness</li> <li>Describe specific strategies for improving wellness</li> </ul>	<i>assess, balance, dimension, emotional, fulfillment, intellectual, isolated, mutual, nutritious, spiritual, strengthen, workload</i>
<b>9</b> <b>Social Responsibility</b> Diversity and Inclusion pages 37–40	 I can explain the importance of diversity and inclusion in the workplace.	<ul style="list-style-type: none"> <li>Define diversity and inclusion</li> <li>Describe the benefits of having a diverse and inclusive work environment</li> <li>Describe specific strategies for implementing diversity and inclusion in the workplace</li> </ul>	<i>acceptance, discrimination, executive, implement, innovative, intolerance, mission, promote, strategy, synergy</i>
<b>10</b> <b>Branding</b> Building Your Personal Brand pages 41–44	 I can explain the importance of personal branding and describe strategies for building my brand.	<ul style="list-style-type: none"> <li>Describe the components of a personal brand</li> <li>Describe specific strategies for building a personal brand</li> <li>Describe specific strategies for representing a personal brand in a résumé and online</li> </ul>	<i>ambitious, authentic, combination, competitive, expertise, stand out, suitability, unique</i>
<b>11</b> <b>Job Search</b> How to Build a Network pages 45–48	 I can explain the importance of networking and describe strategies for building my network.	<ul style="list-style-type: none"> <li>Define networking</li> <li>Describe specific strategies to build an online network</li> <li>Describe specific strategies to improve networking IRL</li> </ul>	<i>contacts, enhance, expand, graduate, keep in touch, make small talk, network, profile, recommendation, reputation, virtual</i>
<b>12</b> <b>Interviewing</b> Preparing for an Interview pages 49–52	 I can describe specific strategies for improving my interview skills.	<ul style="list-style-type: none"> <li>Describe specific tips and strategies for preparing for an interview</li> <li>Identify appropriate responses to common interview questions</li> <li>Describe specific strategies for following-up after an interview</li> </ul>	<i>background, candidate, confidence, factor, illegal, impatient, qualifications, references, relevant, unrelated</i>

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Pronunciation	Language Strategy	Project	Talk!
Simple past <i>-ed</i> endings	Listen for key words and phrases	Research common time management mistakes	Time management personality types
Voiceless <i>/th/</i> sound	Recognize and understand signal words and phrases	Choose one of the dimensions of wellness and create additional tips for how to improve this dimension	Unusual wellness ideas in the workplace
Linking vowel-vowel	Listen for numbers	Research what companies do to promote diversity and inclusion in the workplace	Compare different icebreaker activities to build an inclusive environment
Thought groups	Scan for details using keywords	Present your brand and explain how it makes you stand out	The importance of your online presence and personal branding
Consonant groups	Identify examples as supporting details	Research different sites that are for online professional networking	Different ideas for networking events and activities
Sounds and spelling for vowel <i>/aɪ/</i> , <i>/ɪ/</i> , and <i>/i/</i>	Interview skill: Buying time	Search online for common interview questions and find recommendations on how to answer them	Rank common job interview mistakes