








# Scope and Sequence








## Welcome

pages 2–4

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Module	 I can . . .	Learning Objectives	Vocabulary
<b>1</b> <b>Communication 1</b> Resolving Conflict pages 5–8	 I can describe specific strategies for managing and resolving conflict.	<ul style="list-style-type: none"> <li>Understand what conflict in the workplace is</li> <li>Describe good conflict resolution practices</li> </ul>	<i>accusation, annoyance, apology, brainstorm, compromise, defensive, frustration, objective, resist, resolve, shut down, tense</i>
<b>2</b> <b>Communication 2</b> Handling Miscommunication pages 9–12	 I can describe miscommunication and the strategies for resolving it at work.	<ul style="list-style-type: none"> <li>Describe miscommunication in the workplace</li> <li>Recognize the consequences of miscommunication at work</li> <li>Identify ways to fix communication mistakes</li> </ul>	<i>aware, embarrass, excuse, impact, insensitive, panic, passive, profit, respect, undo</i>
<b>3</b> <b>Goal Setting</b> Monitoring Progress pages 13–16	 I can describe strategies for monitoring progress in order to achieve goals.	<ul style="list-style-type: none"> <li>Explain the importance of monitoring progress toward goals</li> <li>Describe two key strategies for monitoring progress toward goals</li> <li>Identify steps in reviewing and evaluating progress toward goals</li> </ul>	<i>adjust, check-in, committed, effective, evaluate, follow through, monitor, public, reach, reminder, strategy, technique</i>
<b>4</b> <b>Teamwork</b> Solving Team Problems pages 17–20	 I can describe ways to recognize and resolve common team problems.	<ul style="list-style-type: none"> <li>Recognize the five most common teamwork problems</li> <li>Describe ways to solve those team problems</li> </ul>	<i>announce, collaboration, dependable, enthusiasm, inadequate, inflexible, inspire, interact, lack of engagement, open-minded, reduced, responsibility, role, tone</i>
<b>5</b> <b>Critical Thinking</b> Analyzing and Evaluating Information pages 21–24	 I can describe critical thinking and explain its importance in analyzing online information.	<ul style="list-style-type: none"> <li>Describe critical thinking and why it matters</li> <li>Identify the characteristics of reliable and unreliable online information</li> <li>Describe how to analyze and evaluate the reliability of online information</li> </ul>	<i>authority, biased, commercial, credentials, credible, neutral, qualified, relevant, reliable, reputable, scheme, verify</i>
<b>6</b> <b>Leadership</b> How to Be a Leader pages 25–28	 I can explain how to be a good leader.	<ul style="list-style-type: none"> <li>Describe the skills needed by good leaders</li> <li>Identify leaders' common strengths and weaknesses</li> </ul>	<i>cooperate, coordinate, cope with, critical, determination, ensure, failure, impressed, intimidated, mentor, motivate</i>

Pronunciation	Language Strategy	Project	Talk!
The letter o	Recognize definitions	Interview people about a workplace conflict they had and then resolved	Rate five common workplace conflicts
The vowels /i/ and /ɪ/	Organize your ideas	Research communication problems and effective tips online	Reasons leading to miscommunication at work
Stressed syllables	Identify comparisons	Make a questionnaire and interview people who achieved a personal goal	Successful people who achieved their goals
The sound /j/	Summarize	Research a common team problem and suggest a solution	Different types of team players
Consonant groups	Infer a writer's purpose	Find and explain why a source is reliable	Ways to verify online information
The sound /ər/	Recognize a speaker's attitude	Interview people about leaders they have worked with	Facts about how to achieve effective leadership

Module	 I can . . .	Learning Objectives	Vocabulary
<b>7</b> <b>Self-Management</b> Time-Management Strategies Pages 29–32	 I can explain time-management strategies related to procrastination.	<ul style="list-style-type: none"> <li>• Explain what procrastination is and why it is a problem</li> <li>• Describe the common reasons people procrastinate</li> <li>• Identify strategies to overcome procrastination</li> </ul>	<i>accomplishment, appealing, complex, distract, have a handle on, incentive, overcome, overwhelming, prioritize, rank, rewarding, workload</i>
<b>8</b> <b>Wellness</b> Managing Stress pages 33–36	 I can explain how to manage stress.	<ul style="list-style-type: none"> <li>• Identify three common types of things that cause stress</li> <li>• Explain how stress affects us</li> <li>• Describe ways to manage stress</li> </ul>	<i>address, anxious, commit to, get rid of, grateful, nausea, pressure, psychological, recognize, relaxation</i>
<b>9</b> <b>Social Responsibility</b> Business Sustainability pages 37–40	 I can explain what business sustainability is.	<ul style="list-style-type: none"> <li>• Explain how business sustainability relates to the planet, people, and profit</li> <li>• Describe things companies can do to improve business sustainability</li> </ul>	<i>abuse, assess, disposal, diversity, emission, investment, manufacturer, practice, pursue, value</i>
<b>10</b> <b>Branding</b> Creating a Career Portfolio pages 41–44	 I can explain how to create a career portfolio.	<ul style="list-style-type: none"> <li>• Explain the purpose of a career portfolio</li> <li>• Describe the components of a career portfolio</li> <li>• Explain two ways to prepare a career portfolio for sharing</li> </ul>	<i>certification, contribution, evaluation, highlight, overview, relate, résumé, stand out, summarize, supervise, trait, transcript</i>
<b>11</b> <b>Job Search</b> The Information Interview pages 45–48	 I can explain how to have an informational interview.	<ul style="list-style-type: none"> <li>• Describe the purpose of an informational interview</li> <li>• Explain how to have a successful informational interview</li> </ul>	<i>advance, awkward, candidate, conduct, criticize, downside, entry-level, first-hand, good fit, impression, potential, trend</i>
<b>12</b> <b>Interviewing</b> The Interview pages 49–52	 I can explain how to prepare for a good job interview.	<ul style="list-style-type: none"> <li>• Describe the eight most common types of interview questions</li> <li>• Explain how to respond appropriately to interview questions</li> </ul>	<i>anticipate, applicant, characteristic, circumstance, excel, face, former, productive, rejection, sell yourself, shortcoming</i>

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Pronunciation	Language Strategy	Project	Talk!
Silent letters	Listen for enumeration	Keep track of your own procrastination	Procrastination stories
<i>Can</i> and <i>can't</i>	Name topics and subtopics	Create a survey and interview people about managing stress	Rank activities to help manage stress
Blending: <i>want to</i> and <i>have to</i>	Define key terms	Interview people about their employer's sustainability practices	Tips to help you and your company be more sustainable
The vowel sound /ʌ/	Recognize important information	Search for a job online and prepare three pieces of a career portfolio	The benefits of a career portfolio
Sounds and spelling: the vowels /aɪ/, /ɪ/ and /i/	Preview a text	Write questions for an informational interview	Facts about job hunting
The sounds /u/, /ʊ/, and /ʌ/	Make inferences	Research a job online, find key words, and answer the most common interview questions	Ten unusual interview questions