








Scope and Sequence







Welcome

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Module	 I can . . .	Learning Objectives	Vocabulary
1 Communication 1 Nonverbal Communication pages 5–8	 I can explain how to use and interpret nonverbal communication professionally	<ul style="list-style-type: none"> • Explain the importance of nonverbal communication in the workplace • Identify common types of nonverbal communication • Recognize how to interpret nonverbal communication correctly • Explain how to avoid misinterpreting nonverbal communication 	<i>assert, detect, differ, eyebrows, focused, transpose, frown, interpret, preferred, sincere, transmission, unsure of yourself</i>
2 Communication 2 Persuasive Communication pages 9–12	 I can describe ways to develop my persuasive communication skills	<ul style="list-style-type: none"> • Describe the benefits of using persuasive communication at work • Recognize the main tools and principles of persuasive communication • Identify ways to develop persuasive communication skills 	<i>anecdote, credible, empathize, entrepreneur, friendliness, likeable, persuasive, pitch, prompt, prospective, reluctant, trustworthy</i>
3 Goal Setting Sticking to Your Goals pages 13–16	 I can describe specific strategies for staying committed to my goals	<ul style="list-style-type: none"> • State the importance of setting and committing to goals • Explain why committing to goals can be difficult • Identify strategies to stay committed to goals 	<i>align with, buddy, challenging, payoff, pressure, resilient, sabotage, see (something) through, self-confidence, self-talk, stick to (something)</i>
4 Teamwork Building Emotional Intelligence pages 17–20	 I can explain what emotionally intelligent teams look like and the benefits of them	<ul style="list-style-type: none"> • Describe the components of emotional intelligence and how they contribute to success in the workplace • Identify the attributes of a successful team with emotional intelligence • Identify ways to build an effective team with emotional intelligence 	<i>awareness, diffuse, exhibit, fuel, gratifying, hesitant, interdependence, intrinsic, perceive, praise</i>
5 Critical Thinking Decision Making pages 21–24	 I can explain the seven steps to effective decision making	<ul style="list-style-type: none"> • Explain the difference between low-risk and high-risk decisions • Identify the seven steps in the decision-making process • Discuss the common myths about decision making 	<i>alternative, consider, decision making, gather, high-risk, indecisive, intuition, low-risk, outcome, weigh</i>
6 Leadership Leadership Styles pages 25–28	 I can describe the five common leadership styles	<ul style="list-style-type: none"> • State the importance of developing a leadership style • Describe five common leadership styles and when they work most effectively • Identify ways to develop a leadership style 	<i>authoritarian, autonomy, boost, charismatic, commitment, consensus, delegate, dominant, hands-off, manipulate, mentoring, neglected</i>

Pronunciation	Language Strategy	Project	Talk!
The <i>-ed</i> ending in adjectives	Understand the main points of presentations: Signposting language	Focus on own facial expressions and gestures	Explore cultural differences in body language
Weak pronunciation of object pronouns	Identify key details in a linguistically complex text	Online research of Cialdini's principles of persuasion	Discuss whether storytelling, providing data, or both combined are most persuasive
The letter <i>a</i>	Differentiate between genuine and rhetorical questions	How to stay committed to professional and personal life goals	Popular life goals
Main stress in sentences	Understand connotations	Create a survey on challenges when working in teams	The role of emotional intelligence in the workplace
Stressed syllables in nouns	Anticipate ideas	Research and make a list of additional tips for how to achieve work-life balance	Negative consequences of overthinking decisions
The letter <i>s</i>	Recognize contrasting ideas signaled by discourse markers	Interview someone about their leadership style	Discuss some world-famous leaders' quotes

Module	I can ...	Learning Objectives	Vocabulary
7 Self-Management The Power of Deadlines Pages 29–32	 I can describe ways to set and meet deadlines successfully	<ul style="list-style-type: none"> • Explain the difference between soft and hard deadlines • Describe the personal and professional benefits of meeting deadlines • Identify strategies for successfully setting and meeting deadlines 	<i>categorize, dread, extend, interim, looming, master, pace, pitfall, productivity, self-imposed, submit, underestimate</i>
8 Wellness Work-Life Balance pages 33–36	 I can describe ways to maintain work-life balance	<ul style="list-style-type: none"> • Explain the importance of work-life balance • Describe ways of achieving work-life balance • Identify strategies for correcting an imbalance between your work and home lives 	<i>blur, burnout, demands, detrimental, drained, energize, imbalance, reward, shift</i>
9 Social Responsibility Ethical Decisions pages 37–40	 I can explain how to create an ethically strong workplace	<ul style="list-style-type: none"> • Describe an ethically strong workplace • Describe how company policies and values impact decision making • Explain the PLUS model for ethical decision making at work 	<i>bribe, code, cost-effective, dignity, dilemma, ethical, fairness, honesty, integrity, judgment, transparent</i>
10 Branding The Elevator Pitch pages 41–44	 I can explain how to create a successful elevator pitch	<ul style="list-style-type: none"> • Describe the benefits of having an elevator pitch • Identify when and where to provide an elevator pitch • Explain how to create a successful elevator pitch 	<i>authentic, come across, craft, job seeker, one-off, pitch, recruitment fair, rehearse, target, winning</i>
11 Job Search Using Social Media pages 45–48	 I can explain how to use social media for job search	<ul style="list-style-type: none"> • Explain the benefits of using social media for job searching • Identify strategies for creating a successful professional profile 	<i>acquire, customized, differentiate, directly, endorse, go-to, proactive, recruit, regularly, showcase, tailor, up-to-date</i>
12 Interviewing Evaluating Job Offers pages 49–52	 I can describe the criteria for evaluating a job offer	<ul style="list-style-type: none"> • Explain the importance of evaluating job offers • Identify the criteria for evaluating a job offer 	<i>benefits, enticing, equip, established, insight, make ends meet, meaningfully, recruitment, subsidized, tuition</i>

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Pronunciation	Language Strategy	Project	Talk!
Consonant groups	Follow lines of argument	Create a plan to meet a deadline	Talk about setting and meeting deadlines
Syllables and stress	Understand idiomatic language	Make a list of additional tips for achieving work-life balance	The top five countries with the best work-life balance
Stress in compounds	Identify the purpose of questions	Apply the PLUS model to an ethical dilemma	Ethics in the workplace
Thought groups	Recognize the emphasis of significant points	Prepare an elevator pitch	Common mistakes made during an elevator pitch
Emphatic stress	Understand advice	Search for jobs on a professional networking site	Statistics on employers using social media to find suitable candidates
Stressed words	Understand complex language in discussions	Prioritize a list of criteria for evaluating a job offer	Which factors people consider before accepting a job offer