






Scope and Sequence







Welcome

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Module	I can . . .	Learning Objectives	Vocabulary
1 Communication 1 Speaking Professionally pages 5–8	 I can explain how to speak in a professional manner.	<ul style="list-style-type: none"> • Explain the importance of speaking professionally • Identify ways to sound more professional 	<i>ample, approachable, commanding, condescending, conviction, convincingly, ensure, manner, merely, mumble</i>
2 Communication 2 Developing Presentation Skills pages 9–12	 I can explain how to prepare and deliver efficient presentations.	<ul style="list-style-type: none"> • Explain the importance of good presentation skills • Describe how to create effective presentations • Prepare to give presentations to an audience 	<i>accomplished, anecdote, conversational, cram, lighten up, pitch, recap, rule of thumb, subordinate, wrap up</i>
3 Goal Setting Cascading Goals pages 13–16	 I can explain the benefits of cascading a company's strategic goals.	<ul style="list-style-type: none"> • Describe the process of cascading goals • Describe the pros and cons of cascading goals • Explain the benefits of cascading goals for the company 	<i>alignment, break down, bureaucratic, cascade, filter down, inspirational, keep track of, outdated, overload, performance, strategic, transparency</i>
4 Teamwork Remote Team Spirit pages 17–20	 I can describe strategies to maintain team spirit in remote working.	<ul style="list-style-type: none"> • Describe the importance and benefits of maintaining the team spirit • Identify ways to build and maintain team spirit in remote working 	<i>camaraderie, compensate, foster, frankly, guru, hybrid, isolated, remotely, underlying, utterly</i>
5 Critical Thinking Using Design Thinking pages 21–24	 I can describe design thinking and how it works.	<ul style="list-style-type: none"> • Describe design thinking • Explain the benefits of solving problems with design thinking • Identify the steps of the design thinking process 	<i>brainstorming, collaborative, empathize, immersion, insight, iteration, mainstream, multidisciplinary, prototype, refine, synthesize, unleash</i>
6 Leadership Change Leadership pages 25–28	 I can describe change leadership and the characteristics of a good change leader.	<ul style="list-style-type: none"> • Explain the importance and benefits of change leadership • Describe the challenges of change leadership • Describe ways to be a good change leader 	<i>advantageous, downsize, drum up, envision, implement, lay-off, morale, perseverance, resonate with, up-to-date</i>

Pronunciation	Language Strategy	Project	Talk!
Weak and blended pronunciation of <i>to</i>	Guess meaning from context	Interview someone who speaks with confidence	Common mistakes when trying to sound professional
Stressed and unstressed words	Understand colloquial language in presentations	Research tips on preparing effective presentations	Facts on presentation skills
Stress in phrasal verbs	Follow the sequence of arguments	Create an imaginary scenario with a cascading goal	Discuss the facts about companies that use the cascading goals strategy
Weak pronunciation of object pronouns	Infer meaning and attitude	Interview people about their remote working situations and how their companies have ensured a sense of teamwork	Facts about team spirit
Intonation to end or continue a thought	Understand explicit details and examples	Come up with improvements for a product or service using the design thinking process	Discuss statistics about companies that use design thinking
Stress with word endings	Infer the writer's attitude	Create an imaginary scenario where you implement a change to your company	Discuss research related to change leadership

Module	I can ...	Learning Objectives	Vocabulary
7 Self-Management The Power of Mistakes pages 29–32	 I can explain ways to adopt a growth mindset.	<ul style="list-style-type: none"> Describe the importance of a growth mindset Explain the benefits of having a growth mindset in the workplace 	<i>consequential, discouraged, embrace, hypothesis, mindset, over and over, refute, simply, tenacity, vital</i>
8 Wellness Healthy Thinking pages 33–36	 I can describe ways to maintain healthy thinking.	<ul style="list-style-type: none"> Describe the importance and benefits of healthy thinking Identify strategies and techniques for healthy thinking Explain how to deal with challenges to healthy thinking 	<i>cognitive, compassion, distorted, fall into the trap, jump to conclusions, mindful, misinterpret, obsess about, positively, psychologist, rationally, visualize</i>
9 Social Responsibility Assessing Cultural Differences pages 37–40	 I can explain Hofstede's cultural dimensions.	<ul style="list-style-type: none"> Describe challenges of culturally diverse workplaces Use Hofstede's cultural dimensions to understand my colleagues from different cultures Identify ways to avoid misunderstandings and overcome problems caused by cultural differences 	<i>assertiveness, atypical, conversely, divergent, individualism, indulgent, persistence, restrained, sincerity, thrift</i>
10 Branding Personal Branding Mistakes pages 41–44	 I can describe ways to avoid personal branding mistakes and strategies to fix mistakes if they occur.	<ul style="list-style-type: none"> Detect common branding mistakes Explain ways to avoid common branding mistakes Explain how to repair and maintain a personal brand if mistakes are made 	<i>capitalize on, cutting edge, deviate from, far-reaching, limitation, mismatch, pin the blame on, trait, trustworthy, vent</i>
11 Job Search Building Your Career pages 45–48	 I can explain ways to build my career.	<ul style="list-style-type: none"> State the importance of building my career Describe ways to build my career 	<i>aspire, caveat, finite, frustrated, proactive, recruiter, resilience, savvy, sponsor, trail off</i>
12 Interviewing Following up after an Interview pages 49–52	 I can describe ways to follow up after a job interview.	<ul style="list-style-type: none"> Explain the importance of following up after a job interview Identify the proper ways to follow up after a job interview 	<i>antagonistic, courtesy, digest, intense, job hunter, pest, prospect, pushy, threatening, vie, wordy</i>

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Pronunciation	Language Strategy	Project	Talk!
Linking a vowel to a vowel	Recognize and evaluate the effectiveness of rhetorical devices in media presentations	Research the internet about different responses to mistakes	Discuss research about learning from mistakes
The sounds /ʃ/, /ʒ/, /tʃ/, /dʒ/	Identify key points in conceptual presentations (outside your field)	Choose a technique to improve your thinking habits	Discuss the quotes on healthy thinking
Consonant groups	Identify supporting examples in complex texts	Rate your cultural dimensions and compare with another country	Discuss the United States' score according to Hofstede's Cultural Dimensions
The letter <i>a</i>	Recognize summarizing expressions	Interview someone about their personal brand	Common personal branding mistakes
The sounds /w/, /ʊ/, and /ʌ/	Follow a panel discussion on complex, unfamiliar topics	Identify skills to develop	Discuss statistics about career development
Thought groups	Follow the flow of dialogue in complex discussions	Interview someone who recruits or who got a job in the past few years	Common mistakes job seekers make when following-up after an interview