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<th>Unit</th>
<th>Topics, Vocabulary</th>
<th>Grammar</th>
<th>Functional Communication</th>
<th>Listening &amp; Pronunciation</th>
<th>Writing</th>
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</table>
| 1 | • Describing actions that have occurred  
• Describing actions that haven’t occurred yet  
• Discussing duration of activity  
• Discussing things people had done | Review:  
• Present Perfect Tense  
• Present Perfect Continuous Tense  
• Past Perfect Tense  
• Past Perfect Continuous Tense | • Expressing surprise  
• Telling about skills & work experience  
• Telling about past activities  
• Asking & telling about duration of activities  
• Describing consequences | • Listening to a narrative about tasks accomplished & indicating these tasks on a checklist  
• Pronouncing reduced have, has, & had | • Writing about something you had worked hard to prepare for |
| 2 | • Evaluating people’s activities  
• Job interviews  
• Expressing possibility  
• Making deductions  
• Expressing concern about others  
• Apologizing  
• Recounting difficult situations | • Perfect Modals: Should have  
• Might have  
• May have  
• Could have  
• Must have | • Apologizing  
• Evaluating own & others’ activities  
• Expressing agreement  
• Starting a conversation  
• Making a deduction | • Listening to conversations & reaching conclusions about what people should have done  
• Pronouncing reduced have | • Writing about how to do well at a job interview  
• Writing a story about your English teacher  
• Writing about something you should have done differently |
| 3 | • Discussing creative works  
• Describing tasks accomplished  
• Discussing things that have happened  
• Describing accomplishments  
• Securing services  
• Automobile repairs  
• Historical narratives | • Passive voice  
• Relative pronouns | • Reacting to good & bad news  
• Discussing opinions  
• Expressing agreement  
• Expressing uncertainty  
• Offering to do something | • Pronouncing reduced auxiliary verbs  
• Listening & choosing the best line to continue a conversation  
• Pronouncing reduced have | • Writing about the history of the place where you were born or a place where you have lived  
• Writing about students’ rights & responsibilities in your school |
| Gazette | • Inventions that changed the world  
• Time line of major inventions  
• Culture concept: Ancient & modern wonders of the world  
• Interview with a photojournalist | • Passive voice | • Reporting about events  
• Telling about places you would like to visit  
• Describing background, education, & life events  
• Using idiomatic expressions | • Listening to radio news reports & interpreting the facts  
• Writing an e-mail or instant message to tell things that have happened to you recently | |
| 4 | • Asking for information  
• Referring people to someone else  
• Reporting a crime  
• Reporting a missing person | • Embedded questions | • Asking for information  
• Indicating uncertainty  
• Apologizing  
• Making a suggestion | • Listening & deciding where a conversation is taking place  
• Pronouncing reduced you  
• Writing about things you wonder about the future | |
| Gazette | • Describing plans & intentions  
• Consequences of actions  
• Discussing future events  
• Expressing hopes  
• Making deductions  
• Emergencies | • Conditional:  
• Present real (If ___ would)  
• Present Unreal (If ___ will)  
• Hope-clauses | • Expressing agreement  
• Asking for & giving reasons  
• Asking about future plans  
• Expressing hopes  
• Making predictions  
• Listening & making deductions based on information heard  
• Pronouncing contractions with would | • Listening to an automated telephone system & determining the correct number to press for specific needs  
• Writing about what you would do if you won a million dollars on a TV game show | |
| 5 | • The expression of wishes & hopes in music  
• Interpreting a table with number facts  
• Culture concept: Traditions & customs for making wishes around the world  
• Interviews with people about hypothetical plans for the future | • Present real conditional  
• Present unreal conditional  
• Hope-clauses  
• Passive voice | • Making hypothetical statements about the future  
• Describing traditions  
• Using idiomatic expressions  
• Listening to an instant message to tell things that have happened to you recently | | |

**ALL-SKILLS COMMUNICATION: LISTENING, SPEAKING, READING, WRITING**
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- **Unit 6** focuses on advising, expressing wishes, job satisfaction, expressing ability, asking for giving reasons, and life in cities & suburbs.
- **Unit 7** covers making deductions, discussing unexpected events, expressing wishes & hopes, consequences of actions, and rumors.
- **Unit 8** includes reporting what people have said, reporting information, leaving, taking, conveying messages, job interviews, discussing feelings, and advice.
- **Unit 9** deals with verifying, reporting information, congratulating, writing a personal letter, writing a business memo, and performance on the job.
- **Unit 10** addresses invitations, expressing disappointment, decision-making, consequences of actions, asking for assistance, and technology in our lives.
- **Gazette** sections offer additional materials on job interview skills, interpreting a pie chart, and culture context.