### Unit 1: Park Here!
**pp. 14–19**
- **automotive service technician** – person who fixes cars
- **balance** – add up to the same amount
- **career ladder** – way to move up from one job to a better job
- **certified** – trained
- **daily report** – report made every day
- **day shift** – work time during the day
- **directs** – shows
- **entry level** – the lowest level
- **equivalent** – equal
- **experience** – skills you get from working
- **full time** – 40 hours a week
- **hires** – gives work to
- **overtime** – more than 40 hours a week
- **parking fee** – money you pay for parking
- **parking lot attendant** – person who collects money from drivers parking in the lot
- **theft** – stealing
- **whistles** – makes a high sound by blowing air through the lips or teeth

### Unit 2: Don’t Forget to Brush Your Teeth
**pp. 20–25**
- **advice** – something you tell people to do to help them
- **career clusters** – groups of related jobs
- **cavities** – tooth decay
- **dental hygienist** – person who cleans people’s teeth in a dental office
- **electric toothbrush** – toothbrush with an electric motor
- **examines** – looks closely at
- **experienced** – having skills from working
- **floss** – use thread to clean between your teeth
- **gum disease** – illness of the part of the mouth that holds the teeth
- **gums** – part of the mouth that holds the teeth
- **managers** – people in charge at work
- **mouthwash** – liquid to clean the mouth
- **oral health** – health of the mouth
- **plaque** – thin unhealthy coating on the teeth
- **prevent** – stop
- **supervises** – watches over
- **tartar** – hard unhealthy coating on the teeth
transfer – use in another place
x-rays – takes pictures of

Unit 3: A Cable TV Problem
pp. 26–31
adjusts – changes
benefits – extra things workers get, like health insurance or vacation time
cable box – box that sends cable shows to a TV
cable television service technician – person who fixes cable TV problems
cords – wires that connect something to electricity
electrical outlet – place on a wall where you connect a TV to electricity
hoses – rubber tubes that carry water
leaking – letting water out
mechanics – people who fix cars
news – TV shows with news and information
plugged in – connected
power – electricity
troubleshooting – looking for a problem
unplugged – not connected

Unit 4: Operator of the Year
pp. 32–37
avoid – keep away from
award – prize

bus tickets – pieces of paper that let people ride the bus
clean driving record – no traffic tickets or accidents
commercial driver’s license (CDL) – special driver’s license that allows you to drive a bus or a truck
disabilities – problems with the body or mind
high school equivalency test – test you take to get a high school equivalency certificate
homeless – with no home
injury – hurt
medical leave – time away from work because of an illness or injury
occupations – jobs
passengers – people who ride the bus
punctual – on time
route – way to get from one place to another
safety comes first – safety is the most important thing
satisfied – happy
wages – money paid for work
wheelchairs – chairs with wheels to help people move

Unit 5: Think Positively
pp. 38–43
advertised – told people about a product or business
apply makeup – put cosmetics on the face

beauty salon – place to get your hair cut

business owner – person who owns a business

competition – companies that want the same customers

cosmetology – making hair, face, and nails beautiful

customer service skills – skills for talking to and helping people

facials – beauty treatments for the face

flyers – paper advertisements with information about a business

goal – something you want to do

manicures – beauty treatments for the hands and nails

more customers than she can handle – too many customers

requirements – needs

style – make hair look nice

think positively – have a positive attitude

Unit 6: How Can I Help You?
pp. 44–49

customer service representative – person who answers customer questions for a company

deductible – amount you have to pay before insurance pays

good listener – person who listens to what someone is saying

insurance agent – person who sells insurance

insurance policies – contracts that pay if a person is sick or dies

Medicare – federal health insurance for people 65 and over

nervous – worried

polite – having good manners

supplemental – additional

take a deep breath – breathe slowly

upset – not happy

Unit 7: Taking an Image
pp. 50–55

abnormal – not normal

career inventory – questions to see what jobs you will be good at

hospital – place where sick or hurt people get medical care

human resources – department that hires people for a company

images – pictures

lies still – lies down and does not move

medical report – report of medical information

MRI technician – person who uses an MRI scanner
noises – sounds
operates – uses
organs – parts of the body (like the lungs or heart)
preferences – things you like to do
radiologist – doctor who reviews medical images
scanner – machine that takes pictures
tumors – growths

Unit 8: Scheduling an Appointment
pp. 56–61
apologized – said she was sorry
appointments – meetings
business card – card that has your name, company name, and phone number
construction – building
contact information – name, address, phone, email
contractors – people hired to do a job
foreman – supervisor responsible for a group of workers
hurt – injured
last-minute – quick
organize – put things where they can be easily found
positive attitude – happy and smiling
receptionist – person who works at the front desk
reschedule – make a new appointment
site – place
takes messages – writes down information
workday – day of work

Unit 9: Satisfied Customers
pp. 62–67
check in – give your name and information to stay at a hotel
flexible – changing
greets – says hello to
guests – people who stay at a hotel
hotel front desk agent – hotel receptionist
housekeeping – department that cleans rooms
inconvenience – trouble
maintenance – department that fixes things
occupied – filled
reserved – called to save
scheduled – supposed to work
security – guards who protect a hotel
vacancies – empty rooms
Wi-Fi – wireless internet connection

Unit 10: We Sell What We Grow
pp. 68–73
booth – table where things are sold
choose – pick
dangerous chemicals – chemicals not safe to eat, drink, or breathe

drip – falling in drops, like water

farm – land for growing fruits and vegetables

farmers – people who grow food

farmers market – place where farmers sell the food they grow

hobbies – things people do for fun

immigrants – people who moved from another country

lifelong learning – learning new things as you get older

organic – grown with no dangerous chemicals

organic farmers – people who grow food without dangerous chemicals

prepare – make

produce – fruits and vegetables

proud – happy about something you have done

real estate – selling houses and land

Unit 11: Pay the Bills
pp. 74–79

accurate – correct

accuracy – having no mistakes

biller – person who sends bills

billing codes – numbers that represent medical problems

bills – lists of medical codes and prices

corrected – fixed

electronic – on the computer

medical chart – record of medical problems

medical terminology – health words

notes – short pieces of writing

represents – stands for

revise – change

treat – take care of

Unit 12: To Your Health!
pp. 80–85

blood pressure – pressure of blood in the body

community health clinic – neighborhood health center

diabetes – illness from too much sugar in the blood

diagnoses – identifies

disconnect – hang up

flu – illness with fever and body aches

outlook – the way things will be in the future

poor – having no money

prescribes – tells a patient to take

pulse rate – number of heartbeats in one minute

registered nurse (RN) – nurse who treats patients with medical problems

team effort – group of people working together

vital signs – temperature, blood pressure, and pulse rate