

Unit, Title, Pages	Theme	Career Clusters and Occupations	Language Functions	College and Career Readiness Skills	Informational Text	Critical Thinking, Problem Solving, and Paraphrasing
Unit 1 Park Here! Pages 14–19	<ul style="list-style-type: none"> Moving up a career ladder 	Transportation: transportation operations <ul style="list-style-type: none"> Parking lot attendant Automotive service technician and mechanic 	<ul style="list-style-type: none"> Discuss setting educational and career goals Talk about getting a better job Talk about moving up a career ladder 	<ul style="list-style-type: none"> Read closely Respond to text-dependent questions Cite evidence Build vocabulary Retell a story Write about working as a parking lot attendant Internet research: career ladders 	<ul style="list-style-type: none"> Read about moving up a career ladder Read an automotive service technician job description 	<ul style="list-style-type: none"> Paraphrasing
Unit 2 Don't Forget to Brush Your Teeth Pages 20–25	<ul style="list-style-type: none"> Dental health care Explore occupations 	Health sciences: therapeutic services <ul style="list-style-type: none"> Dental hygienist Dentist 	<ul style="list-style-type: none"> Talk about dental health Talk about exploring a career cluster Discuss finding a good job Discuss the educational requirements for a job Talk about finding a part-time job Talk about transferable skills 	<ul style="list-style-type: none"> Read closely Respond to text-dependent questions Cite evidence Build vocabulary Retell a story Write about a job you want to have in the future 	<ul style="list-style-type: none"> Read about exploring career clusters 	<ul style="list-style-type: none"> Critical thinking: matching Critical thinking: finding a job
Unit 3 A Cable TV Problem Pages 26–31	<ul style="list-style-type: none"> Problem solving Troubleshooting 	Information technology: network systems <ul style="list-style-type: none"> Cable TV service technician Manufacturing: maintenance and repair <ul style="list-style-type: none"> Appliance repair technician 	<ul style="list-style-type: none"> Talk about working as a cable television service technician Talk about on-the-job training Talk about troubleshooting a problem 	<ul style="list-style-type: none"> Read closely Respond to text-dependent questions Cite evidence Build vocabulary Retell a story Write about on-the-job training Internet research: on-the-job training 	<ul style="list-style-type: none"> Read a job description for a cable television service technician Read about on-the-job training 	<ul style="list-style-type: none"> Solve problems

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Unit 4 Operator of the Year Pages 32–37	<ul style="list-style-type: none"> Customer service Safe driving Punctuality 	Transportation: operations <ul style="list-style-type: none"> Bus driver Delivery driver 	<ul style="list-style-type: none"> Talk about education, training, and licensing requirements for jobs Discuss occupations with increasing opportunities Talk about working as a bus driver Talk about a job you want to research 	<ul style="list-style-type: none"> Read closely Respond to text-dependent questions Cite evidence Build vocabulary Retell a story Write about a job you want to research 	<ul style="list-style-type: none"> Read a chart of growing occupations Read a job description for a bus driver 	<ul style="list-style-type: none"> Solve problems
Unit 5 Think Positively Pages 38–43	<ul style="list-style-type: none"> Customer service Goal setting 	Business management: beauty salon <ul style="list-style-type: none"> Salon owner Cosmetologist 	<ul style="list-style-type: none"> Talk about setting educational and career goals Establish language, career, and personal goals Discuss your plan to reach your goals 	<ul style="list-style-type: none"> Read closely Respond to text-dependent questions Cite evidence Build vocabulary Retell a story Write about setting goals and making a plan Internet research: educational and career goals 	<ul style="list-style-type: none"> Read about setting educational and career goals 	<ul style="list-style-type: none"> Critical thinking: make a plan to reach educational and career goals
Unit 6 How Can I Help You? Pages 44–49	<ul style="list-style-type: none"> Job preferences Comparing two jobs 	Marketing: sales, service <ul style="list-style-type: none"> Customer service representative Insurance agent 	<ul style="list-style-type: none"> Talk about deciding between two jobs Talk about telephone customer service Talk about job preferences Compare two different jobs 	<ul style="list-style-type: none"> Read closely Respond to text-dependent questions Cite evidence Build vocabulary Retell a story Write about a job you would like to have 	<ul style="list-style-type: none"> Read a chart comparing two jobs Read tips for good customer service 	<ul style="list-style-type: none"> Critical thinking: evaluate job preferences Critical thinking: compare two jobs

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Unit 7 Taking an Image Pages 50–55	<ul style="list-style-type: none"> Inventory of skills, work experience, and work preferences Choosing the right job 	Health sciences: therapeutic services <ul style="list-style-type: none"> MRI technician Radiologist Health sciences: informatics <ul style="list-style-type: none"> Medical secretary 	<ul style="list-style-type: none"> Talk about personal interests and job skills Participate in a conversation about job skills Discuss on-the-job issues Talk about working as a medical secretary 	<ul style="list-style-type: none"> Read closely Respond to text-dependent questions Cite evidence Build vocabulary Write about your skills, experience, and preferences Internet research: MRI technician schools 	<ul style="list-style-type: none"> Read about a career inventory 	<ul style="list-style-type: none"> Follow directions Career inventory: soft and hard job skills Solve problems Paraphrasing
Unit 8 Scheduling an Appointment Pages 56–61	<ul style="list-style-type: none"> Communication and organizational skills 	Business: business management <ul style="list-style-type: none"> Receptionist Construction <ul style="list-style-type: none"> Foreman Contractors Construction workers 	<ul style="list-style-type: none"> Talk about communication and organizational skills on the job Talk about a problem at work Discuss having a positive attitude Talk about working as a front desk receptionist 	<ul style="list-style-type: none"> Read closely Respond to text-dependent questions Cite evidence Build vocabulary Retell a story Internet research: front desk receptionist jobs 	<ul style="list-style-type: none"> Read about the skills a receptionist needs Read a front desk receptionist's job description 	<ul style="list-style-type: none"> Solve problems
Unit 9 Satisfied Customers Pages 62–67	<ul style="list-style-type: none"> Customer service 	Hospitality: travel and tourism <ul style="list-style-type: none"> Hotel front desk agent Hotel manager 	<ul style="list-style-type: none"> Discuss asking for time off Talk about hotel customer service Talk about resolving customer complaints Talk about working flexible hours 	<ul style="list-style-type: none"> Read closely Respond to text-dependent questions Cite evidence Build vocabulary Retell a story Write about working in hotel customer service 	<ul style="list-style-type: none"> Read hotel customer service tips Read an online job description for a hotel front desk agent 	<ul style="list-style-type: none"> Solve problems

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Unit 10 We Sell What We Grow Pages 68–73	<ul style="list-style-type: none"> Lifelong learning 	Agriculture: food <ul style="list-style-type: none"> Farmers 	<ul style="list-style-type: none"> Discuss working on a farm Talk about learning new information Talk about lifelong learning Discuss learning about water conservation 	<ul style="list-style-type: none"> Read closely Respond to text-dependent questions Cite evidence Retell a story Build vocabulary Write about learning something new at school or at work Internet research: learn something new about farming 	<ul style="list-style-type: none"> Read about lifelong learning 	<ul style="list-style-type: none"> Critical thinking: comparing
Unit 11 Pay the Bills Pages 74–79	<ul style="list-style-type: none"> Medical billing Accuracy 	Business: business management <ul style="list-style-type: none"> Medical billing clerk Office manager 	<ul style="list-style-type: none"> Discuss the importance of being accurate at work Talk about working online Talk about learning medical billing 	<ul style="list-style-type: none"> Read closely Respond to text-dependent questions Cite evidence Build vocabulary Retell a story Write about working as a medical biller 	<ul style="list-style-type: none"> Read about medical billing and checking for accuracy Read an online medical billing clerk job description 	<ul style="list-style-type: none"> Solve problems
Unit 12 To Your Health! Pages 80–85	<ul style="list-style-type: none"> Working in a community health clinic Flexibility at work 	Health sciences: therapeutic services <ul style="list-style-type: none"> Registered nurse Doctor Medical receptionist 	<ul style="list-style-type: none"> Discuss the changing technology of the workplace Talk about adapting to changing technology Talk about being flexible at work 	<ul style="list-style-type: none"> Read closely Respond to text-dependent questions Cite evidence Build vocabulary Retell a story Write about being flexible on the job 	<ul style="list-style-type: none"> Read about the job outlook for registered nurses Read about employees who are flexible 	<ul style="list-style-type: none"> Self inventory: flexibility