

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 The Right Cut of Meat Pages 14–19	<ul style="list-style-type: none"> On-the-job training Moving up the career ladder 	Agriculture: agribusiness systems <ul style="list-style-type: none"> Butcher/meat cutter Meat department manager Supermarket manager 	<ul style="list-style-type: none"> Talk about moving up the career ladder Talk about education and training Discuss the differences between a butcher job and a meat department manager job Talk about making a monthly sales report 	<ul style="list-style-type: none"> Read closely Respond to text-dependent questions Cite evidence Build vocabulary Retell a story Write about working in a meat department Internet research: moving up the career ladder 	<ul style="list-style-type: none"> Read a chart comparing two jobs 	<ul style="list-style-type: none"> Solve problems
Unit 2 Finding a Vein Pages 20–25	<ul style="list-style-type: none"> Job search Volunteering Work experience 	Health sciences: diagnostic services <ul style="list-style-type: none"> Phlebotomist Lab supervisor Human services: personal care <ul style="list-style-type: none"> Manicurist Volunteering	<ul style="list-style-type: none"> Talk about volunteering and work experience Talk about volunteering at a soup kitchen 	<ul style="list-style-type: none"> Read closely Respond to text-dependent questions Cite evidence Build vocabulary Retell a story Internet research: volunteer opportunities 	<ul style="list-style-type: none"> Read about volunteering to build work experience 	<ul style="list-style-type: none"> Paraphrasing Critical thinking: compare working on a job to volunteering Solve problems
Unit 3 All Sewed Up Pages 26–31	<ul style="list-style-type: none"> Working from home Owning your own business Apprenticeship 	Human services: personal care <ul style="list-style-type: none"> Dressmaker Tailor Entrepreneurship <ul style="list-style-type: none"> Working from home as a dressmaker Opening a neighborhood market 	<ul style="list-style-type: none"> Discuss customer service Talk about working as an apprentice Talk about entrepreneurship and starting your own business Talk about developing a business plan 	<ul style="list-style-type: none"> Read closely Respond to text-dependent questions Cite evidence Build vocabulary Retell a story Write about jobs that require an apprenticeship Internet research: how to start a business 	<ul style="list-style-type: none"> Read about working as a dressmaker or tailor Read about working as an apprentice 	<ul style="list-style-type: none"> Critical thinking: matching

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Unit 4 Check Your Hearing Pages 32–37	<ul style="list-style-type: none"> On-the-job training Working under supervision 	Health sciences: therapeutic services <ul style="list-style-type: none"> Hearing aid dispenser Licensed hearing aid dispenser 	<ul style="list-style-type: none"> Discuss working as a trainee under supervision Talk about working with patients with hearing loss 	<ul style="list-style-type: none"> Read closely Respond to text-dependent questions Cite evidence Build vocabulary Retell a story Write about working with patients with hearing loss Internet research: hearing aid dispenser jobs—licensed/experienced 	<ul style="list-style-type: none"> Read a hearing aid dispenser’s job description 	<ul style="list-style-type: none"> Critical thinking: draw conclusions
Unit 5 A Gas Leak Pages 38–43	<ul style="list-style-type: none"> Troubleshooting a problem Moving up the career ladder 	Manufacturing: maintenance, installation, and repair <ul style="list-style-type: none"> Gas service technician Marketing: sales and service <ul style="list-style-type: none"> Customer service representative 	<ul style="list-style-type: none"> Talk about moving up the career ladder Talk about home safety Discuss working for an energy company 	<ul style="list-style-type: none"> Read closely Respond to text-dependent questions Cite evidence Build vocabulary Retell a story Write about having a job working for an energy company 	<ul style="list-style-type: none"> Read about gas safety in the home 	<ul style="list-style-type: none"> Critical thinking: compare two jobs Paraphrasing
Unit 6 Safe and Secure Pages 44–49	<ul style="list-style-type: none"> Public safety Education and training Studying at a trade school 	Law, public safety, corrections, and security <ul style="list-style-type: none"> Security guard Building manager 	<ul style="list-style-type: none"> Talk about the educational and job requirements for being a security guard Talk about working as a security guard 	<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 security guard Internet research: security guard jobs 	<ul style="list-style-type: none"> Read about working as a security guard 	<ul style="list-style-type: none"> Critical thinking: solve problems Critical thinking: Self-inventory

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Unit 7 Call Center Operators Pages 50–55	<ul style="list-style-type: none"> Applying for a job online Filling out a job application 	Business: administrative support <ul style="list-style-type: none"> Bilingual operator Relay operator Marketing: sales <ul style="list-style-type: none"> Supermarket cashier 	<ul style="list-style-type: none"> Talk about filling out a job application Talk about applying for a job online Discuss listing job references 	<ul style="list-style-type: none"> Read closely Respond to text-dependent questions Cite evidence Build vocabulary Retell a story Write about searching for a job online 	<ul style="list-style-type: none"> Read about filling out a job application: personal information Fill out the personal information section of a job application 	<ul style="list-style-type: none"> Critical thinking: draw conclusions
Unit 8 Looking Good Pages 56–61	<ul style="list-style-type: none"> Professionalism Applying for a job online Filling out a job application 	Human services: personal care <ul style="list-style-type: none"> Skincare specialist 	<ul style="list-style-type: none"> Talk about writing a resume Discuss applying for a job online Talk about filling out a job application 	<ul style="list-style-type: none"> Read closely Respond to text-dependent questions Cite evidence Build vocabulary Retell a story Write about filling out a job application 	<ul style="list-style-type: none"> Read about filling out a job application: education Fill out the education section of a job application 	<ul style="list-style-type: none"> Solve problems
Unit 9 A Medical Emergency Pages 62–67	<ul style="list-style-type: none"> Medical emergencies Problem solving Applying for a job online 	Public safety: emergency services <ul style="list-style-type: none"> Emergency medical technician 	<ul style="list-style-type: none"> Talk about gathering information and filling out an online job application Talk about getting a job in emergency medical services Discuss applying for a job online 	<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 first responder 	<ul style="list-style-type: none"> Read about filling out a job application: employment Fill out the employment section of a job application 	<ul style="list-style-type: none"> Self-evaluation: Do you want to be an emergency medical technician?

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Unit 10 Make a Good Impression Pages 68–73	<ul style="list-style-type: none"> • Job search • Building self-confidence • Online job listings • Working with a job counselor 	Hospitality and tourism <ul style="list-style-type: none"> • Janitor Education and training <ul style="list-style-type: none"> • Job counselor 	<ul style="list-style-type: none"> • Talk about making a good impression • Practice talking to a job interviewer • Talk about your strengths • Talk about being confident 	<ul style="list-style-type: none"> • Read closely • Respond to text-dependent questions • Cite evidence • Build vocabulary • Retell a story • Write about building self-confidence • Internet research: job interview questions 	<ul style="list-style-type: none"> • Read about being confident and positive during a job interview • Read tips for building self-confidence 	<ul style="list-style-type: none"> • Self-confidence checklist
Unit 11 A Heavy Load Pages 74–79	<ul style="list-style-type: none"> • Interviewing for a job • Job search on a company website 	Transportation, distribution, and logistics <ul style="list-style-type: none"> • Heavy truck driver • Forklift driver Health sciences: therapeutic services <ul style="list-style-type: none"> • Nursing assistant Business management and administration: <ul style="list-style-type: none"> • Human resources manager 	<ul style="list-style-type: none"> • Talk about a job interview that didn't go well • Discuss strengths and weaknesses • Practice interviewing for a job • Talk about making a job search successful • Talk about education and employment • Talk about asking questions in a job interview 	<ul style="list-style-type: none"> • Read closely • Respond to text-dependent questions • Cite evidence • Build vocabulary • Retell a story • Write about questions to ask in a job interview 	<ul style="list-style-type: none"> • Read tips for applications and interviews 	<ul style="list-style-type: none"> • Critical thinking: Job Interview Dos and Don'ts • Critical thinking: solve problems
Unit 12 The Right Person for the Job Pages 80–85	<ul style="list-style-type: none"> • Interviewing for a job • Job search on a company website • Job search websites 	Business management and administration <ul style="list-style-type: none"> • Human resources manager • Electronics assembler 	<ul style="list-style-type: none"> • Talk about preparing for a job interview • Talk about researching a company before a job interview • Discuss looking for jobs on company websites and on job search websites • Practice interviewing for a job 	<ul style="list-style-type: none"> • Read closely • Respond to text-dependent questions • Cite evidence • Build vocabulary • Retell a story • Write about a job interview experience • Internet research: tips for a successful job interview 	<ul style="list-style-type: none"> • Read about job interview questions 	<ul style="list-style-type: none"> • Critical thinking: solve problems