

ESL Lesson Plan

Pray for your students and yourself.

Date used:

Name of book, lesson title and/or number, pages: _____

Lesson objective: _____

Visual or teaching aids needed: _____

Devotion Time

(5 minutes: Scripture verse followed by prayer, presented at some point during class)

Greeting (5 minutes: warm-up activity, homework review, and/or topic introduction, followed by opening prayer)

Introduce New Vocabulary (15 minutes: 8-12 words, presented with visuals or mime, using TPR, repetition, and dictation drills)

Sentences Using Vocabulary (15 minutes: grammar explanation as needed, followed by repetition, substitution, question/answer and/or chain drills)

Pronunciation Practice (5 minutes for beginner, 10 minutes for intermediate/advanced)

Communication Practice Activities (40 minutes: include a minimum of five)

Closing (5 minutes: review new words and/or give homework assignment, ending with prayer)

Gameboard

Start				
		Finish		

Pronunciation Activity A

This activity works on the -ed ending sounds that students learned in Lesson 2 and uses vocabulary from that lesson. Feel free to follow the pattern given in the Lesson 2 Grammar Box to add or substitute the words given here.

Before class, print the game board from the N2N handouts. In each box, write either *d*, *t*, or *id*. These should be randomly placed, e.g., *d*, *t*, *t*, *id*, *id*, *t*, *d*, etc. In the final box, write all three ending sounds. Make a copy of this game board for each group of three or four. Print and cut up a set of game cards from the N2N handouts for each group. Gather a game marker for each student.

In class, place students in groups. Demonstrate the game. The first student will draw a card, determine the sound of the -ed ending on that card, and make a sentence using the word. Then, s/he will move his/her game marker to the closest space on the game board with that ending sound. After that, the next student will draw a card and repeat the process. The first student who reaches the end of the game board will win the game.

Teacher Tip: Encourage students to use their books to refer to the Lesson 2 Grammar Box during this game.

chatted	connected	talked
introduced	knocked	welcomed
appreciated	invited	helped
laughed	visited	listened
moved in	painted	mowed
trimmed	removed	followed
learned	breathed	washed
remembered	accepted	refused

Pronunciation Activity B

This activity works on the singular possessive -s ending sounds that students learned in Lesson 7 and uses vocabulary from that lesson. Feel free to follow the pattern given in the Lesson 7 Grammar Box to add or substitute the words given here. You may also modify this activity to practice plural possessive -s, third person singular -s or plural noun -s and -es ending sounds.

Before class, print the game board from the N2N handouts. In each box, write either *s*, *z*, or *iz*. These should be randomly placed, e.g., *s*, *z*, *iz*, *iz*, *s*, *z*, *s*, etc. In the final box, write all three ending sounds. Make a copy of this game board for each group of three or four. Print and cut up a set of game cards from the N2N handouts for each group. Gather a game marker for each student.

In class, place students in groups. Demonstrate the game. The first student will draw a card, determine the sound of the -s ending on that card, and make a sentence using the word. Then, s/he will move his/her game marker to the next space on the gameboard with that ending sound. After that, a new student will draw a card and repeat the process. The first student who reaches the end of the game board will win the game.

Teacher Tip: Encourage students to refer to the Lesson 7 Grammar Box during this game.

Marcus's	brother's	Alice's
Meg's	dog's	Soo's
Kim's	Joe's	Davis's
Felix's	baby's	Rob's
May's	chair's	shirt's
cup's	car's	horse's
Filip's	Mitch's	Julia's
child's	man's	woman's

Unit 1, Lesson 1, CPA 3

chat	get together	hang out
connect	introduce	make a friend
chat	get together	hangout
connect	introduce	make a friend
meet	talk	see
go	eat	spend time

chat	get together	hang out
connect	introduce	make a friend
chat	get together	hangout
connect	introduce	make a friend
meet	talk	see
go	eat	spend time

Unit 1, Lesson 1, CPA6

Please encourage your students to respond in sentences starting with he/she feels or he/she [verb + -s].

Partner A

Name	How Does S/he Feel?	What Does S/he Do?
Jacob (he)		Connect with friends on the phone
Frank (he)		Hang out with friends at the gym
Serena (she)		Try to make a friend at work
Miriam (she)	happy	
Noah (he)	lonely	

Partner B

Name	How Does S/he Feel?	What Does S/he Do?
Jacob (he)	miserable	
Frank (he)	excited	
Serena (she)	lonely	
Miriam (she)		Introduce two of her friends
Noah (he)		Get together with his brother

Story A:

Tabitha feels lonely. She moved to the United States last year, but she only has a few friends. She wants to make friends, but she doesn't know where to meet them. She has two kids and takes them to the park every day. Sometimes, she sees other parents there, but she is afraid to talk to them.

What should she do?

Story B:

Samuel lives in a big neighborhood. He knows many of his neighbors and enjoys talking to them. This week, Samuel's cousin, Ray, moved into the same neighborhood. Ray is shy and doesn't know anyone. Samuel wants to introduce Ray to some of the neighbors.

What should he do?

Story C:

Ida and her daughter, Elisa, moved to a new city last month. Elisa is very shy and was nervous to start school. Elisa tells Ida, "I am afraid to talk to the other students. Friendship isn't very important. It's easier to be quiet and sit alone." Ida wants to help Elisa understand that friendship is very important.

What should she do?

Story D:

Zane and Anita just moved to a new state. They want to connect with their neighbors, but they are nervous. Anita loves to bake desserts, and she wants to give desserts to her neighbors, but she doesn't speak a lot of English. They both want to make some friends.

What should they do?

Unit 1, Lesson 3, CPA3

I want to learn how to play piano.	You ought to take piano lessons.
I want to become a better singer.	You ought to join a choir.
I want to be healthier.	You ought to go to fitness classes.
I want to make new friends who like to read.	You ought to join a book club.
I want to learn how to cook different foods.	You ought to join a cooking club.
I want to become a better artist.	You ought to enter an art competition.
I want to help out with the band.	You ought to go to band practice and ask how you can help.

I want to learn how to play piano.	You ought to take piano lessons.
I want to become a better singer.	You ought to join a choir.
I want to be healthier.	You ought to go to fitness classes.
I want to make new friends who like to read.	You ought to join a book club.
I want to learn how to cook different foods.	You ought to join a cooking club.
I want to become a better artist.	You ought to enter an art competition.
I want to help out with the band.	You ought to go to band practice and ask how you can help.

“Did you ever...?”

1. Find someone who took music lessons.

2. Find someone who took lessons to learn a language.

3. Find someone who sang in a choir.

4. Find someone who was in a club.

5. Find someone who helped out in the community.

6. Find someone who listened to a band practice.

7. Find someone who entered a competition.

8. Find someone who visited a community center.

9. Find someone who listened to a choir concert.

10. Find someone who made a friend while helping out somewhere.

11. Find someone who wants to join a book club.

12. Find someone who wants to sing in a choir.

Neighbor City Community Center Spring Programs

Nature Programs

Learn About Trees

For: All ages

When: March-May, Wednesdays and Saturdays, 10 am

Walk with a master gardener and learn about the trees in our community.

Cost: \$2 per session

Music Programs

Band Practice

For: Ages 16+

When: Thursdays, 7:30-9 pm

Join our community band. All experience levels may join. Concerts are in the spring and the fall.

Cost: \$20/semester

Community Choir Practice

For: Ages 16+

When: Tuesdays, 7:30-9 pm

All are welcome to sing with us! Concerts are in the spring and the fall.

Cost: \$20/semester

Guitar Lessons

For: Ages 10+

When: Tuesdays and Friday mornings

Learn to play guitar with a small group. Exact times will be determined after registration.

Social Programs

Tea Party

For: Ages 6-12

When: Sunday, March 29, 2-4 pm

Join us for a tea party! Children will learn how to be polite at a meal and make friends.

Cost: \$8

Adult Book Club

For: Ages 18+

When: First Friday of the month, 12-1 pm

Come on your lunch break and discuss the book of the month with our group!

Cost: Free

International Cooking Club

For: Ages 18+

When: First Saturday of the month, 10-11 am

Join us to learn how to cook a dish from a different country each month. We will have a cooking competition at the end of the semester.

Cost: \$5 per session

Group Fitness Programs

Men's Running Group

For: Men ages 14+

When: Saturdays at 8 am

Runners of all experience levels may join.

Cost: Free

Women's Running Group

For: Women 18+

When: Saturdays, 9 am

Runners of all experience levels may join.

Cost: Free

Kids' Golf Club

For: Ages 5-12

When: Wednesdays, 4-5 pm

Come learn how to golf or improve what you already know! Golf equipment provided.

Cost: \$5 per session

Family Programs

Family Outdoor Movie Night

For: All ages

When: Every Friday night in May

Watch a family-friendly movie together on the lawn! Bring your own blanket or chair.

Cost: Movie is free; \$1 for each box of popcorn

Family Exercise Program

For: All ages

When: Saturdays, 3-4 pm

Parents and children are invited to exercise together! We will show you how. Wear comfortable clothes and tennis shoes.

Cost: \$4 per family

Unit 1, Lesson 3, CPA5

Description 1

Anna Beth is a single parent. She wants to get involved in the community and make friends, but she also wants to bring her children. She thinks her kids stay home and play on their phones too much.

1. _____
2. _____
3. _____

Description 2

Josue and Alejandra just moved to Neighbor City and don't know many people. They want to join a group and make friends.

1. _____
2. _____
3. _____

Description 3

Alyson and Velimir have three kids. They want to spend time together as a family, but they don't have a lot of money.

1. _____
2. _____
3. _____

Description 4

Elijah works nights and weekends, so he's having a hard time meeting people. He wants to learn something new.

1. _____
2. _____
3. _____

Unit 1, Lesson 3, CPA6

I want to get involved in music.	I want to make new friends.
I want to help out with a club.	I want to exercise more.
I want to get involved with sports.	I want to read more.
I want to learn how to play the piano.	I want to get better at baking.
I want to sing in a choir.	I want to help out in my community.

I want to get involved in music.	I want to make new friends.
I want to help out with a club.	I want to exercise more.
I want to get involved with sports.	I want to read more.
I want to learn how to play the piano.	I want to get better at baking.
I want to sing in a choir.	I want to help out in my community.

I want to get involved in music.	I want to make new friends.
I want to help out with a club.	I want to exercise more.
I want to get involved with sports.	I want to read more.
I want to learn how to play the piano.	I want to get better at baking.
I want to sing in a choir.	I want to help out in my community.

Unit 1, Lesson 3, CPA7

Please encourage your students to respond in complete sentences.

Partner A

Day	Activity	Time
Monday		3:30 to 5:30 pm
Tuesday		12:00 to 1:00 pm
Wednesday	fitness class	
Thursday	guitar lessons	
Friday		7:00 to 9:00 pm
Saturday	baking competition	

What activity is on _____ day?

What time is _____ ?

Partner B

Day	Activity	Time
Monday	choir practice	
Tuesday	book club	
Wednesday		6:30 to 7:30 am
Thursday		2:15 to 4:15 pm
Friday	band concert	
Saturday		10 am to 1 pm

What activity is on _____ day?

What time is _____ ?

Unit 1, Lesson 4, CPA4

Explain what happens in a study hall.	Answer this question: What are some subjects that students study in school?
Describe the furniture in a classroom.	Discuss with your group: Do you like school?
Explain what tutoring is.	Answer this question: If you go back to school, what will you study?
Describe how you feel when someone is testing you.	Discuss with your group: Do you like to do projects on your own or in groups?
Explain what an essay is.	Answer this question: Do you prefer pass/fail classes or classes with grades?
Describe the outside of a school in your country.	Discuss with your group: If you give a presentation, what will you talk about?

Unit 1, Lesson 4, CPA5

Verb	Verb Tense	Present Simple Possible Meanings	Present Progressive Possible Meanings
1. I'm working	<ul style="list-style-type: none"> • Simple present • Present progressive 	<ul style="list-style-type: none"> • True facts in the present • Events happening over and over • Planned future actions 	<ul style="list-style-type: none"> • Actions happening right now • Events happening in a current time period (this week, this month)
2. I'm having	<ul style="list-style-type: none"> • Simple present • Present progressive 	<ul style="list-style-type: none"> • True facts in the present • Events happening over and over • Planned future actions 	<ul style="list-style-type: none"> • Actions happening right now • Events happening in a current time period (this week, this month)
3. It's	<ul style="list-style-type: none"> • Simple present • Present progressive 	<ul style="list-style-type: none"> • True facts in the present • Events happening over and over • Planned future actions 	<ul style="list-style-type: none"> • Actions happening right now • Events happening in a current time period (this week, this month)
4. have to give	<ul style="list-style-type: none"> • Simple present • Present progressive 	<ul style="list-style-type: none"> • True facts in the present • Events happening over and over • Planned future actions 	<ul style="list-style-type: none"> • Actions happening right now • Events happening in a current time period (this week, this month)
5. sounds	<ul style="list-style-type: none"> • Simple present • Present progressive 	<ul style="list-style-type: none"> • True facts in the present • Events happening over and over • Planned future actions 	<ul style="list-style-type: none"> • Actions happening right now • Events happening in a current time period (this week, this month)
6. I'm planning	<ul style="list-style-type: none"> • Simple present • Present progressive 	<ul style="list-style-type: none"> • True facts in the present • Events happening over and over • Planned future actions 	<ul style="list-style-type: none"> • Actions happening right now • Events happening in a current time period (this week, this month)

Unit 1, Lesson 4, CPA5

7. is testing	<ul style="list-style-type: none">• Simple present• Present progressive	<ul style="list-style-type: none">• True facts in the present• Events happening over and over• Planned future actions	<ul style="list-style-type: none">• Actions happening right now• Events happening in a current time period (this week, this month)
8. I'm (glad)	<ul style="list-style-type: none">• Simple present• Present progressive	<ul style="list-style-type: none">• True facts in the present• Events happening over and over• Planned future actions	<ul style="list-style-type: none">• Actions happening right now• Events happening in a current time period (this week, this month)
9. hope	<ul style="list-style-type: none">• Simple present• Present progressive	<ul style="list-style-type: none">• True facts in the present• Events happening over and over• Planned future actions	<ul style="list-style-type: none">• Actions happening right now• Events happening in a current time period (this week, this month)

Unit 1, Lesson 4, CPA6

writing an essay or doing a project	giving a presentation or taking a test
learning in a large class or tutoring with a few students	learning at home or learning in a study hall
answering questions in class or listening quietly	discussing information or writing essays
taking a graded class or a pass/fail class	writing an essay or taking a test
giving a presentation or doing a project	reading in a book or listening to a teacher explain information

writing an essay or doing a project	giving a presentation or taking a test
learning in a large class or tutoring with a few students	learning at home or learning in a study hall
answering questions in class or listening quietly	discussing information or writing essays
taking a graded class or a pass/fail class	writing an essay or taking a test
giving a presentation or doing a project	reading in a book or listening to a teacher explain information

Unit 1, Lesson 4, CPA7

writing an essay	someone testing me with a pass/fail test
reading a book in a study hall	giving a presentation about information I learned
answering questions from a friend	going to tutoring with my teacher
explaining what I learned to a friend	discussing information with a classmate
making a project	someone testing me with a graded test

writing an essay	someone testing me with a pass/fail test
reading a book in a study hall	giving a presentation about information I learned
answering questions from a friend	going to tutoring with my teacher
explaining what I learned to a friend	discussing information with a classmate
making a project	someone testing me with a graded test

writing an essay	someone testing me with a pass/fail test
reading a book in a study hall	giving a presentation about information I learned
answering questions from a friend	going to tutoring with my teacher
explaining what I learned to a friend	discussing information with a classmate
making a project	someone testing me with a graded test

Station 1: RSVPs and Gifts

When you receive a wedding invitation, look at the names on the envelope. Only the names of the people written there are invited. If it says, “and family,” or has the names of your children, then your children are also invited.

You should RSVP as soon as you can so that the bride and groom can plan for the right number of wedding guests. You will either send a card back in the mail, send an email, or use a website. You might need to tell them which food you want to eat.

You should send a gift or take a gift to the wedding. Many couples make a gift registry when they are engaged. They make a list at a store with the things they want. The wedding invitation will say, “We are registered at” with the name of the store.

Station 2: At the Ceremony

You should arrive at the wedding ceremony about 15 minutes before the time that is on the wedding invitation. You should wear very nice clothes, but don’t wear white. That is only for the bride.

At the beginning of the ceremony, the wedding party enters. The bride will come last. Sometimes, she walks with her father.

The wedding ceremony might include these things:

- special music
- people talking about the meaning of marriage
- wedding vows
- giving wedding rings
- lighting a special candle
- finishing with a kiss

Station 3: At the Reception

After the ceremony is the reception. Sometimes the reception is in a different place from the ceremony, so you might need to drive there. Some receptions have a full dinner. Other receptions just have snacks for the guests.

The reception might include these things:

- A special dance between the bride and groom
- A special dance between the bride and her dad
- Dance music for all the guests
- Food and drinks
- Games
- People talking about the bride and groom
- Time for the guests to give their best wishes to the bride and groom

Station 4: The Send-Off

The wedding usually is between two and six hours long. The bride and groom leave with a special send-off. This is a time for the guests to show their love for the couple as they start their new life. The couple chooses how they want the guests to say goodbye. The guests might blow bubbles, throw birdseed, or wave sparklers as the bride and groom go to their car.

After the bride and groom leave, it's time for the guests to leave. There might be small gifts, called favors, from the bride and groom for the guests to take home.

Unit 2, Lesson 5, CPA3

Recording Sheet:

Write two interesting things you learned from each station.

Station 1: RSVPs and Gifts

1. _____

2. _____

Station 2: At the Ceremony

1. _____

2. _____

Station 3: At the Reception

1. _____

2. _____

Station 4: The Send-Off

1. _____

2. _____

Unit 2, Lesson 5, CPA5

I love your shoes!	There was a sale on shoes last week.
Your hair looks great!	Well, I liked my hairstyle better last year.
Your son looks so cute.	Thanks! He looks like his daddy.
You're a great singer.	I used to take singing lessons.
Did you make the cake? It was delicious!	It didn't taste as good as I hoped, but I'm glad you like it.
Nice shirt!	Thanks. My brother has a matching shirt.

I love your shoes!	There was a sale on shoes last week.
Your hair looks great!	Well, I liked my hairstyle better last year.
Your son looks so cute.	Thanks! He looks like his daddy.
You're a great singer.	I used to take singing lessons.
Did you make the cake? It was delicious!	It didn't taste as good as I hoped, but I'm glad you like it.
Nice shirt!	Thanks. My brother has a matching shirt.

Station 1: Mailed Card

Isaiah and Anna Beth Lane

are _____ to _____ the birth of their

_____ sons,

Julius Anderson Lane

and

Matthew Bryant Lane

They _____ on January 23, 2025

Julius was born at 2:58 pm and was 6 lbs, 11 oz and 18.3 inches long.

Matthew was born at 3:03 pm and was 5 lbs, 13 oz and 18 inches long.

We are so happy to be a family of four!

proud	announce
twin	were born

Station 2: Document

Hannah Leigh Barnes

Sex: Female

_____ to

Joy Ellen Barnes, mother

and

Raul Harvey Barnes, father

on March 22, 2011

at 8:53 pm

at Community Hospital

in Salem, Virginia.

_____ : Dr. Valeri Ganchev

Birth Certificate	was born
Obstetrician	

Station 3: Email

Dear Grandma,

My baby is here! I can't believe it. She's so tiny and sweet. I love her!

I want to tell you about the birth. I was _____ for 16 hours. That was tough! My _____ was really helpful during labor. I am so glad that I had my husband with me to hold my hand and say he was _____ of me. After a long labor, I _____ to a beautiful little girl.

Baby Gena _____ at 2:15 am on May 19. When I was _____, I thought she would be a big baby, but she wasn't so big. She was exactly 7 pounds at birth.

I can't wait for you to meet her!

Love,

Elizabeth

in labor	midwife
proud	gave birth
was born	pregnant

Station 4: Social Media Post

Altan Abaka writes...

We are so happy to finally _____ our great news. We have a new family member! Last week, we _____ our daughter Mei. She _____ last year on June 19. We are so _____ of our beautiful girl!

If you'd like to visit, please send us a message first!

announce	adopted
was born	proud

Unit 2, Lesson 6, CPA7

Please encourage your students to respond in sentences starting with he/she feels... or his/her good news is....

Partner A

Name	Feels	Good News
Zane (he/his)		daughter was born yesterday
Jake (he/his)		got his son's birth certificate
Suzy (she/her)	tired	
Ruby (she/her)	excited	
Mel (he/his)		wife is pregnant with twins

Partner B

Name	Feels	Good News
Zane (he/his)	proud	
Jake (he/his)	happy	
Suzy (she/her)		gave birth last week
Ruby (she/her)		adopting a son
Mel (he/his)	nervous	

Unit 2, Lesson 7, CPA3

<p>A: manager at work B: employee</p> <p>Reason for thanks: The manager (A) is thanking the employee (B) for a creative birthday present.</p>	<p>A: parent B: a child's teacher</p> <p>Reason for thanks: On the last day of school, the teacher (A) is thanking the parent (B) for giving him/her a present.</p>
<p>A: friend B: friend</p> <p>Reason for thanks: Friend A is thanking Friend B for being the host/hostess of a bridal shower.</p>	<p>A: brother or sister B: brother or sister</p> <p>Reason for thanks: A is thanking B for bringing a dessert for a baby shower.</p>

<p>A: manager at work B: employee</p> <p>Reason for thanks: The manager (A) is thanking the employee (B) for a creative birthday present.</p>	<p>A: parent B: a child's teacher</p> <p>Reason for thanks: On the last day of school, the teacher (A) is thanking the parent (B) for giving him/her a present.</p>
<p>A: friend B: friend</p> <p>Reason for thanks: Friend A is thanking Friend B for being the host/hostess of a bridal shower.</p>	<p>A: brother or sister B: brother or sister</p> <p>Reason for thanks: A is thanking B for bringing a dessert for a baby shower.</p>

<p>A: manager at work B: employee</p> <p>Reason for thanks: The manager (A) is thanking the employee (B) for a creative birthday present.</p>	<p>A: parent B: a child's teacher</p> <p>Reason for thanks: On the last day of school, the teacher (A) is thanking the parent (B) for giving him/her a present.</p>
<p>A: friend B: friend</p> <p>Reason for thanks: Friend A is thanking Friend B for being the host/hostess of a bridal shower.</p>	<p>A: brother or sister B: brother or sister</p> <p>Reason for thanks: A is thanking B for bringing a dessert for a baby shower.</p>

Unit 2, Lesson 7, CPA7

What's the best kind of present for a bridal shower? Choose the **three** most important.

- A. A generous present
- B. A creative present
- C. A useful present
- D. A personal present: something that connects you to the couple
- E. A present that they will always remember
- F. A present that they asked for
- G. A present that they didn't ask for, but you think they need
- H. A present that is big

1. _____

2. _____

3. _____

What's the best kind of present for a bridal shower? Choose the **three** most important.

- A. A generous present
- B. A creative present
- C. A useful present
- D. A personal present (something that connects you to the couple)
- E. A present that they will always remember
- F. A present that they asked for
- G. A present that they didn't ask for, but you think they need
- H. A present that is big

1. _____

2. _____

3. _____

Unit 2, Lesson 8, CPA7

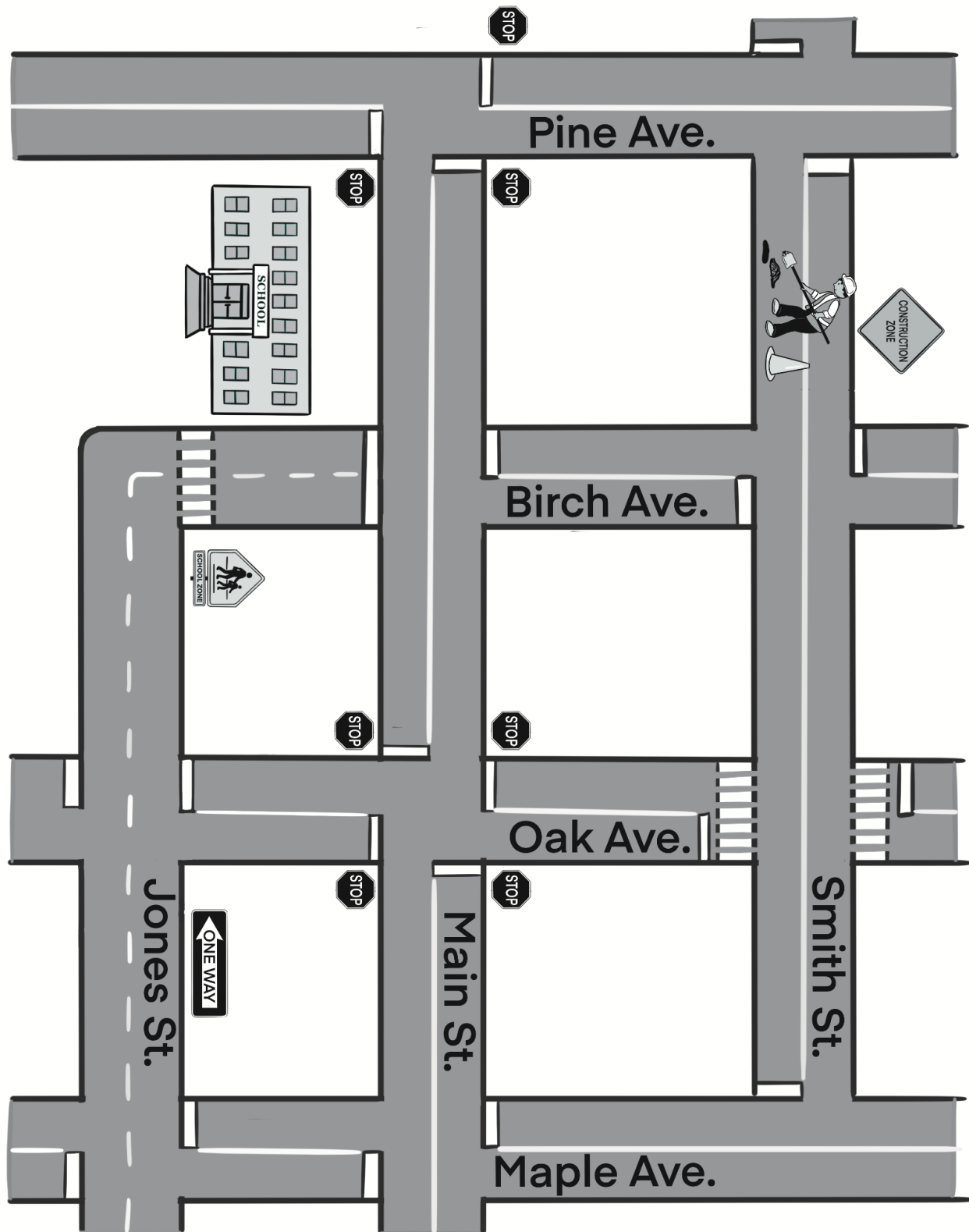
Please encourage your students to respond in sentences starting with he/she...

Partner A

Name	What S/he Did Today	How S/he Helped
Mario (he)		Took food to the family
Harvey (he)	Went to a visitation	
Jemma (she)	Went to a memorial service	
Mila (she)		Cleaned her sister's grave
Jake (he)	Went to a burial	

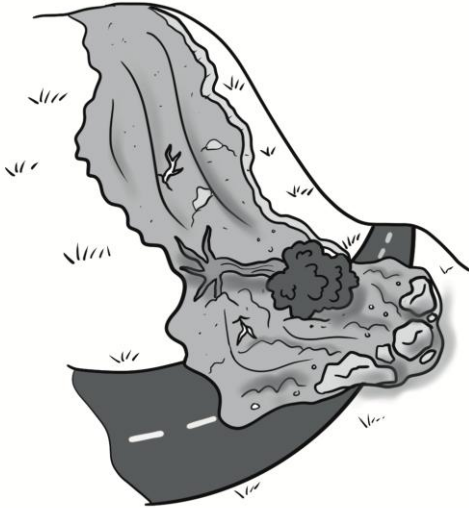
Partner B

Name	What S/he Did Today	How S/he Helped
Mario (he)	Went to a funeral service	
Harvey (he)		Sent flowers for the casket
Jemma (she)		Shared memories of the person who passed away
Mila (she)	Went to the cemetery	
Jake (he)		Drove his parents home from the cemetery



Unit 3, Lesson 9, CPA6

Landslide



Tornado



Crash



Flood



Wildfire



Traffic Jam



Unit 3, Lesson 10, CPA7

Please encourage your students to respond in sentences starting with he/she...

Partner A

Name	What happened?	What will happen next?
Marty (he)		Will have to buy a new vehicle
Horace (he)	Got a ticket for careless driving	
Amanda (she)		Will have to pay a fine
Bea (she)	Got a ticket for distracted driving and speeding	
Len (he)		Will call 911

Partner B

Name	What happened?	What will happen next?
Marty (he)	Had a bad wreck	
Horace (he)		Will have to pay a fine
Amanda (she)	Got pulled over and didn't have proof of insurance	
Bea (she)		Will go to her court date in May
Len (he)	Was the witness of an accident	

Answers

Story 1:

Yesterday Mei and Zhen were both **victims**. Someone **stole** their purses while they were shopping in a busy market. When they tried to make a **police report**, the police said that it would be difficult to arrest a **suspect**. There were just too many people around them in the market. Mei and Zhen were upset, but they hoped that the police would **catch** the person who took their purses.

Today, Mei and Zhen got a phone call. The police **arrested** a man who was **breaking into** an office, and the purses were in his car! The man **told the truth** that he stole them. He **broke the law** and now he **must** go to court.

Story 2:

Altan was looking out his front window when he saw something surprising. A man and a woman were **breaking into** a car on his street! They **stole** the car's sound system and ran away. Altan called the police and told them about the **suspects**.

A few minutes later, the police came to make a **police report**. The **victim**, Maya, came outside, saw her car, and started to cry. Altan saw her and **told the truth** about what he saw. Maya was grateful for his help.

The next day, the police **arrested** a man and a woman for **breaking the law**. Maya called Altan to tell him the good news. "Thank you for your help," she said. "You **must** come over to my house for cookies and tea. You are the reason that the police **caught** the people who did this!"

Story 3:

Carmen Diaz is a police officer. Last night, she **arrested** two women for **breaking the law**. They **broke into** a jewelry store and **stole** some jewelry.

“Great work, Officer Diaz!” says the police chief. “You **caught** the **suspects** and now they will go to court. You wrote your **police report** very well, too.”

“Thank you, Chief,” says Officer Diaz.

Next month, Officer Diaz will go to the suspects’ court date. The **victims** must talk in court, too. They are a little nervous, but they know that they **must** just **tell the truth**.

Story 4:

Kevin was watching the news last night and heard this story:

“The police **arrested** a **suspect** today in Silver City. They say that Michael Dawson **broke into** three homes and **stole** money. The **victims** filed **police reports** when it happened.

“Amber Willis is one of the victims. She said, ‘I’m glad they **caught** him. He **broke the law** and he **must** go to his court date now. I hope he will **tell the truth** about what he did.’ Mr. Dawson’s first court date is November 21.”

Story 1

Yesterday Mei and Zhen were both _____. Someone _____ their purses while they were shopping in a busy market. When they tried to make a _____, the police said that it would be difficult to arrest a _____. There were just too many people around them in the market. Mei and Zhen were upset, but they hoped that the police would _____ the person who took their purses.

Today, Mei and Zhen got a phone call. The police _____ a man who was _____ an office, and the purses were in his car! The man _____ that he stole them. He _____ and now he _____ go to court.

Story 2

Altan was looking out his front window when he saw something surprising. A man and a woman were _____ a car on his street! They _____ the car's sound system and ran away. Altan called the police and told them about the _____.

A few minutes later, the police came to make a _____. The _____, Maya, came outside, saw her car, and started to cry. Altan saw her and _____ about what he saw. Maya was grateful for his help.

The next day, the police _____ a man and a woman for _____. Maya called Altan to tell him the good news. "Thank you for your help," she said. "You _____ come over to my house for cookies and tea. You are the reason that the police _____ the people who did this!"

Story 3

Carmen Diaz is a police officer. Last night, she _____
two women for _____
_____. They _____
a jewelry store and _____ some jewelry.

“Great work, Officer Diaz!” says the police chief. “You
_____ the _____ and now they will go to
court. You wrote your _____ very well,
too.”

“Thank you, Chief,” says Officer Diaz.

Next month, Officer Diaz will go to the suspects’ court date. The
_____ must talk in court, too. They are a little nervous, but they
know that they _____ just _____
_____.

Story 4

Kevin was watching the news last night and heard this story:

“The police _____ a _____ today in Silver City. They say that Michael Dawson _____
_____ three homes and _____ money. The _____ filed _____
when it happened.

“Amber Willis is one of the victims. She said, ‘I’m glad they _____ him. He _____
_____ and he _____ go to his court date now. I hope he will _____
_____ about what he did.’ Mr. Dawson’s first court date is November 21.”

Unit 3, Lesson 11, CPA4

Everyone must stand up and sit back down. Move forward 1 space.	The women must put their pencils/pens on their heads for three seconds. Move forward 2 spaces.
The men must clap their hands one time. Move forward 1 space.	The youngest person must smile at everyone. Move forward 2 spaces.
Anyone who is wearing blue pants must open and close their books. Move forward 3 spaces.	Anyone who is wearing a watch must look at the watch and say what time it is. Move forward 2 spaces.
Everyone must put one hand on their heads. Move forward 1 space.	Everyone must count from one to ten. Move forward 2 spaces.
The women must clap their hands three times. Move forward 1 space.	The men must introduce themselves to each other. Move forward 2 spaces.
Anyone who is wearing black shoes must walk around the table. Move forward 3 spaces.	Anyone who has a bottle of water must take a drink of water. Move forward 2 spaces.

Unit 3, Lesson 12, CPA3

<p>A: Opening the conversation:</p> <ul style="list-style-type: none">• Excuse me. I wanted to ask something.• I was wondering if I could ask something.• Do you have a moment? I have a question.	<p>B: Responses:</p> <ul style="list-style-type: none">• Sure, go ahead.• Of course. What do you need?• How can I help you?
<p>A: Questions</p> <ul style="list-style-type: none">• Could you tell me when the rent is due?• Could you please tell me when I need to give notice?• May I ask what I need to apply to rent an apartment?	<p>B: Answers:</p> <ul style="list-style-type: none">• On the first of the month• 60 days before you plan to move out• Proof of income, a background check, and an application

<p>A: Opening the conversation:</p> <ul style="list-style-type: none">• Excuse me. I wanted to ask something.• I was wondering if I could ask something.• Do you have a moment? I have a question.	<p>B: Responses:</p> <ul style="list-style-type: none">• Sure, go ahead.• Of course. What do you need?• How can I help you?
<p>A: Questions</p> <ul style="list-style-type: none">• Could you tell me when the rent is due?• Could you please tell me when I need to give notice?• May I ask what I need to apply to rent an apartment?	<p>B: Answers:</p> <ul style="list-style-type: none">• On the first of the month• 60 days before you plan to move out• Proof of income, a background check, and an application

Unit 3, Lesson 12, CPA4

Property Manager's List

Check the box when each team has successfully completed each task.

	Team __	Team __	Team __	Team __
1. Give the team an application to fill out (one person from team's info) and bring back.				
2. Send the team to the work station to bring back proof of income.				
3. Send the team to the background check station to bring back a check.				
4. Write "approved" on the application and hand them a lease to sign.				
5. Send the team to the bank to bring back a check for the deposit and the first month's rent. They must sign it.				
6. Give the team their keys to unlock their front door.				

Instructions:

- Find out the student's team number.
- Give the next step to students. Check off the box when the evidence listed in that box has been brought back.
- When students reach step 6, give them their "keys" to unlock the front door.

Rental Application – Team _____

Name: _____

Gender: Male Female

Current job: _____

Rental Application – Team _____

Name: _____

Gender: Male Female

Current job: _____

Rental Application – Team _____

Name: _____

Gender: Male Female

Current job: _____

Rental Application – Team _____

Name: _____

Gender: Male Female

Current job: _____

Unit 3, Lesson 12, CPA4

Proof of Income – Team _____

Johnny's Grocery Pay Slip

January 31, 20**

\$\$\$\$\$

Proof of Income – Team _____

Sue's Hair Salon Pay Slip

January 31, 20**

\$\$\$\$\$

Proof of Income – Team _____

Thompson's Factory Pay Slip

January 31, 20**

\$\$\$\$\$

Proof of Income – Team _____

James's Orchards Pay Slip

January 31, 20**

\$\$\$\$\$

Background Check – Team _____

This document is proof that Team _____ has passed their background check.

Background Check – Team _____

This document is proof that Team _____ has passed their background check.

Background Check – Team _____

This document is proof that Team _____ has passed their background check.

Background Check – Team _____

This document is proof that Team _____ has passed their background check.

Unit 3, Lesson 12, CPA4

Lease – Team _____

Name: _____

Signature: _____ Initials: _____

Lease – Team _____

Name: _____

Signature: _____ Initials: _____

Lease – Team _____

Name: _____

Signature: _____ Initials: _____

Lease – Team _____

Name: _____

Signature: _____ Initials: _____

Unit 3, Lesson 12, CPA4

Bank – Team _____

Name	February 21, 20**
Address	
Jamestown Bank	
Two thousand, five hundred and seventy dollars and 0/100	\$2,570.00
For: Deposit and first month's rent	<i>Signature</i> _____
091830 04798 08734 904707	

Bank – Team _____

Name	February 21, 20**
Address	
Jamestown Bank	
Two thousand, five hundred and seventy dollars and 0/100	\$2,570.00
For: Deposit and first month's rent	<i>Signature</i> _____
091830 04798 08734 904707	

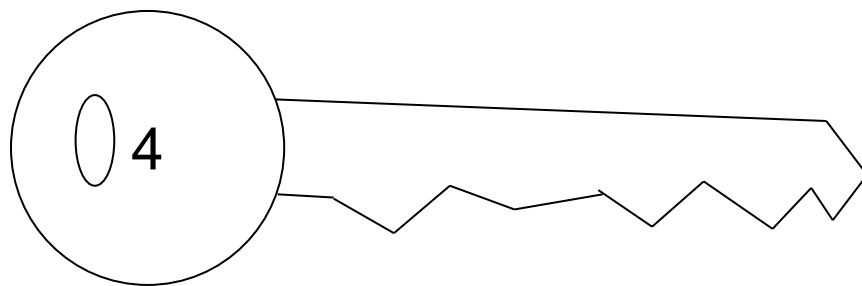
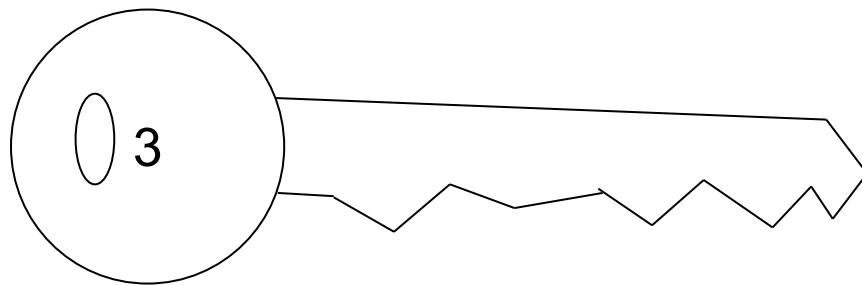
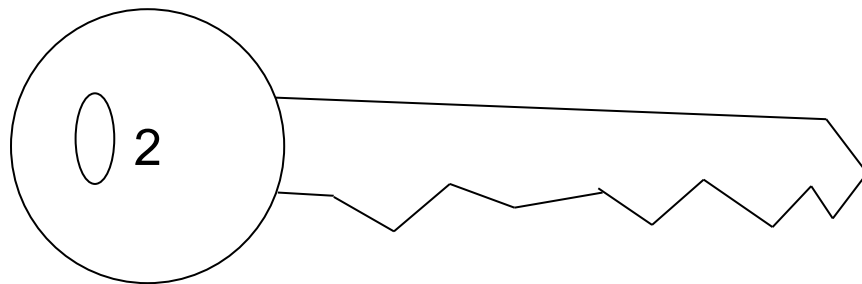
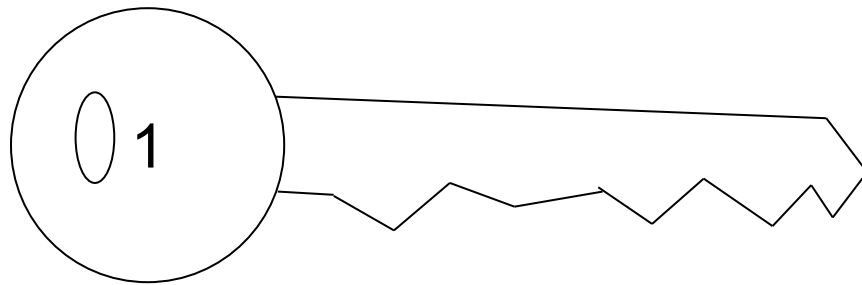
Bank – Team _____

Name	February 21, 20**
Address	
Jamestown Bank	
Two thousand, five hundred and seventy dollars and 0/100	\$2,570.00
For: Deposit and first month's rent	<i>Signature</i> _____
091830 04798 08734 904707	

Bank – Team _____

Name	February 21, 20**
Address	
Jamestown Bank	
Two thousand, five hundred and seventy dollars and 0/100	\$2,570.00
For: Deposit and first month's rent	<i>Signature</i> _____
091830 04798 08734 904707	

Unit 3, Lesson 12, CPA4



Unit 3, Lesson 12, CPA6

Please encourage your students to respond in sentences starting with “he/she...” when applicable.

Partner A

Name	Why did s/he talk to the property manager?	What did the property manager say?
Mario (he)		Please bring your proof of income.
Bill (he)	Signed a lease	
Renee (she)		You will have to pay a fine.
Harriet (she)	Gave notice that she will move	
Pete (he)		I'll be there soon.

Partner B

Name	Why did s/he talk to the property manager?	What did the property manager say?
Mario (he)	Asked if he approved his application	
Bill (he)		Please pay your deposit tomorrow.
Renee (she)	Broke her lease	
Harriet (she)		Thank you for telling me.
Pete (he)	Asked him to unlock an elevator	

Unit 4, Lesson 13, CPA3

Anna wants	to learn how to use the new equipment at the gym.
I need	to remember to drink plenty of water.
He is going	to make a habit of doing 20 repetitions with weights every weekday.
We hoped	to get in shape before our friend's wedding.
Jack wanted	to stretch before he started working out, but he forgot.
Emily planned	to work out this morning, but then she was sick and couldn't go.

Anna wants	to learn how to use the new equipment at the gym.
I need	to remember to drink plenty of water.
He is going	to make a habit of doing 20 repetitions with weights every weekday.
We hoped	to get in shape before our friend's wedding.
Jack wanted	to stretch before he started working out, but he forgot.
Emily planned	to work out this morning, but then she was sick and couldn't go.

“Have you ever...?”
(Yes, I have. / No, I haven’t.)

1. Find someone who has been to physical therapy.

2. Find someone who has had a stiff ankle.

3. Find someone who tries to strengthen his/her joints.

4. Find someone who exercises to get stronger muscles.

5. Find someone who has strong knees.

6. Find someone who has taken a painkiller.

7. Find someone who thinks a physical therapist’s job is interesting.

8. Find someone who has hurt his/her elbow.

9. Find someone who has had a broken wrist or arm.

10. Find someone who has tried weightlifting to have stronger muscles.

Unit 4, Lesson 14, CPA7

Please encourage your students to respond in sentences starting with he/she... or he/she had a problem with his/her...

Partner A

Name	Why did he/she go to physical therapy?	Which part of his/her body had the problem?
Jesse (he)		His ankles
Ervin (he)	Had muscle pain	
Martina (she)	Needed to strengthen her muscles	
Silvia (she)		Her knees and ankles
Brody (he)		His wrists

Partner B

Name	Why did he/she go to physical therapy?	Which part of his/her body had the problem?
Jesse (he)	Had stiff joints	
Ervin (he)		His knees
Martina (she)		Her elbows and wrists
Silvia (she)	Had joint pain	
Brody (he)	Had to take painkillers	

Unit 4, Lesson 15, CPA7

- a strong allergic reaction
- a stomachache
- a migraine
- a rash
- a cold
- the flu
- a broken thumb
- joint pain
- a paper cut
- a bleeding eye
- chest pain
- a sore throat

- a strong allergic reaction
- a stomachache
- a migraine
- a rash
- a cold
- the flu
- a broken thumb
- joint pain
- a paper cut
- a bleeding eye
- chest pain
- a sore throat

- a strong allergic reaction
- a stomachache
- a migraine
- a rash
- a cold
- the flu
- a broken thumb
- joint pain
- a paper cut
- a bleeding eye
- chest pain
- a sore throat

- a strong allergic reaction
- a stomachache
- a migraine
- a rash
- a cold
- the flu
- a broken thumb
- joint pain
- a paper cut
- a bleeding eye
- chest pain
- a sore throat

Unit 4, Lesson 16, CPA6

Please encourage your students to respond in sentences starting with he/she...

Partner A

Name	What is His/Her Emergency?	What Did He/She Do?
Amar (he)		Put ice on his swollen ankle
Benji (he)	Choked on some food	
Lulu (she)	Got a big cut on her forehead	
Kyra (she)		Got medicine at the hospital
Matt (he)		Called an ambulance

Partner B

Name	What is His/Her Emergency?	What Did He/She Do?
Amar (he)	Fell down the stairs	Put ice on his swollen ankle
Benji (he)		Got the food out and rested
Lulu (she)		Got stitches
Kyra (she)	Has a severely swollen tongue	
Matt (he)	Is having trouble breathing	

Sample Story

You are taking a walk in your neighborhood when you see an elderly woman lying on the ground. You run to her and she says that she fell down and she can't get up. You see that her ankle looks swollen. What will you do?

Story 1

You're in the grocery store when you see a woman fall down and hit her head on a shelf. Her forehead and her knee are bleeding. You think she might need to get stitches. What will you do?

Story 2

You're in a restaurant and you see a little boy running around and playing. You don't know who his parents are. Suddenly, you see him start choking. He looks scared and he is having trouble breathing. What will you do?

Story 3

You're at the park with your family when your daughter starts screaming. You see that she got a bee sting on her face. Her lips and cheeks get very swollen. Your daughter can't calm down. What will you do?

Story 4

You are at your son's school for a special event. Your son is running on the playground and suddenly falls down. He hits his leg and has severe pain. He can't get up. What will you do?

Recording Sheet

Story 1:

1. _____

2. _____

3. _____

Story 2:

1. _____

2. _____

3. _____

Story 3:

1. _____

2. _____

3. _____

Unit 4, Lesson 16, CPA7

Story 4:

1. _____

2. _____

3. _____

Unit 5, Lesson 17, CPA4

Get a bag.
Find the bulk item you want to buy and read the price per pound.
Write the number of the item on your bag.
Put the item in your bag and close it.
Take your bag to the checkout lane.
Give it to the store worker, who will weigh your item and ring it up.
Pay for your item and take it home.

Get a bag.
Find the bulk item you want to buy and read the price per pound.
Write the number of the item on your bag.
Put the item in your bag and close it.
Take your bag to the checkout lane.
Give it to the store worker, who will weigh your item and ring it up.
Pay for your item and take it home.

Unit 5, Lesson 17, CPA6

Please encourage your students to respond in sentences starting with he/she is in..., he/she is..., or it costs....

Partner A

Name	Where is he/she?	What is he/she doing?	How much does his/her item cost?
Harry (he)		Weighing a little bit of flour	\$1 per pound
Paolo (he)		Putting produce in a bag	
Veni (she)	The checkout lane		\$.99 per pound
Lilly (she)		Asking a worker the price per pound for the peppers	
Charlie (he)	The bulk section		\$8 per pound

Partner B

Name	Where is he/she?	What is he/she doing?	How much does his/her item cost?
Harry (he)	The bulk section		
Paolo (he)	The produce section		\$4.50 per pound
Veni (she)		Waiting for the worker to ring up the produce	
Lilly (she)	The produce section		\$3.50 per pound
Charlie (he)		Putting nuts in a bag	

Unit 5, Lesson 18, CPA4

I need to leave the restaurant now. (friend)	I need to take home the rest of my food. (server)	I need to order more food. My main course is too small. (family)
I need to tell the restaurant that we want to come tomorrow night. (friend)	I need to pay for my food. (manager/boss)	I don't want to sit at a table. I am more comfortable in a booth. (server)
My son dropped his utensils on the floor and now they are dirty. (server)	I drank all of my soft drink and I'm still thirsty. (family)	I'm going to dinner with my friends, but I'm not sure how many will be in our party. (family)
I'm really hungry. I need to get food right now. (manager/boss)	My appetizer fell on the floor! (friend)	My daughter wants to eat the special, but she's allergic to nuts. I don't know if it has nuts in it. (server)

Jane's Food for the Soul

Menu

Starters

Fried Onion Rings \$6.50

Pita Chips and Homemade Hummus \$5.95

Fried Cheese Sticks \$7.15

Main Dishes

Lentil and Vegetable Soup \$8.95
Vegetarian

Pasta with Tomato Sauce and Italian Pork Sausage \$12.25

Beef Barbeque Sandwich \$10.25
Choose mild or spicy sauce

****Today's Special****

Fish Tacos with Mango Salsa \$14.50

Side Dishes

Macaroni and Cheese \$5.25

Baked Apples \$4.75

Green Beans \$4.75

Desserts

Raspberry Cheesecake \$6.70

Homemade Vanilla Ice Cream with Blueberry Sauce \$7.15

Drinks

Soft Drinks \$2.89
Sprite, Coca-Cola, Diet Coke, Fanta

Iced Tea \$2.75

Coffee \$2.50

Station 1

Fast Food Restaurants

Many people go to fast food restaurants because they can get their food very quickly. They often go through the drive-through to get their food without getting out of the car. Some fast food restaurants have places inside for children to play.

Fast food restaurants usually have food ready even before you order it. Hot food stays under hot lamps and cold food stays in refrigerators, so that the food is ready all the time. Inside a fast food restaurant, you walk to a counter to order your food. You get all of the food at one time and you pay for the food when you order it. Then, you carry your food to a table or take it home. When you are done eating, you throw away the food containers and plastic utensils.

What are some fast food restaurants that you know?

Station 2

Fast Casual Restaurants

Many people like fast casual restaurants because they often have fresher and healthier foods than fast food restaurants, but they are still fast. You can eat inside the restaurant at a table or take your food home. The food is more expensive than a fast food restaurant.

In a fast casual restaurant, you walk to the counter to order your food and then wait while the workers prepare the food for you. You pay for the food when you order it. Sometimes you are given a small box to take to your table. When your food is ready it makes a noise or lights up, and you walk to the counter to pick up your food. All of the food is ready at one time. When you are finished eating, you throw away the food containers and utensils or put the dishes and utensils in a box for washing. The area where you sit is comfortable and might have music playing.

What are some fast casual restaurants that you know?

Station 3

Sit-Down Restaurants

Many people like sit-down restaurants because they can go there with family and friends and enjoy a meal together. You almost always eat inside the restaurant or at tables outside, although you can usually order food to take home if you want. You might need to make a reservation for a table on a weekend evening or a holiday.

In a sit-down restaurant, a host or hostess takes you to a table or booth and gives you menus and utensils. The food comes at different times - first appetizers, then salads, then the main course, and then dessert. Sometimes, they have specials. The food comes on real dishes, not plastic or paper dishes. The workers in the restaurant make the food when you order it. When you are finished with your meal, you ask the server for the check and you usually pay it at the table. You also leave a tip for the server.

What are some sit-down restaurants that you know?

Station 4

Fine Dining Restaurants

Fine dining restaurants are more expensive than the other kinds of restaurants. The experience is different, with pleasant music, a calm feeling in the room, and professional servers. You should almost always make a reservation to eat at one of these restaurants. People usually don't take small children to these restaurants. You should wear nice clothes when you go to a fine dining restaurant. They have high-quality food that is made when you order it. They usually have specials.

On the table, you might see a few glasses, dishes, and utensils for each person. For example, there are different forks to use for the salad, main course, and dessert. A server brings each course of food to the table at a different time. The table usually has napkins made of cloth. When you are ready to leave, the server brings your check to the table. You should leave a tip for the server.

What are some fine dining restaurants that you know?

Unit 5, Lesson 18, CPA6

Recording Sheet

	Fast Food	Fast Casual	Sit-Down	Fine Dining
The food is cooked before you come.				
A server brings the food to your table.				
The food comes at different times.				
You pay for the food when you are ready to leave.				

Why do you think people like to go to...

a. Fast food restaurants?

b. Fast casual restaurants?

c. Sit-down restaurants?

d. Fancy restaurants?

Benji's Brunch Spot Menu

Main Dishes

Bacon, Lettuce, and Tomato Sandwich \$9.25

Pork Sausage and Cheese Bagel \$11.49

Avocado Toast with Smoked Salmon \$11.49

****Today's Specials****

Cinnamon Waffles with Maple Syrup \$9.60

Blueberry Nut Oatmeal \$7.99

Vegan

Sides

Homemade Yogurt with Granola \$4.50

2 Eggs \$5.50

Scrambled, hard-boiled, fried over easy, or poached

Fried Potatoes \$3.99

Drinks

Fresh Juice \$4.10

Apple, orange, grapefruit, or tomato

Hot Tea \$2.50

Black, green, peppermint, or ginger

Coffee \$2.50

Unit 6, Lesson 20, CPA4

Our weather forecast is for _____ (place).

Will it warm up this week? When? _____

Will it cool down this week? When? _____

Will it pour down this week? When? _____

What is the low temperature (the coldest temperature) on Monday? _____

What is the high temperature (the warmest temperature) on Thursday? _____

Will you need to turn your thermostat down this week? When? _____

Will you need to turn your thermostat up this week? When? _____

The temperature is 33°F.	It's snowing! We are building a snowman.
The thermometer says it's 92°F.	It's hot! We are swimming at the pool.
The outside temperature is 60°F.	It's cool outside. We are wearing jackets.
The outside thermometer says it's -10°F.	It's very cold! We're turning up the thermostat and drinking hot tea inside.
The weather forecast says today will be 77°F.	It's warm outside. We are having a picnic.

The temperature is 33°F.	It's snowing! We are building a snowman.
The thermometer says it's 92°F.	It's hot! We are swimming at the pool.
The outside temperature is 60°F.	It's cool outside. We are wearing jackets.
The outside thermometer says it's -10°F.	It's very cold! We're turning up the thermostat and drinking hot tea inside.
The weather forecast says today will be 77°F.	It's warm outside. We are having a picnic.

Problem A:

You see on the weather forecast that there will be icy weather tonight. You have steps and a driveway in front of your home and you know it will be dangerous to walk on them. You don't have any time to go to the store and buy something to help ice melt. What should you do?

Problem B:

Your thermostat has been broken for two weeks. Every time you turn it up, it doesn't warm up, and when you turn it down, it doesn't cool down.

Summer is coming and it's going to get really hot in your home. You are renting your home and your landlord lives in a different city. He is very busy and sometimes he doesn't answer his phone when you call. What should you do?

Problem C:

Your sister just got married. She and her husband are very happy together, but they have one problem: the thermostat. Your sister is always cold and her husband is always hot. When your sister turns up the heat, her husband says, "No, I'm hot. Please turn it down." But if her husband turns down the heat, your sister says, "No, I'm cold. Please turn it up!" What should they do?

Problem D:

You're planning to start a vegetable garden this year. It's early spring now and you want to start planting early so that you can have as much time as possible growing vegetables. The temperature is very warm this week, so it will be a great time to start planting some vegetables, but the weather forecast says that there is a 25% chance that the temperature will drop over the weekend and be very cold. What should you do?

Unit 6, Lesson 21, CPA4

Call the coach to say that we'll be late. If yes, move forward 2.	Take my kids to the away game tomorrow. If yes, move forward 4.	Tell me how to get to the soccer field. If yes, move forward 3.
Carpool with me tomorrow. If yes, move forward 1.	Drop off the trophies at the party next weekend. If yes, move forward 5.	Give me the coach's phone number. If yes, move forward 6.
Tell me what time the home game is next week. If yes, move forward 3.	Help me comfort the kids. They're brokenhearted. If yes, move forward 6.	Drop off the sports equipment at the school. If yes, move forward 2.
Carpool with us next Friday. If yes, move forward 4.	Show me where the baseball field is. If yes, move forward 1.	Tell me when the players have to be at the field. If yes, move forward 5.

Call the coach to say that we'll be late. If yes, move forward 2.	Take my kids to the away game tomorrow. If yes, move forward 4.	Tell me how to get to the soccer field. If yes, move forward 3.
Carpool with me tomorrow. If yes, move forward 1.	Drop off the trophies at the party next weekend. If yes, move forward 5.	Give me the coach's phone number. If yes, move forward 6.
Tell me what time the home game is next week. If yes, move forward 3.	Help me comfort the kids. They're brokenhearted. If yes, move forward 6.	Drop off the sports equipment at the school. If yes, move forward 2.
Carpool with us next Friday. If yes, move forward 4.	Show me where the baseball field is. If yes, move forward 1.	Tell me when the players have to be at the field. If yes, move forward 5.

“Have you ever...?”

1. Find someone who has comforted a sad child.

2. Find someone who has felt brokenhearted.

3. Find someone who has been a coach.

4. Find someone who has played sports on a field.

5. Find someone who has competed in a sport.

6. Find someone who has done a favor for a friend.

7. Find someone who has been to a home game.

8. Find someone who has carpooled to work.

9. Find someone who has won a trophy.

10. Find someone who has dropped off a friend at home.

Unit 7, Lesson 23, CPA3

job hunter	recruiter	employer
worker	waiter	teacher
driver	student	receptionist
chef	employee	manager

job hunter	recruiter	employer
worker	waiter	teacher
driver	student	receptionist
chef	employee	manager

job hunter	recruiter	employer
worker	waiter	teacher
driver	student	receptionist
chef	employee	manager

job hunter	recruiter	employer
worker	waiter	teacher
driver	student	receptionist
chef	employee	manager

“Have you ever...?”

1. Find someone who has looked at an online job board.

2. Find someone who has made a resume.

3. Find someone who has talked with an HR director or worker.

4. Find someone who has had an interview in person.

5. Find someone who has talked to a recruiter.

6. Find someone who has worked in an entry-level job.

7. Find someone who can think of a contact who could probably help them find a job.

8. Find someone who has applied for an opening to get a job.

9. Find someone who knows who they would ask to be a reference.

10. Find someone who remembers job hunting for at least three months before getting a job.

Job Hunter #1: Maya

Maya is a single mom with two kids, so she would prefer not to work on weekends. Her mom can watch her kids during the week when she's at work. She likes working with other people. She used to work in a hospital and she liked talking to people, but didn't like working at night.

Write "Yes" or "No" under each job.

Job Board Posting #1	Job Board Posting #2	Job Board Posting #3	Job Board Posting #4	Job Board Posting #5

Job Hunter #2: Marco

Marco just moved to a new city and needs a job. He used to be a farmer, but now he's in a big city with no farming. He can drive a tractor. He also likes working with children.

Write "Yes" or "No" under each job.

Job Board Posting #1	Job Board Posting #2	Job Board Posting #3	Job Board Posting #4	Job Board Posting #5

Job Hunter #3: Jing

Jing is 18 and just finished high school. She's never had a job before. She likes to help people. She can work at night or on the weekends. She's interested in learning new skills for her job.

Write "Yes" or "No" under each job.

Job Board Posting #1	Job Board Posting #2	Job Board Posting #3	Job Board Posting #4	Job Board Posting #5

Job Hunter #4: Gary

Gary has worked in a factory for seven years. He wants to try something new, but he can also use his experience in the factory for his new job. He can work any day and time.

Write “Yes” or “No” under each job.

Job Board Posting #1	Job Board Posting #2	Job Board Posting #3	Job Board Posting #4	Job Board Posting #5

Job Hunter #5: Bobby

Bobby really likes working with people. He wants to work in a place where he is very busy all the time. He doesn't like getting bored at work. Bobby hasn't worked in five years because he was staying at home with his kids, but now he's ready to start a new career.

Write "Yes" or "No" under each job.

Job Board Posting #1	Job Board Posting #2	Job Board Posting #3	Job Board Posting #4	Job Board Posting #5

Job Board Posting #1: **Childcare Worker**

Mary's Childcare Center has an immediate opening for a childcare worker. This is an entry-level position and is part-time, 30 hours per week. The position pays \$15/hour.

Childcare workers will lead children's activities, make sure they are safe, prepare snacks, and help them with homework. They must be available on weekdays. There are different shifts available from 6 am until 7 pm.

To apply, please send your resume with at least two references to maryschildcare@email.com. We will call you if we'd like you to come for an interview in person.

Job Board Posting #2: **Factory Manager**

Milton's Pasta Factory is looking for a factory manager. This is not an entry-level position. Applicants must have at least 3 years' experience in factory work.

The factory manager will make sure work is done correctly and that workers follow safety rules. This is a full-time job with pay starting at \$24/hour. Factory managers must be available for some night shifts and on weekends.

This opening must be filled immediately. To apply, please email Human Resources at HR@Miltonspasta.co and send your resumes with at least three references. One of our recruiters will contact you for an interview in person.

Job Board Posting #3: **Bus Driver**

Silver City Transit Services has immediate openings for bus drivers. Drivers must have CDL endorsements on their driver's licenses. If you do not have a CDL, speak with our recruiter about paid training to earn it.

Drivers must be available on evenings and weekends. The bus system works from 6 am until midnight every day. This is a full-time job starting at \$20/hour.

To apply, go to www.silvercitytransit.co and fill out an application. Be sure to include 2-3 references.

Job Board Posting #4: **Sales Associate**

Smith General Store has immediate openings for Sales Associates. This is an entry-level position with possibilities to move into management positions.

Sales Associates will put items on shelves or racks, ring up customers' orders, and keep the store clean and organized. This is a part-time job starting at \$14/hour. Associates must be available on evenings and weekends.

To apply, contact HR at recruiter@smithgeneralstore.co and send a resume with at least two references. The recruiter will call you about an interview in person.

Job Board Posting #5: **Kitchen Assistant**

Star Private School has an opening for a Kitchen Assistant. The Kitchen Assistant will prepare food for cooking, keep the kitchen clean, and make sure that all kitchen items are available when needed.

The Kitchen Assistant should be available from early in the morning until the afternoon on weekdays. This position starts at \$13/hour.

Experience in kitchen work is preferred, but not required. To apply, please send your resume to HR@starschool.com. Resumes should include at least two references.

Unit 7, Lesson 24, CPA3

being on time for work every day
being honest
being dependable
following directions completely
being a team player
being interested in the job
being willing to learn
working quickly

being on time for work every day
being honest
being dependable
following directions completely
being a team player
being interested in the job
being willing to learn
working quickly

Unit 7, Lesson 24, CPA4

How long have you been working at this job?	I've been working at this job for five years.
I see that you are responsible for managing a store. When did you start being a manager?	I've been managing the store since June 2022.
Have you been enjoying your visit to our business?	Yes, I've been enjoying the visit since I arrived.
You said that you've been working on being on time to work. How long have you been working on that?	I've been working on being on time for work for two months. I haven't been late one time!
When did you decide that you wanted to become a teacher?	I've wanted to be a teacher since I was a child. I know it's a hard job, but I think I have the qualities that I need to do well.
What have you been learning in your job now about working with other people?	I've been learning about being a team player since I started that job. It's very important to have good communication and work together!

How long have you been working at this job?	I've been working at this job for five years.
I see that you are responsible for managing a store. When did you start being a manager?	I've been managing the store since June 2022.
Have you been enjoying your visit to our business?	Yes, I've been enjoying the visit since I arrived.
You said that you've been working on being on time to work. How long have you been working on that?	I've been working on being on time for work for two months. I haven't been late one time!
When did you decide that you wanted to become a teacher?	I've wanted to be a teacher since I was a child. I know it's a hard job, but I think I have the qualities that I need to do well.
What have you been learning in your job now about working with other people?	I've been learning about being a team player since I started that job. It's very important to have good communication and work together!

Unit 7, Lesson 24, CPA5

How long have you been working at the job you have now?	What are your strengths?
What is one weakness you have and how do you manage it at work?	What qualities do you have that will make you a good employee?
Tell me about a time that you had to be responsible for other people. What did you do?	Tell me about a time that you were a team player.
Give me an example of a time that you were dependable at work.	When did you start working at your last job?
Tell me about a time that you had to follow directions very carefully.	What work experience do you have so far?

How long have you been working at the job you have now?	What are your strengths?
What is one weakness you have and how do you manage it at work?	What qualities do you have that will make you a good employee?
Tell me about a time that you had to be responsible for other people. What did you do?	Tell me about a time that you were a team player.
Give me an example of a time that you were dependable at work.	When did you start working at your last job?
Tell me about a time that you had to follow directions very carefully.	What work experience do you have so far?

Problem A

You are a manager at Joe's Ice Cream Shop. Your nephew, Will, has been working at the shop for two months, and you have noticed that he is never on time and he's not dependable. Today, Will told you that he's going to interview for a new job, and he'd like you to be a reference for him. What will you do?

Problem B

You've been working with Melissa for six months. She's great at following directions, but she isn't a good team player. Your other coworkers have been telling you that Melissa is not always honest with them. Melissa tries to make the manager like her, but you and your coworkers don't trust her. What will you do?

Problem C

You're on your way to interview for a new job when you get a call from your friend that his car broke down and he needs help. You really need this job. You're afraid that if you cancel the interview at the last minute, you will lose it because the recruiter will think you're not dependable. What will you do?

Problem D

Lila is your cousin. She has a lot of wonderful qualities – she's kind, helpful, and honest. However, she has a big weakness. Lila is never on time. She always arrives 15 to 30 minutes late wherever she goes. She's planning to start a new job as a childcare worker soon. She doesn't understand that it is very important for her to be on time every day, because she will be responsible for small children. You want to help her make good habits before she starts her new job. What will you do?

Unit 7, Lesson 25, CPA3

I had owned a business before,	so when I started another business, I had some ideas.
Alisa had asked her family for funding for her business,	but they said no, so she went to the bank for a loan.
Micah had applied for a US government tax ID number,	and then he found out that he needed to get a state tax ID number, too.
We had found a great location for our business,	but then the owners sold the building to someone else.
They had made a great business plan,	so they already knew their customer base and were ready to start marketing.

I had owned a business before,	so when I started another business, I had some ideas.
Alisa had asked her family for funding for her business,	but they said no, so she went to the bank for a loan.
Micah had applied for a US government tax ID number,	and then he found out that he needed to get a state tax ID number, too.
We had found a great location for our business,	but then the owners sold the building to someone else.
They had made a great business plan,	so they already knew their customer base and were ready to start marketing.

Unit 7, Lesson 25, CPA4

Business Plan Group _____	
Business name: Tax ID:	Type of business:
Location:	Customer base:
Staff:	Sources of funding:
What will you do in your commercial to show people that they need your business?	

Choose Your Business Station

Roll the die and use the number it rolls to find out what kind of business you will have.

1. ice cream shop
 2. hair salon
 3. shoe store
 4. musical instrument shop
 5. gym
 6. art lessons
-

Funding Station

Roll the die and use the number it rolls to find out what kind of funding you will have.

- 1) private savings
 - 2) a loan from the bank
 - 3) money from family
 - 4) a small business grant (money given without an expectation to pay back)
 - 5) money from friends
 - 6) selling your car
-

Staff Station

Roll the die and use the number it rolls to find out what kind of staff you will have.

- 1) 3 teenagers who like to help
- 2) 2 very experienced employees who are good team players
- 3) 2 people who don't follow directions well
- 4) 5 part-time workers who are busy
- 5) 4 young men and women who are dependable
- 6) You haven't found any staff yet.

Location Station

Roll the die and use the number it rolls to find out what kind of location you will have.

- 1) near the beach
 - 2) downtown
 - 3) on a quiet street
 - 4) next to a highway
 - 5) in the countryside
 - 6) in a mall
-

Customer Base Station

Roll the die and use the number it rolls to find out what kind of customer base you will have.

- 1) elderly people
- 2) young people
- 3) families with small children
- 4) teenagers
- 5) people who work all day
- 6) moms who stay at home with their kids

Unit 7, Lesson 25, CPA6

<p>Timeline 1 Last year:</p> <p>January: Started a business</p> <p>February: got a tax ID number</p> <p>March: found staff</p> <p>April: got an accountant</p> <p>May: owned a location</p> <p>June: started marketing</p>	<p>Timeline 2 Last year:</p> <p>January: made a business plan</p> <p>February: learned about my customer base</p> <p>March: got funding from the bank</p> <p>April: got a tax ID number</p> <p>May: started marketing</p> <p>June: got staff</p>	<p>Timeline 3 Last year:</p> <p>January: learned about my customer base</p> <p>February: shared my business plan with friends</p> <p>March: got a tax ID number</p> <p>April: found an accountant</p> <p>May: found a location</p> <p>June: got staff</p>	<p>Timeline 4 Last year:</p> <p>January: wrote a business plan</p> <p>February: found an accountant</p> <p>March: found staff</p> <p>April: found a new location</p> <p>May: got a tax ID number</p> <p>June: started marketing to my customer base</p>
<p>Timeline 1 Last year:</p> <p>January: Started a business</p> <p>February: got a tax ID number</p> <p>March: found staff</p> <p>April: got an accountant</p> <p>May: owned a location</p> <p>June: started marketing</p>	<p>Timeline 2 Last year:</p> <p>January: made a business plan</p> <p>February: learned about my customer base</p> <p>March: got funding from the bank</p> <p>April: got a tax ID number</p> <p>May: started marketing</p> <p>June: got staff</p>	<p>Timeline 3 Last year:</p> <p>January: learned about my customer base</p> <p>February: shared my business plan with friends</p> <p>March: got a tax ID number</p> <p>April: found an accountant</p> <p>May: found a location</p> <p>June: got staff</p>	<p>Timeline 4 Last year:</p> <p>January: wrote a business plan</p> <p>February: found an accountant</p> <p>March: found staff</p> <p>April: found a new location</p> <p>May: got a tax ID number</p> <p>June: started marketing to my customer base</p>

Unit 7, Lesson 25, CPA7

<p style="text-align: center;">Business Plan</p> <p style="text-align: center;">Group _____</p>	
<p>Business name:</p>	<p>Type of business:</p>
<p>Location:</p>	<p>Customer base:</p>
<p>Marketing:</p>	<p>Sources of funding:</p>
<p>Why should people in the community come to your business?</p>	
<p>What makes your business special?</p>	

Neighbor City Bank

We Care about You

Bank Services	
Savings Accounts Save money with us and earn interest on your savings. You must have at least \$100 in your account to earn interest.	Checking Accounts Each checking account comes with a debit card. You can use it at our ATMs in Neighbor City to withdraw cash. The overdraft fee is \$30. You can also have your paycheck directly deposited into this account.
Loans Take out a loan for personal or business use. We offer low interest rates when you borrow from us. You can decide how fast you want to pay back some loans.	
Stay Connected Go to our website or download our app to check on your accounts and loans. This is a safe way to manage your money.	
Questions? We'd love to hear from you! Contact us at 1-999-777-5555 for more information or come to one of our Neighbor City Bank offices.	

Unit 7, Lesson 27, CPA3

I _____ (think) that the meal was going to cost \$11, but since I had a coupon, it only cost \$8.	Jeremy _____ (not shop) for clothes before, and he was surprised how expensive they were! He decided to buy a shirt that was on sale.	Lizzy was glad she _____ (bring) her store savings card, because she saved \$20!
Kevin _____ (forgot) his store loyalty card, so he couldn't save the extra money.	Morgan _____ (not work on) her budget for many years, so when she made a new one, she saw that she needed to make a lot of changes.	When Amelia went to the secondhand store, she remembered that she _____ (shop) at other secondhand stores with her mom when she was a child.
Nikolai _____ (owe) a lot of money in loans after college, but he worked hard to pay them back quickly.	Henry _____ (fix up) the chair so well that no one could see that it used to be broken.	The kids _____ (find) change on the sidewalks and in parking lots for months. Last week they bought a toy with it.
Nathan _____ (do) a lot of hard work fixing up his new house, but he told his wife that it was worth it.	Mikey _____ (make) a budget but he didn't follow it. The next month, he didn't have enough money for food.	The discount store _____ (offer) three boxes of cereal for \$1, but when Wahid got to the store, there was no more cereal.

“Have you ever...?”

1. Find someone who has been to a secondhand store.

2. Find someone who has used a savings card.

3. Find someone who has followed a budget.

4. Find someone who has shopped at a discount store.

5. Find someone who has fixed up furniture.

6. Find someone who has saved change.

7. Find someone who has bought food or clothes on sale.

8. Find someone who has used a coupon.

9. Find someone who believes shopping at a secondhand store is worth it.

10. Find someone who doesn't like to owe money.

Food Mart
Prices This Week

Bread: \$3	Corn Tortillas: \$3
Ground Beef: \$5 with Loyalty Card: \$3	Ground Turkey: \$4
Whole Chicken: \$10	2 Chicken Breasts: \$8 with Loyalty Card: \$5
Sliced Meat: \$7	Sliced Cheese: \$6
Can of Tomatoes: \$2	Can of Green Beans: \$2
Can of Corn: \$1	Rice: \$2
Can of Black Beans: \$2	Dried Black Beans: \$1
Can of Chickpeas: \$3 with Loyalty Card: \$2	Dried Chickpeas: \$2
Flour: \$3	Salt: \$1
Sugar: \$2	Yeast: \$3
12 Eggs: \$8 with Loyalty Card: \$6	Noodles: \$2
Yogurt: \$5 with Loyalty Card: \$4	Peanut Butter: \$7
Olive Oil: \$6	Sunflower Seed Oil: \$7 with Loyalty Card: \$5
Milk: \$4	Bottled Water: \$3
Black Tea: \$3	Green Tea: \$2
Orange Juice: \$5	Apple Juice: \$4 with Loyalty Card: \$3

Max's Discount Store
Prices This Week

Bread: \$2	Corn Tortillas: \$3
Ground Beef: \$6	Ground Turkey: \$3
Whole Chicken: \$8	2 Chicken Breasts: \$8 with Loyalty Card: \$6
Sliced Meat: \$8	Sliced Cheese: \$7
Can of Tomatoes: \$2 with Loyalty Card: \$1	Can of Green Beans: \$2
Can of Corn: \$2	Rice: \$3 with Loyalty Card: \$2
Can of Black Beans: \$2	Dried Black Beans: \$1
Can of Chickpeas: \$2	Dried Chickpeas: \$1
Flour: \$4 with Loyalty Card: \$2	Salt: \$1
Sugar: \$2	Yeast: \$2
12 Eggs: \$9	Noodles: \$1
Yogurt: \$5 with Loyalty Card: \$4	Peanut Butter: \$7 with Loyalty Card: \$5
Olive Oil: \$5	Sunflower Seed Oil: \$8
Milk: \$3	Bottled Water: \$3
Black Tea: \$3 with Loyalty Card: \$2	Green Tea: \$1
Orange Juice: \$4	Apple Juice: \$4

**Save More Store
Prices This Week**

Bread: \$5 with Loyalty Card: \$4	Corn Tortillas: \$2
Ground Beef: \$6	Ground Turkey: \$2
Whole Chicken: \$9	2 Chicken Breasts: \$7
Sliced Meat: \$5	Sliced Cheese: \$5 with Loyalty Card: \$3
Can of Tomatoes: \$2	Can of Green Beans: \$2
Can of Corn: \$2	Rice: \$3
Can of Black Beans: \$1	Dried Black Beans: \$1
Can of Chickpeas: \$4 with Loyalty Card: \$2	Dried Chickpeas: \$3
Flour: \$2	Salt: \$2
Sugar: \$3	Yeast: \$2
12 Eggs: \$7 with Loyalty Card: \$6	Noodles: \$2 with Loyalty Card: \$1
Yogurt: \$4	Peanut Butter: \$7
Olive Oil: \$7 with Loyalty Card: \$5	Sunflower Seed Oil: \$7
Milk: \$3	Bottled Water: \$2
Black Tea: \$2	Green Tea: \$2
Orange Juice: \$6	Apple Juice: \$5 with Loyalty Card: \$4

Save \$1 on Corn Tortillas	Save \$2 on Ground Beef
Save \$1 on Milk	Save \$2 on Eggs
Save \$1 on Apple Juice	Save \$1 on a Can of Chickpeas
Save \$3 on Olive Oil	Save \$1 on Peanut Butter
Save \$2 on a Whole Chicken	Save \$2 on Bread

Food Mart Loyalty Card	Food Mart Loyalty Card
Max's Discount Store Loyalty Card	Max's Discount Store Loyalty Card
Save More Store Loyalty Card	Save More Store Loyalty Card

Budget Story #1

Jackson and China have two children. Jackson works full-time and China works part-time. They want to save money to buy a house, but first they need to pay back a loan for college.

Every weekend, they go to the movies with their kids. They always buy snacks at the movie theater. They also go to a restaurant at least two times per week. China loves to buy new clothes, and Jackson drives a car that uses a lot of gas. They don't really think about how much money they spend. What are some things they could do to pay back their loan and save money to buy a house?

Budget Story #2

Jana is a single mom with three kids. She works full-time and her mom takes care of the kids after school. Jana doesn't know how to cook, so she often buys pizzas for the kids to eat for dinner. She also buys them a lot of movies so they have something to do in the evenings.

The kids are growing very fast, and recently Jana has had to buy them a lot of new clothes. It's been very cold recently, too, and Jana keeps the thermostat set on 73°F in the house all the time.

Every summer, Jana and the kids go on a vacation. Jana wants to take them again this summer, but she's worried that she can't save enough money. What are some things Jana and the kids could do to save money for their vacation?

Budget Story #3

Mina and Kim are retired. Mina works in a school two days every week, and Kim doesn't work anymore. They love to go to restaurants. They eat out four or five days every week. They have many children and grandchildren who live far away. They want to save more money so they can go to visit their children and grandchildren more often.

What are some things they could do to save money to travel?

Budget Story #4

Ari is single. He lives alone in a big apartment. He doesn't eat out very often, but he loves to cook. He often cooks more food than he can eat because he enjoys it. He also buys very expensive ingredients for his meals.

Ari would like to start saving more money so he can open his own restaurant. What are some things he can do to save money?

Car Service Checklist

- 1 - Your front tires are more worn out than your back tires.
- 2 - You can't clean the rain off your windshield.
- 3 - When you use your brakes, your taillight doesn't work.
- 4 - You can't turn your car left or right.
- 5 - Your car won't turn on.
- 6 - You want the mechanic to look at your car and make sure everything is working well.

Car Service Checklist

- 1 - Your front tires are more worn out than your back tires.
- 2 - You can't clean the rain off your windshield.
- 3 - When you use your brakes, your taillight doesn't work.
- 4 - You can't turn your car left or right.
- 5 - Your car won't turn on.
- 6 - You want the mechanic to look at your car and make sure everything is working well.

Car Service Checklist

- 1 - Your front tires are more worn out than your back tires.
- 2 - You can't clean the rain off your windshield.
- 3 - When you use your brakes, your taillight doesn't work.
- 4 - You can't turn your car left or right.
- 5 - Your car won't turn on.
- 6 - You want the mechanic to look at your car and make sure everything is working well.

Sample Story

Lulu just moved into her apartment. On her second day living there, the toilet started running. She tried to fix it, but she couldn't. She tried to call her landlord, but he wouldn't answer his phone. What should she do?

Repair Story #1

Ken isn't a handyman, but he loves to work on drains, pipes, and faucets. Today, when Ken went into the bathroom at his house, there was water everywhere! He doesn't know what the problem is. He wants to fix it himself, but his wife says, "Call a plumber!" What should he do?

Repair Story #2

Misha and Kori paid \$500 for a landscaping company to plant trees, bushes, and flowers outside their house. They expected to see many new plants, but when they came home from work, they only saw two trees and one flower. They were angry and disappointed. What should they do?

Repair Story #3

Asa works for a company that fixes toilets and sinks. This morning, he answered the phone in the office and talked to a woman who was very unsatisfied with the work that the company did. Her new sink overflowed because the drain didn't work. When Asa asked his boss, the boss said, "She won't pay us more. We won't go back there to fix it." What should Asa do?

Text 1 - A letter with rules for new housekeepers (cleaners) in a hotel

Welcome to the housekeeping staff at the Lansdowne Hotel! We are very happy to have you join our team. Here are our expectations for you.

1. Do your paperwork for human resources before your first day of work.
2. Do a habit of being on time every day. Make plan for what you will do if your car doesn't work.
3. Make arrangements for childcare in case your child cannot go to school.
4. Do your goodest every day. If the manager sees that you made a terrible job, you will need to do over again it. It is important that you are making progress in learning to be a good member of our team.
5. Every member of the housekeeping staff makes chores every day. Each team does different chores:
 - a. Team 1: Make the dishes for the kitchen.
 - b. Team 2: Take the laundry downstairs so the laundry service can do the laundry.
 - c. Team 3: Bring in the clean laundry and do ironning if it is needed.
6. In every guest room, don't forget to make bed!

If you have any questions or want to tell a suggestion to your manager, please make appointment for a meeting.

Text 2 - An internet article about living with roommates

Have you ever lived with a roommate? For many people, it's difficult to adjust to having someone else live in their home. Maybe you are making a favor for a friend who needs a place to stay. At the beginning, it feels easy, but after a few weeks, you will probably be ready for your friend to do arrangements to move to a new place!

Here are some ideas for a successful roommate experience:

1. Make a rooms for your roommate. Give him or her space in the refrigerator, the closet, and the bathroom, so that your roommate can make himself or herself in the home.
2. Talk to your roommate about who will make the housework and the chores. Maybe you hate doing the dishes and your roommate hates taking out the trash. You can take a decision about who will do each chore. However, it's a good idea if you each does your own laundry and ironing.
3. Make a friends with other people. Don't expect that your roommate will be your best friend all the time. It's a good thing to have other friends!
4. Do your best to talk about problems, even when they feel uncomfortable. Your roommate might make a sugesstion that will fix the problem right away!

Think about these ideas before you make a deal with your next roommate, and you will do good.

ANSWERS

Text 1 - A letter with rules for new housekeepers (cleaners) in a hotel - 12 errors

Welcome to the housekeeping staff at the Lansdowne Hotel! We are very happy to have you join our team. Here are our expectations for you.

1. Do your paperwork for human resources before your first day of work.
2. **Make** a habit of being on time every day. **Make a plan/make plans** for what you will do if your car doesn't work.
3. Make **arrangements** for childcare in case your child cannot go to school.
4. Do your **best** every day. If the manager sees that you **did** a terrible job, you will need to **do it over again**. It is important that you are making progress in learning to be a good member of our team.
5. Every member of the housekeeping staff **does chores** every day. Each team does different chores:
 - a. Team 1: **Do the dishes** for the kitchen.
 - b. Team 2: Take the laundry downstairs so the laundry service can do the laundry.
 - c. Team 3: Bring in the clean laundry and **do the ironing** if it is needed.
6. In every guest room, don't forget to **make the bed/beds**!

If you have any questions or want to **make a suggestion** to your manager, please **make an appointment** for a meeting.

Text 2 - An internet article about living with roommates - 12 errors

Have you ever lived with a roommate? For many people, it's difficult to adjust to having someone else live in their home. Maybe you are **doing** a favor for a friend who needs a place to stay. At the beginning, it feels easy, but after a few weeks, you will probably be ready for your friend to **make arrangements** to move to a new place!

Here are some ideas for a successful roommate experience:

1. **Make room** for your roommate. Give him or her space in the refrigerator, the closet, and the bathroom, so that your roommate can make himself or herself **at home**.
2. Talk to your roommate about who will **do** the housework and the chores. Maybe you hate doing the **dishes** and your roommate hates taking out the trash. You can **make** a decision about who will do each chore. However, it's a good idea if you each **do** your own laundry and ironing.
3. **Make friends** with other people. Don't expect that your roommate will be your best friend all the time. It's a good thing to have other friends!
4. Do your best to talk about problems, even when they feel uncomfortable. Your roommate might **make a suggestion** that will fix the problem right away!

Think about these ideas before you make a deal with your next roommate, and you will **do well**.

Unit 8, Lesson 30, CPA10 (Textbook Exercise 3)

In class: Fill in the missing words (*do, doing, makes, or make*) and read the story together.

For homework: Write the missing words (*do, doing, makes, or makes*) in the blanks and then read the story.

Sam has decided that he wants to _____ some new habits in his life. He knows he can be more organized if he _____ plans for some of the things he has to do.

First, he thinks about _____ housework. Sam lives alone and he needs to _____ laundry, _____ the dishes, and _____ his bed. He doesn't have an iron, so he doesn't have to _____ any ironing! He has to _____ many chores every week and month. He decides to _____ a list so he can check it every day.

Next, he thinks about _____ paperwork. Sam knows he needs to _____ his taxes soon, so he needs to get many papers together that he will need. His desk has a lot of papers on it already, so he will need to _____ room for his computer so he can work. He adds "Clean my desk" to his list.

Finally, Sam thinks about his yard. He had planned to change his landscaping last month, but he was busy at work and wasn't able to _____ any progress. He decides to _____ arrangements to talk to some landscaping companies in his town. He will _____ a deal with one of them to do the work for him. He decides to read the Better Business Bureau website to find a company that will _____ a great job, so he writes that on his list, too.

"Wow," thinks Sam. "That's a long list. I'll get started soon...but first, I need to _____ lunch!"

ANSWERS

In class: Fill in the missing words (*do*, *doing*, *makes*, or *make*) and read the story together.

For homework: Write the missing words (*do*, *doing*, *makes*, or *makes*) in the blanks and then read the story.

Sam has decided that he wants to **make** some new habits in his life. He knows he can be more organized if he **makes** plans for some of the things he has to do.

First, he thinks about **doing** housework. Sam lives alone and he needs to **do** laundry, **do** the dishes, and **make** his bed. He doesn't have an iron, so he doesn't have to **do** any ironing! He has to **do** many chores every week and month. He decides to **make** a list so he can check it every day.

Next, he thinks about **doing** paperwork. Sam knows he needs to **do** his taxes soon, so he needs to get many papers together that he will need. His desk has a lot of papers on it already, so he will need to **make** room for his computer so he can work. He adds "Clean my desk" to his list.

Finally, Sam thinks about his yard. He had planned to change his landscaping last month, but he was busy at work and wasn't able to **make** any progress. He decides to **make** arrangements to talk to some landscaping companies in his town. He will **make** a deal with one of them to do the work for him. He decides to read the Better Business Bureau website to find a company that will **do** a great job, so he writes that on his list, too.

"Wow," thinks Sam. "That's a long list. I'll get started soon...but first, I need to **make** lunch!"

“Have you ever...?”

1. Find someone who has used a fire extinguisher.

2. Find someone who has seen a fire blanket.

3. Find someone who has had a grease fire at home or at work.

4. Find someone who unplugs electrical items when they're not using them.

5. Find someone who has childproofed his/her home.

6. Find someone who tries to prevent fires at home.

7. Find someone who locks up poisons at home.

8. Find someone who cleans the lint out of the dryer vent.

9. Find someone who has seen a carbon monoxide detector.

10. Find someone who has a smoke detector at home.

Station 1: Kitchen Fire Safety

If there is a fire in your home, you should always call 911 first. If the fire is small, you can try pouring baking soda on it. You can also use a fire blanket.

A **fire blanket** works well on small fires and is easy to use. You just open the package, unfold the blanket, and put it on top of the fire, leaving it there for about 15 minutes. After you use a fire blanket, you should throw it away and buy a new one.

If someone's clothes are on fire, the person should get on the floor and roll around to stop the fire. You can also wrap a fire blanket around the person before she or he rolls on the floor.

A **grease fire** happens when oil or grease burns. This might happen if you have a pot with oil on the stove that gets too hot. You should never put water on a grease fire. Water will make that fire get bigger. First, call 911. Then, if you can, turn off the stove and cover the fire with a lid or a fire blanket.

Station 2: Home Fire Safety

It's a good idea to have a **fire extinguisher** in your home. You must know how to remove the pin and spray the extinguisher towards the fire. It will work for about 10 seconds. If there is still a fire after that, or if the fire is big, don't try to use the fire extinguisher. Go outside right away and wait for the fire department.

After you use a fire extinguisher, you should replace or refill it. Check the label to see how long the fire extinguisher will still work. You might need to replace it if it's old.

Most clothes dryers have **dryer vents**. This is where the dryer is attached with a hose to a small opening in the wall so that the hot, wet air from the clothes can go outside. Every three months, you should clean the lint from this hose and make sure the outside vent is clean to **prevent** a fire.

Every time you use the dryer, you should clean the **lint** from the lint filter. This is a small container that collects the lint.

You can also buy a dryer called a condenser dryer. This kind does not have a vent. The water from the clothes is saved in a box in the dryer, so you might need to pour out the water every time you use it. It's more expensive than a dryer with a vent, but it has a lower risk of a fire.

Station 3: Carbon Monoxide

Carbon monoxide is a gas that you cannot see, feel, taste, or smell. It can come from cars, gas stoves, chimneys, furnaces, and some types of **dryers**, space heaters, and water heaters. If you breathe it, you can become very tired, confused, nauseated, dizzy, or even die.

A **carbon monoxide detector** makes a loud noise if there is carbon monoxide in your home. If you hear the carbon monoxide detector making noise, you should go outside right away and call 911. It's a good idea to have a detector near every sleeping area and on every floor of your home. You should change the batteries every year.

To **prevent** having carbon monoxide in your home, you should regularly have a professional check anything in your home that burns gas, oil, or wood to make sure it's working correctly.

Station 4: Childproofing

When a baby starts being able to move around a home, it's important that the family is ready with **childproofing**.

Here are some ideas:

- Cover sharp corners of tables
- Put locks on cabinet doors
- Move items that can break inside cabinets or on high shelves
- Put all **poisons** and prescription drugs inside cabinets with strong locks. Put other items that could be dangerous inside, too, like bleach and detergents for the washing machine and the dishwasher.
- **Unplug** electrical items that you don't need to use
- Buy special outlet covers to keep children from putting fingers into outlets

If you aren't sure what else you need to do, try sitting or lying on the floor and looking around. If you can see and grab something that's dangerous, you should move it.

Unit 8, Lesson 31, CPA6

Recording Sheet

Write two interesting things you learned from each station.

Station 1: Kitchen Fire Safety

1. _____

2. _____

Station 2: Home Fire Safety

1. _____

2. _____

Station 3: Carbon Monoxide

1. _____

2. _____

Station 4: Childproofing

1. _____

2. _____

Situation 1

Your and your next-door neighbor enjoy spending time together. Yesterday, when you were at your neighbor's home, you heard a loud "BEEP" every few seconds. Your neighbor said, "That's the smoke alarm. It needs a new battery. But I'll probably just throw the alarm away. We don't need it."

When you went into the kitchen, you noticed that your friend had a pan on the stove with oil in it, and the oil was smoking a lot. You turned off the stove before it started a fire. Your friend said, "Thanks! I forgot about that pan." You asked your friend if there was a fire blanket or fire extinguisher in the apartment, but your friend said, "I don't have space for that."

You're very concerned about your friend's safety and you want to help. What should you say?

Situation 2

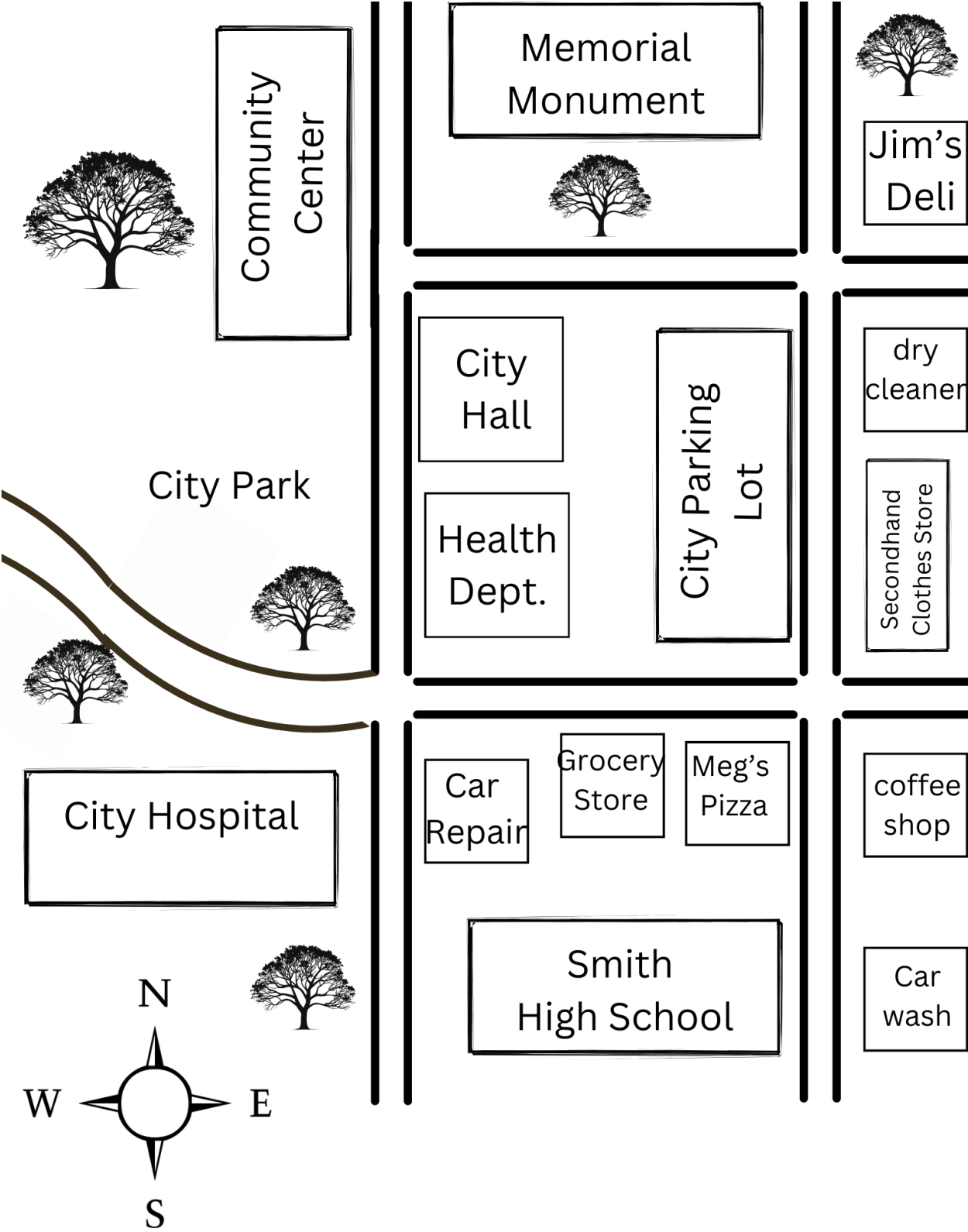
Last night, you were visiting your parents and you decided to help them with the laundry. When you opened the dryer, you saw that there was lint in the vent and all of the filters, and it smelled like smoke. When you asked your parents about it, they said, "We don't remember the last time we cleaned the dryer vent." You looked for a fire extinguisher, but you didn't see one. You unplugged the dryer and cleaned what you could, but you know that a professional should check the dryer.

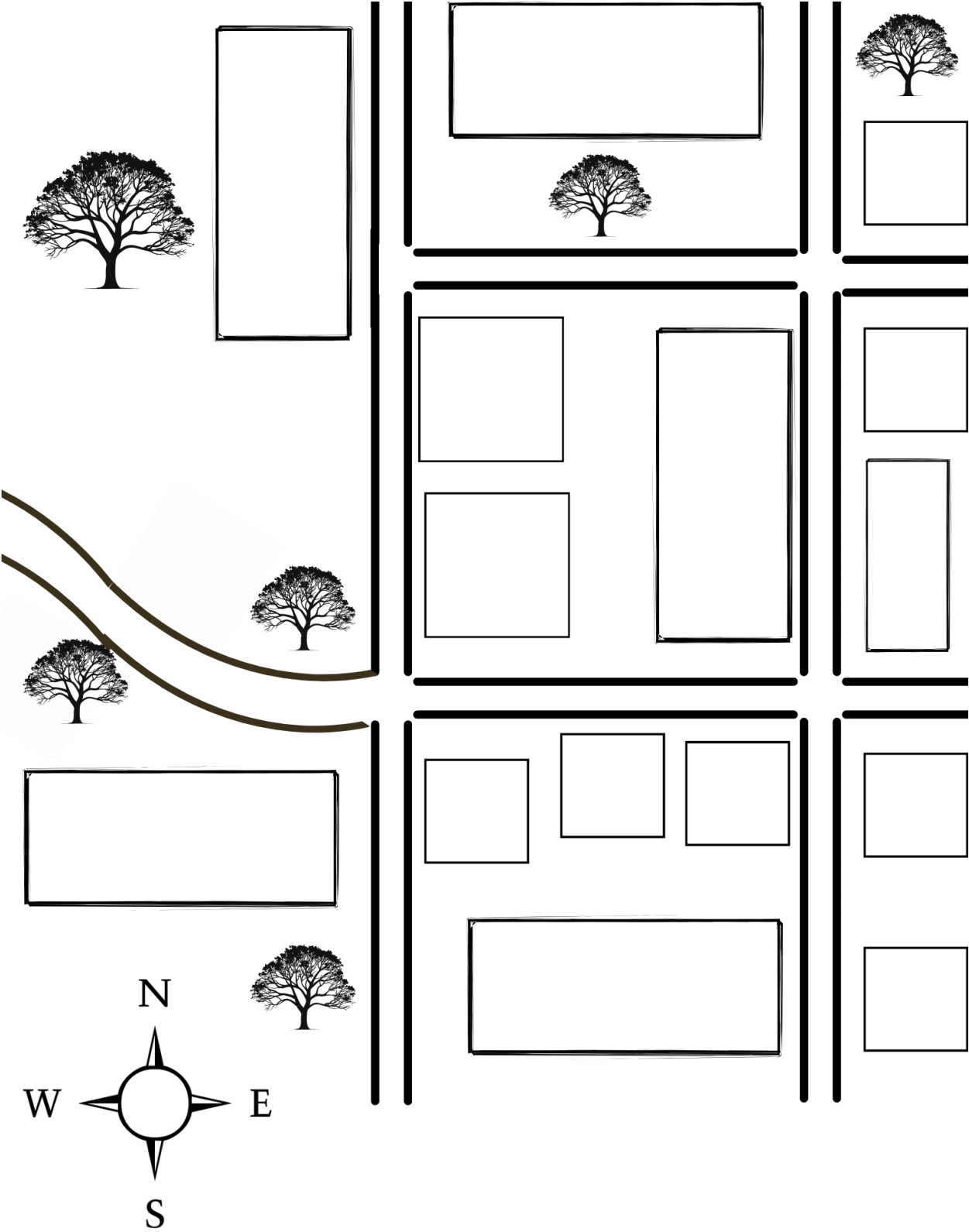
Your parents don't want help, but you know this is important. What should you do?

Situation 3

Your sister and her husband had a baby boy last year. You love your nephew. He just started walking, and he wants to touch everything. When you visited your sister last week, she asked you to help her childproof their house. You saw that their bathroom cabinets have a lot of cleaning supplies and that they have a lot of outlets with different electrical items plugged in where your nephew can reach.

How can you help your sister childproof her house?





Unit 9, Lesson 33, CPA3

<p>I lost my boarding pass. What should I do?</p> <p>(very strong)</p>	<p>My flight was overbooked and the ticket agent offered me money to take another flight. What should I do?</p> <p>(weak)</p>	<p>I forgot to go to baggage claim! What should I do?</p> <p>(strong)</p>
<p>I'm not sure if I should take a more expensive direct flight, or a less expensive pair of connecting flights. What should I do?</p> <p>(medium)</p>	<p>My flight is going to board soon, but I really want to go buy a snack. What should I do?</p> <p>(medium)</p>	<p>I missed my flight. What should I do?</p> <p>(strong)</p>
<p>I just got to the terminal, but I forgot my passport at home! What should I do?</p> <p>(very strong)</p>	<p>I need to go through security, but it makes me nervous. What should I do?</p> <p>(very strong)</p>	<p>I'm not sure if I should wear formal or comfortable clothes for my flight. What should I do?</p> <p>(weak)</p>
<p>My connecting flight is delayed, so I have three hours to wait in the airport. What should I do?</p> <p>(medium)</p>	<p>My boarding pass says that my gate is B12, but the screen in the airport says the gate is B19. What should I do?</p> <p>(strong)</p>	<p>I'm on my flight and I'm really thirsty. What should I do?</p> <p>(medium)</p>

Station 1: Preparing for Your Flight

Before you go to the airport, make sure you have your **passport** or **ID** and that your luggage is prepared. Find out your airline's rules for the size, weight, and amount of luggage you can take with you. There are different rules for carry-on luggage (purses, backpacks, and small suitcases) and checked luggage (large boxes or suitcases).

Find out about the rules for liquids. In most places, you can take a small bag with small bottles of liquids (100 mL or 3 oz.) in your carry-on luggage, but larger amounts of liquids must go in a checked bag. This includes even bottles of water. You also must keep sharp items, like scissors or knives, in your checked bag.

Consider checking in for your flight online. This is usually available 24 hours before you leave and will save you a lot of time, but it's not required.

Station 2: Arriving at the Airport and Going Through Security

Arrive at the airport two to three hours early. Check in with the **ticket agent** in the **terminal**. You will need to show your passport or ID. If you don't have your **boarding pass** already, you will get it here. If you are checking luggage (sending it in the bottom of the plane), the ticket agent will weigh it, put a tag on it, and give you another tag for each piece of luggage.

You will need to go through the **security** area. Follow the directions from the security officers. You will usually need to take liquids and electronics out of your bags. You might also need to take off your jacket, belt, and shoes. Your bags will go through a machine to look inside them, and you will walk through a special scanner, too.

Station 3: At the Gate and Boarding Your Flight

Find your gate. This is where you will wait until it's time for your flight to leave. If you have questions, ask the **gate agent** (the worker at the gate). Listen carefully and read the screens at the gate. Sometimes, the gate agent might need to talk to you. The gate also might change.

You might find out that your flight is **overbooked**. You can choose to take money for a later flight or stay on your original flight. However, the airline might still "bump" you (remove you from the flight, whether you want to stay on it or not).

When it's time to board, take all of your things and get in line at the gate. Be ready to show your boarding pass and ID or passport to the gate agent. Then, you will go to the plane. You might have to ride a bus to the plane or you might go directly to the plane from the gate.

On the plane, the **flight attendant** can help you find your seat. You can usually put your carry-on luggage either above your seat or under the seat in front of you.

Station 4: When You Arrive

When the plane lands and it's safe to get off, take all of your luggage with you. If you have a **direct flight** and you have checked luggage, you will get it at **baggage claim** before you leave the airport. If your luggage is lost, talk to an agent in baggage claim about having the luggage brought to you later.

If you have a **connecting flight**, you will get your checked luggage at your final destination, so continue on to your next gate. If you are flying through a different country, you might need to go through security again. Then, find the gate for your next flight and wait to board the plane.

If you **missed your flight**, talk to a ticket agent for your airline to get a seat on another flight.

Unit 9, Lesson 33, CPA4
Recording Sheet

Write two interesting things you learned from each station.

Station 1: Preparing for Your Flight

1. _____

2. _____

Station 2: Arriving at the Airport and Going Through Security

1. _____

2. _____

Station 3: At the Gate and Boarding Your Flight

1. _____

2. _____

Station 4: When You Arrive

1. _____

2. _____

Unit 9, Lesson 33, CPA5

have a direct flight or have two connecting flights?	take the flight you planned to take or take a later flight and \$775 because your flight was overbooked?	check your suitcase and get it at baggage claim or take your suitcase on the plane with you?
have a boarding pass on your phone or have a paper boarding pass?	wait a long time in the line for security or have to go through security very fast?	board the plane first or board the plane last?
sit for an hour in the terminal or walk around the terminal for an hour?	be a flight attendant or be a ticket agent?	miss your flight because your connecting flight was delayed or change to another flight because your flight was overbooked?
take a direct flight, but then have to drive 3 hours to your destination or have two connecting flights, but not have to drive?	have to get a heavy suitcase at baggage claim or have to take a heavy suitcase on the plane with you?	lose your shoe in security or lose your coat in the terminal?

Sample Story

Elisa and Filip are flying to Florida for their honeymoon. The ticket agent tells them that their flight was overbooked and they can receive \$800 each if they agree to wait three hours for the next flight. If they do this, they will arrive in Florida at 2:00 am. What should they do?

Story 1

Suni is flying from California to Cambodia. She has two connecting flights and will stop in Japan for a few hours. Suni's first flight, from California to Japan, is delayed because of bad weather. When she arrives in Japan, she is too late to board her flight to Cambodia. What should she do?

Story 2

Fauricio is flying from New York to Texas to visit his sister. He's really glad that he has a direct flight! He is taking a lot of gifts to his family, so he has two suitcases. When he arrives in Texas and goes to baggage claim, he can't find one of his suitcases. What should he do?

Story 3

Yousef is flying from Chicago to Bulgaria. He has connecting flights with a flight from Chicago to Germany and another from Germany to Bulgaria. In the airport in Chicago, the ticket agent gives him the boarding passes for both flights. However, when he lands in Germany and goes to the gate on the second boarding pass, the gate is empty. What should he do?