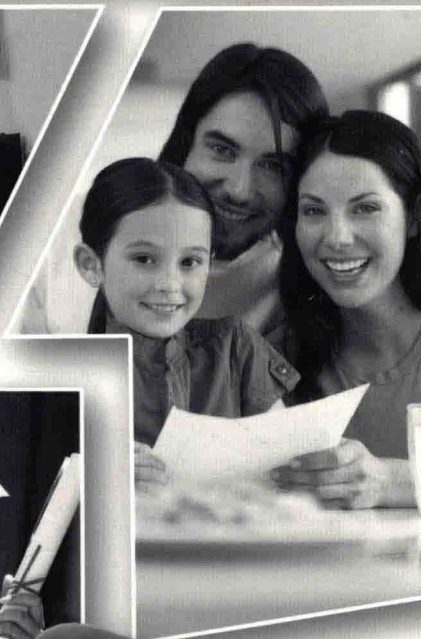
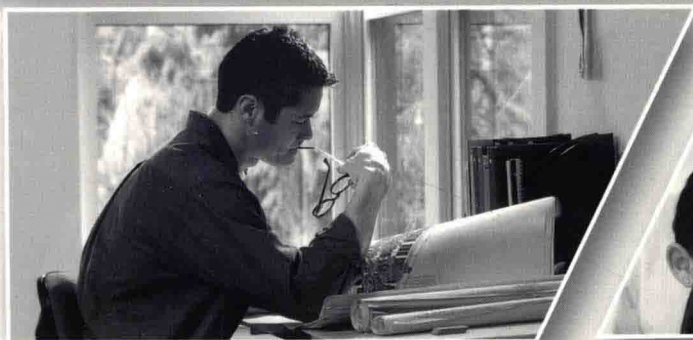


WORKBOOK



Excellent ENGLISH 4

LANGUAGE SKILLS FOR SUCCESS



Susannah MacKay
Mari Vargo
Pamela Vittorio

Jan Forstrom
Marta Pitt
Shirley Velasco



Excellent English 4

Language Skills for Success

**Susanna MacKay
Mari Vargo
Pamela Vittorio**

**Jan Forstrom
Marta Pitt
Shirley Velasco**



McGraw-Hill

Excellent English Workbook 4

Published by McGraw-Hill ESL/ELT, a business unit of The McGraw-Hill Companies, Inc. 1221 Avenue of the Americas, New York, NY 10020. Copyright © 2008 by The McGraw-Hill Companies, Inc. All rights reserved. No part of this publication may be reproduced or distributed in any form or by any means, or stored in a database or retrieval system, without the prior written consent of The McGraw-Hill Companies, Inc., including, but not limited to, any network or other electronic storage or transmission, or broadcast for distance learning.

Book: ISBN 978-0-07-719337-9
MHID 0-07-719337-7

Set: ISBN 978-0-07-719395-9
MHID 0-07-719395-4

1 2 3 4 5 6 7 8 9 10 QPD 11 10 09 08

Series editor: Nancy Jordan

Cover designer: Witz End Design

Interior designer: NETS

Illustrators: Punto 5, Diseño Grafico, Ismael Vázquez

Photo credits:

p. 6 Corbis Premium RF / Alamy; **p. 7** (tl) James J. Bissell / SuperStock, (tc) Ariel Skelley / Getty Images, (tr) Emma Lee / Life File / Getty Images, (bl) Juice Images/Corbis, (bc) David Bacon / The Image Works, (br) Purestock / Alamy; **p. 21** (tl) Sven Hagolani / zefa / Corbis, (tc) Blend Images / Alamy, (tr) Blend Images / SuperStock, (bl) BananaStock / SuperStock, (br) Ryan McVay / Getty Images; **p. 35** (tl) Nick White / Getty Images, (tr) Photodisc / SuperStock, (bl) Steve Vidler / SuperStock, (br) Digital Vision Ltd. / SuperStock; **p. 38** (tl) Denis Doyle / Getty Images, (tr) Krzysztof Dydzinski / Getty Images, (bl) David Ball / Corbis, (br) Creatas / SuperStock; **p. 45** Chris Cooper-Smith / Alamy; **p. 63** (tc) Jupiterimages / Comstock Images / Alamy, (tr) Richard Heinzen / SuperStock, (bl) Shuji Kobayashi / Getty Images, (bc) Radius Images / Alamy, (br) David Hoffman Photo Library / Alamy; **p. 65** Symbol Photography / Alamy; **p. 66** Corbis / Superstock; **p. 79** Jupiterimages/ Goodshoot / Alamy; **p. 86** Tetra Images / Getty Images; **p. 91** Jeff Greenberg/The Image Works; **p. 95** Tobi Zausner; **p. 126** (l) Creative Studios / Alamy, (cl) Photodisc / SuperStock, (c) Corbis / SuperStock, (r) Tobi Zausner; **p. 128** (1-4, 6) Tobi Zausner, (5) Jeffrey Coolidge / Getty Images; **p. 129** (t) fStop / Alamy, (c) PhotoAlto / Alamy, (b) Tobi Zausner; **p. 133** (tl) Tobi Zausner, (tc) Sabine Scheckel / Getty Images, (tr) Corbis / SuperStock, (bl) Picture Partners / Alamy, (bc) Joel W. Rogers / Corbis, (br) George Diebold / Getty Images; **p. 147** Somos Images / Corbis; **p. 148** Image Source / SuperStock; **p. 154** (tl) Flint / Corbis, (bl) Reggie Casagrande / Getty Images, (tr) Corbis / SuperStock, (br) Creatas / SuperStock; **p. 162** Corbis / SuperStock; **p. 164** Digital Vision Ltd. / SuperStock

Cover photo:

Hand: Getty
Family with rabbit: Corbis
Girl graduating: Getty
Businessman giving presentation: Corbis
Smiling family: Getty



McGraw-Hill

PROGRAM OVERVIEW

Excellent English: Language Skills for Success equips students with the grammar and skills they need to access community resources while developing the foundation for long-term career and academic success.

Excellent English is a four-level, grammar-oriented series for English learners featuring a *Grammar Picture Dictionary* approach to vocabulary building and grammar acquisition. An accessible and predictable sequence of lessons in each unit systematically builds language and math skills around life-skill topics. *Excellent English* is tightly correlated to all of the major standards for adult instruction.

- CASAS (the Comprehensive Adult Student Assessment Systems)
- Los Angeles Unified School District's Competency-Based Education (CBE) Course Outlines
- Florida Adult ESOL Syllabi
- EFF (Equipped for the Future) Content Standards
- SCANS (Secretary's Commission on Achieving Necessary Skills)

The Excellent English Workbook with Audio CD is an essential companion to the Student Book. Each workbook unit provides 14 pages of supplementary practice for its corresponding Student Book unit. The Workbook provides students with further practice with the grammar, vocabulary, listening, reading, writing, and life-skill competencies taught in the Student Book. It offers application lessons that cover competencies in addition to those that are covered in the Student Book.

Features

- **Family Connection** and **Community Connection** lessons provide practice with additional competencies related to the topic of each Student Book unit.
- **Career Connection** lessons build off the Career Connection photo story in the Student Book and address additional work-related competencies.
- **Technology Connection** lessons introduce students to technology objectives as they are used in everyday life, such as using an automated ticket machine or filling out an online job application.
- **Culture and Communication** activities introduce culturally appropriate communication strategies, such as using various levels of formality or asking for and giving advice. Culture Tips provide additional useful cultural information.
- **Real-Life Lessons** take learning beyond the classroom as students use new language skills to gather information about their own community through interviews and research.
- **Practice tests** in every unit, complete with CASAS-type listening tasks from the Workbook CD, encourage students to test their skills in a low-stakes environment.
- An **Audio CD**—packaged with each Workbook—includes recorded passages for the Listening and Conversation lesson and Pronunciation activities, as well as for the practice tests.

Correlation Charts

Pre-Unit

CASAS	EE Book 4	LAUSD	EE Book 4	FLORIDA CONTENT STANDARDS	EE Book 4
0.1.4 Understand or use appropriate language in general social situations (e.g., to greet, introduce, thank, apologize).	SB: 2-5 WB: 2, 3	I. Personal Information 1. Give information about self, family and work history. b. Ask and answer questions about life and work history.	SB: 2-5 WB: 2, 3	5.01.01 Recognize and respond appropriately to verbal and non-verbal language.	SB: 2-5 WB: 2-5
		A. Verb Tenses 1. Use the simple present tense for non-action verbs.	SB: 2-5 WB: 2		
0.1.5 Interact effectively in the classroom.	SB: 2-5 WB: 2, 3	II. Social/Cultural Interaction 7. Use language to interact appropriately within diverse groups. d. Interrupt politely.	SB: 2-5 WB: 2, 3		
0.1.6 Clarify or request clarification.	SB: 2-5 WB: 3	VIII. Learning and Academic Skills 43. Scan for specific information in a reading passage.	SB: 2-5 WB: 2, 3	Grammar Anchors Wh-questions Simple present tense Present continuous	SB: 2-5 WB: 3, 4
0.2.1 Respond appropriately to common personal information questions.	SB: 2-5 WB: 2, 3				

Unit 1 EDUCATION MATTERS

CASAS	EE Book 4	LAUSD	EE Book 4	FLORIDA CONTENT STANDARDS	EE Book 4
0.1.2 Identify or use appropriate language for informational purposes.	SB: 8-9 WB: 6, 9, 10, 17	I. Personal Information 1. Give information about self, family and work history.	SB: 18-19 WB: 6, 10	5.01.01 Recognize and respond appropriately to verbal and non-verbal language.	SB: 10-11 WB: 6, 8, 9, 10
0.1.3 Understand or use appropriate language to influence or persuade.	SB: 16-17			5.01.02 Predict future outcomes based upon information shared.	SB: 14-15 WB: 7, 15
0.1.4 Understand or use appropriate language in general social situations (e.g., to greet, introduce, thank, apologize).	SB: 10-11, 18-19 WB: 6, 10, 17		SB: 18-19	5.01.03 Express personal opinions, concerns, satisfaction and dissatisfaction.	SB: 10-11, 16-17 WB: 9
0.1.5 Interact effectively in the classroom.	SB: 6-7 WB: 6, 8, 9, 10			5.03.02 Discuss qualifications and requirements for various jobs (include level of training).	SB: 20-21 WB: 7, 14, 15
0.1.6 Clarify or request clarification.	SB: 8-9			5.03.03 Write a resume, cover letter, and a thank you note to follow up on a job interview.	SB: 18-19
0.2.3 Interpret or write a personal note, invitation, or letter.	SB: 18-19	4. Write personal and business letters using appropriate format. a. Write a personal letter to a friend.	SB: 20-21 WB: 6, 10, 11, 16, 17	5.03.07 Demonstrate basic problem solving skills in the workplace.	SB: 14-15 WB: 7, 15
0.2.4 Converse about activities and personal interests.	SB: 10-11 WB: 6, 10, 17				
4.4.5 Identify job training needs and set learning goals.	SB: 20-21 WB: 17				
4.5.5 Demonstrate the ability to use a computer in performing work tasks.	SB: 18-19 WB: 13, 15				
6.0.3 Identify information needed to solve a given problem.	SB: 14-15 WB: 8, 9, 10, 13, 15, 16, 17, 18				
6.0.4 Determine appropriate operation to apply to a given problem.	SB: 10-11, 14-15 WB: 11	II. Social/Cultural Interaction 7. Use language to interact appropriately within diverse groups. b. Offer praise and encouragement. c. Solicit others' opinions.	SB: 10-11, 16-17 WB: 8, 9	5.03.13 Identify appropriate skills and education necessary to attain short and long term career goals.	SB: 6-7, 8-9, 12-13, 16-17 WB: 10, 11, 14-15, 16, 17
6.7.5 Compute averages, medians, or modes.	SB: 14-15 WB: 11				
7.1.1 Identify and prioritize personal, educational, and workplace goals.	SB: 6-7, 12-13, 20-21 WB: 10, 14, 15, 17				
7.1.2 Demonstrate an organized approach to achieving goals.	SB: 12-13, 14-15 WB: 15, 17				
7.1.3 Demonstrate responsibility, motivation in accomplishing goals.	SB: 6-7, 12-13 WB: 15, 17				
7.1.4 Establish, maintain, and use a system of personal organization, such as paper or electronic files, calendars, and checklists.	SB: 20-21	III. Community A. School 10. Communicate with K-12 personnel. a. Ask about enrolling a child in school.	SB: 20-21	5.04.01 Use numbers to perform various computational procedures.	SB: 14-15 WB: 11
7.2.1 Identify and paraphrase pertinent information.	SB: 8-9, 14-15				
7.2.3 Make comparisons, differentiate among, sorting, and classifying items, information, or ideas.	SB: 20-21 WB: 7, 15				
7.2.5 Evaluate a situation, statement, or process.	SB: 14-15 WB: 11, 15				
7.3.2 Devise and implement a solution to an identified problem.	SB: 6-7				
		VIII. Learning and Academic Skills 42. Identify short-term and long-term learning goals.	SB: 12-13 WB: 10, 15, 17	Grammar Anchors: Simple present tense	SB: 6-7, 8-9, 20-21 WB: 6
		43. Scan for specific information in a reading passage.	SB: 14-15, 16-17 WB: 9, 14, 15, 19	Present continuous tense	SB: 6-7, 8-9, 14-15 WB: 6

Unit 1 EDUCATION MATTERS—CONTINUED

CASAS	EE Book 4	LAUSD	EE Book 4	FLORIDA CONTENT STANDARDS	EE Book 4
7.4.1 Identify and use effective study strategies.	SB: 16-17 WB: 16-17	Grammar A. Verb Tenses 1. Use the simple present tense.	SB: 6-7, 8-9, 20-21 WB: 6	Conjunctions	SB: 8-9 WB: 7
7.4.7 Identify and use test-taking skills and strategies.	SB: 20-21 WB: 18, 19			Contractions	
7.4.8 Interpret visual representations, such as symbols, blueprints, flowcharts, and schematics.	SB: 8-9 WB: 11				SB: 10-11 WB: 8
7.5.1 Identify personal values, qualities, interests, abilities.	SB: 6-7 WB: 15, 16, 17	2. Contrast <i>will</i> and <i>be going</i> for the future to express: a. a previous plan (e.g., <i>I'm going to...</i>). b. an offer to help (e.g., <i>I will...</i>).	SB: 12-13, 14-15 WB: 10, 11		
7.5.2 Identify, use strategies to develop a positive attitude, etc.	SB: 12-13	E. Combined Sentences 23. Use appropriate word order in affirmative and negative statements.	SB: 10-11 WB: 10	Future with <i>will</i> Future with <i>going to</i>	SB: 12-13, 14-15, 20-21 WB: 6, 10, 11
7.5.6 Identify or use strategies for communicating more successfully.	SB: 10-11 WB: 9				

Unit 2 AIMING FOR EXCELLENCE

CASAS	EE Book 4	LAUSD	EE Book 4	FLORIDA CONTENT STANDARDS	EE Book 4
0.1.3 Understand or use appropriate language to influence or persuade (e.g., to caution, advise, persuade, negotiate).	SB: 34-35 WB: 28, 29	I. Personal Information 1. Give information about self, family and work history. b. Ask and answer questions about life and work history	SB: 26-27 WB: 21, 24, 31	5.03.02 Discuss qualifications and requirements for various jobs (include level of training).	SB: 32-33 WB: 24, 25
0.1.4 Understand or use appropriate language in general social situations (e.g., to greet, introduce, thank, apologize).	SB: 26-27 WB: 24, 27, 31			5.03.06 Communicate progress on assigned job tasks and activities.	SB: 28-29 WB: 22
4.1.7 Identify appropriate behavior and attitudes for getting a job.	SB: 28-29, 32-33, 34-35 WB: 21, 25			5.03.07 Demonstrate basic problem solving skills in the workplace.	SB: 30-31 WB: 21, 25, 27
4.1.9 Identify procedures for career planning, including self-assessment.	SB: 34-35 WB: 21	A. Verb Tenses 4. Contrast present perfect tense and simple past tense. a. for an action that began in the past and continues into the present vs. an action completed in the past.	SB: 28-29 WB: 24	5.03.09 Demonstrate understanding of worker's rights, including: compensation.	SB: 32-33, 36-37 WB: 24, 25, 26, 27, 30, 31
4.2.1 Interpret wages, deductions, pay statements, and timekeeping forms.	SB: 30-31 WB: 25			5.03.10 Recognize behaviors and attitudes that are effective in a multicultural workplace.	SB: 22-23, 24-25, 26-27, 34-35 WB: 21, 22, 23, 24, 25
4.4.1 Identify appropriate behavior, attire, attitudes, and social interaction, and other factors that affect job retention and advancement.	SB: 22-23 WB: 23, 25				
4.4.2 Identify appropriate skills and education for keeping a job and getting a promotion.	SB: 28-29 WB: 21, 25	II. Social/Cultural Interaction 8. Initiate and respond appropriately in interpersonal interactions. d. Monitor and correct performance.	SB: 24-25, 30-31 WB: 21, 23, 24, 25, 27, 31	5.03.11 Request feedback from a sample performance evaluation form for the workplace.	SB: 30-31 WB: 25
4.4.3 Interpret job-related signs, charts, diagrams, forms, and procedures, and record information on forms, charts, checklists, etc.	SB: 36-37 WB: 20, 25				
4.4.4 Interpret job responsibilities and performance reviews.	SB: 30-31 WB: 25				
4.4.6 Interpret work specifications and quality standards.	SB: 22-23 WB: 21, 23, 24, 25				
4.6.1 Follow, clarify, give, or provide feedback to instructions; give and respond appropriately to criticism.	SB: 28-29 WB: 23	VIII. Learning and Academic Skills 43. Scan for specific information in a reading passage.	SB: 32-33 WB: 26, 27, 28, 29	5.03.14 Demonstrate negotiation skills to request a promotion, transfer or raise.	SB: 34-35
4.6.2 Interpret and write work-related correspondence, including notes, memos, letters, and e-mail.	SB: 24-25, 36-37 WB: 31				
4.6.4 Report progress on activities, status of assigned tasks, and problems and other situations affecting job completion.	SB: 26-27 WB: 23				
4.6.5 Select and analyze work-related information for a given purpose and communicate it to others orally or in writing.	SB: 34-35 WB: 31	A. Job Search 36. Respond to common job interview questions regarding skills and abilities, work history, education, and personal qualities.	SB: 30-31, 34-35 WB: 24	5.04.01 Use numbers to perform various computational procedures.	SB: 30-31 WB: 25
4.8.6 Demonstrate negotiation skills in resolving differences, including presenting facts and arguments, recognizing differing points of view, offering options, and making compromises.	SB: 30-31 WB: 29				
4.7.3 Identify or demonstrate effective management of human resources, including assessing skills, making appropriate work assignments, and monitoring performance.	SB: 26-27 WB: 21, 24, 25	B. On the Job 38. Communicate effectively with co-workers. b. Participate as a member of a team. c. Solve problems.	SB: 22-23, 28-29 WB: 20, 23, 31		

Unit 2 AIMING FOR EXCELLENCE—CONTINUED

CASAS	EE Book 4	LAUSD	EE Book 4	FLORIDA CONTENT STANDARDS	EE Book 4
4.8.1 Demonstrate ability to work cooperatively with others as a member of a team, contributing to team efforts, maximizing the strengths of team members, promoting effective group interaction, and taking personal responsibility for accomplishing goals.	SB: 26-27 WB: 21, 23, 31	40. Demonstrate understanding of employee rights and responsibilities. b. Discuss common fringe benefits.	SB: 34-35, 36-37 WB: 26, 27, 30, 31	Grammar Anchors Past tense, <i>When</i> clauses	SB: 24-25, 26-27, 36-37 WB: 20, 24
6.1.1 Add whole numbers.	SB: 30-31 WB: 25				
6.2.3 Multiply decimal fractions.	SB: 30-31 WB: 25				
7.1.4 Establish, maintain, and use a system of personal organization, such as paper or electronic files, calendars, and checklists.	SB: 36-37	41. Identify and discuss the importance of work-related values such as punctuality, dependability, sociability, teamwork, and leadership. E. Combined Sentences 21. Use adverbial clauses of time with <i>when</i> , <i>as soon as</i> , <i>before</i> , <i>after</i> , and <i>until</i> .	SB: 24-25, 26-27, 30-31 WB: 21, 23, 24, 25		
7.2.6 Generate ideas using various approaches, such as brainstorming.	SB: 34-35 WB: 28, 29				
7.2.7 Consider factors involved in making decisions, such as goals, constraints, consequences, alternatives, and input from others.	SB: 34-35				
7.4.7 Identify and use test-taking skills and strategies.	SB: 36-37 WB: 32, 33				
7.4.8 Interpret visual representations, such as symbols, blueprints, flowcharts, and schematics.	SB: 24-25 WB: 25				
7.5.6 Identify or use strategies for communicating more successfully.	SB: 26-27 WB: 23			Past perfect tense	SB: 36-37 WB: 24
				Past tense, Present perfect tense	SB: 28-29 WB: 24

Unit 3 THAT'S ENTERTAINMENT!

CASAS	EE Book 4	LAUSD	EE Book 4	FLORIDA CONTENT STANDARDS	EE Book 4
0.1.2 Understand or use appropriate language for informational purposes (e.g., to identify, describe, ask for information, state needs, agree or disagree).	SB: 44-45 WB: 35, 37	I. Personal Information 1. Give information about self, family and work history. a. Construct a time-line of life and work history.	SB: 40-41, 50-51 WB: 34, 35, 39	5.01.01 Recognize and respond appropriately to verbal and non-verbal language.	SB: 38-39, 42-43, 46-47, 50-51 WB: 36, 37, 39
0.1.3 Understand or use appropriate language to influence or persuade (e.g., to caution, advise, persuade, negotiate).	SB: 44-45				
0.1.5 Interact effectively in the classroom.	SB: 44-45 WB: 34, 35, 36, 37, 43, 44				
0.2.1 Respond appropriately to common personal information questions.	SB: 38-39 WB: 34, 35				
0.2.4 Converse about daily and leisure activities and personal interests.	SB: 38-39 WB: 37, 44				
1.2.4 Interpret or compute unit pricing.	SB: 46-47 WB: 39	II. Social/Cultural Interaction 5. Engage in small talk on topics such as news events, leisure activities and the weather.	SB: 38-39, 40-41, 42-43, 44-45, 48-49 WB: 37, 44	5.02.02 Read and discuss current events/happenings in the community.	SB: 38-39, 42-43, 46-47, 48-49 WB: 40, 41, 44, 45
2.6.2 Locate information in TV, movie, and other entertainment listings.	SB: 42-43 WB: 45				
2.6.3 Locate and interpret information in order to plan for recreational activities and other events.	SB: 42-43 WB: 40, 41, 44, 45				
4.6.2 Interpret and write work-related correspondence, including notes, memos, letters, and e-mail.	SB: 52-53				
4.8.1 Demonstrate ability to work cooperatively with others as a member of a team, contributing to team efforts, maximizing the strengths of team members, promoting effective group interaction, and taking personal responsibility for accomplishing goals.	SB: 48-49 WB: 43				
6.0.5 Demonstrate use of a calculator.	SB: 46-47	A. Verb Tenses 6. Use the past perfect tense to express an action which occurred before another past action.	SB: 38-39, 40-41, 52-53 WB: 34, 35, 36, 38, 39	5.03.10 Recognize behaviors and attitudes that are effective in a multicultural workplace.	SB: 52-53 WB: 37
6.2.3 Multiply decimal fractions.	SB: 46-47 WB: 39				
6.5.1 Recognize and evaluate simple consumer formulas.	SB: 46-47 WB: 39				
7.1.4 Establish, maintain, and use a system of personal organization, such as paper or electronic files, calendars, and checklists.	SB: 52-53				
7.2.2 Analyze a situation, statement, or process, identifying component elements and causal and part/whole relationships.	SB: 48-49				
7.2.4 Identify or make inferences through inductive and deductive reasoning to hypothesize, predict, conclude, and synthesize.	SB: 40-41 WB: 41				
		B. On the Job 40. Demonstrate understanding of employee rights and responsibilities. c. Fill out work related forms.	SB: 52-53	5.04.01 Use numbers to perform various computational procedures.	SB: 46-47, 50-51 WB: 39
		41. Identify and discuss the importance of work-related values such as punctuality, dependability, sociability, teamwork, and leadership.	SB: 52-53	5.06.01 Compare and contrast basic factors when planning a trip.	SB: 40-41 WB: 41, 44
		C. The Neighborhood 8. Read and discuss the entertainment section of the newspaper to make selections.	SB: 42-43, 46-47 WB: 45	Grammar Anchors Past perfect tense	SB: 38-39, 52-53 WB: 34, 35, 36, 38, 39
		D. Other Sentence Elements 17. Use <i>so/such</i> with adjectives.	SB: 46-47 WB: 39	When clause sequence words	SB: 44-45 WB: 34, 35, 38, 39

Unit 3 THAT'S ENTERTAINMENT!—CONTINUED

CASAS	EE Book 4	LAUSD	EE Book 4	FLORIDA CONTENT STANDARDS	EE Book 4
7.2.5 Evaluate a situation, statement, or process, assembling information and providing evidence, making judgments, examining assumptions, and identifying contradictions.	SB: 40-41 WB: 41				
7.4.1 Identify and use effective study strategies.	SB: 48-49 WB: 34-45	E. Combined Sentences 21. Use adverbial clauses of time with <i>when</i> , <i>as soon as</i> , <i>before</i> , <i>after</i> , and <i>until</i> . b. to establish a time sequence.	SB: 44-45, 48-49 WB: 34, 35, 38, 39, 44	Adverbs: frequency, time	SB: 48-49 WB: 34, 35, 38, 39
7.4.2 Take notes or write a summary or an outline.	SB: 50-51				
7.4.7 Identify and use test-taking skills and strategies.	SB: 52-53 WB: 46-48				
7.5.6 Identify or use strategies for communicating more successfully.	SB: 44-45 WB: 37				

Unit 4 FOCUS ON FINANCE

CASAS	EE Book 4	LAUSD	EE Book 4	FLORIDA CONTENT STANDARDS	EE Book 4
0.1.6 Clarify or request clarification.	SB: 60-61, 62-63 WB: 51, 52, 53	I. Personal Information 4. Write personal and business letters using appropriate format.	SB: 66-67	5.01.01 Recognize and respond appropriately to verbal and non-verbal language.	SB: 66-67 WB: 48, 52, 53, 57
1.2.5 Interpret letters, articles, and information about consumer-related topic.	SB: 66-67, 68-69 WB: 54, 55, 56, 57, 58	II. Social/Cultural Interaction 8. Initiate and respond appropriately in interpersonal interactions. b. Make recommendations. d. Monitor and correct performance.	SB: 54-55, 56-57, 58-59 WB: 49, 51, 55, 57	5.01.02 Predict future outcomes based upon information shared.	SB: 66-67 WB: 49, 50
1.3.1 Identify, compare and use methods for purchasing goods and services, including online purchasing.	SB: 54-55 WB: 54, 55, 59	9. Express opinions involving possibility, probability and logical conclusion.	SB: 62-63 WB: 49, 55, 57	5.01.03 Express personal opinions, concerns, satisfaction and dissatisfaction.	SB: 54-55, 56-57, 58-59, 62-63, 68-69 WB: 51
1.3.2 Interpret credit applications.	SB: 62-63	IV. Consumer Economics A. Personal Finance. 19. Prepare a sample monthly budget.	SB: 54-55, 62-63 WB: 54-55	5.01.09 Role-play a call to report a problem.	SB: 58-59 WB: 51
1.5.1 Interpret information about personal and family budgets.	SB: 54-55, 62-63 WB: 50, 54, 55, 56	20. Perform banking transactions a. Ask about interest and service charges.	SB: 56-57, 58-59 60-61, 66-67, 68-69 WB: 49, 50, 51, 56, 57, 58, 59	5.04.01 Use numbers to perform various computational procedures.	SB: 58-59, 62-63 WB: 50
1.5.3 Interpret bills.	SB: 62-63	b. Compare different checking and savings accounts and choose best one for own needs.		5.04.08 Identify budget-planning strategies.	SB: 54-55, 60-61, 62-63, 64-65 WB: 54-55
1.6.3 Identify procedures the consumer can follow if merchandise or service is unsatisfactory.	SB: 66-67 WB: 51	21. Express consumer complaints. b. Identify ways to report a consumer complaint.		5.04.09 Compare and contrast several methods to purchase merchandise and services.	SB: 54-55, 62-63, 64-65 WB: 57, 59
1.8.1 Demonstrate ability to use and manage savings and checking accounts, including services such as ATMs, direct deposit, debit card purchasing, and online banking.	SB: 56-57 WB: 50, 56, 57, 58, 59	VIII. Learning and Academic Skills 44. Guess the meaning of new vocabulary in context.	SB: 54-55, 64-65 WB: 48, 58-59	5.07.01 Report unsafe conditions in private and public places.	SB: 68-69
1.8.5 Interpret information about investments and financial planning, including type and purpose of investments.	SB: 58-59 WB: 50	45. Predict content of a reading passage.	SB: 64-65	5.07.02 Recognize legal consequences of crimes.	SB: 56-57
6.1.1 Add whole numbers.	SB: 62-63	A. Verb Tenses 4. Contrast present perfect tense and simple past tense.	SB: 60-61 WB: 52, 53		
6.4.3 Calculate percents.	SB: 58-59	B. Other Verb Structures 11. Use passive voice. b. with modals <i>should, must</i> .	SB: 54-55, 56-57, 58-59, 60-61, 68-69 WB: 48, 49, 55, 57	Grammar Anchors Modals: <i>should, must</i>	SB: 54-55, 56-57, 58-59, 60-61, 68-69 WB: 48, 49, 55, 57
6.4.4 Convert percents to common, mixed, or decimal fractions.	SB: 58-59 WB: 50			Politeness markers.	SB: 58-59 WB: 51
6.4.5 Use rate to compute increase or decrease.	SB: 58-59 WB: 50			Simple present tense Past tense, Present perfect tense.	SB: 60-61 WB: 52, 53
7.1.4 Establish, maintain, and use a system of personal organization, such as paper or electronic files, calendars, and checklists.	SB: 68-69	E. Other Sentence Patterns 24. Use tag questions to seek information and confirmation.	SB: 60-61, 62-63, 68-69 WB: 52, 53		
7.2.2 Analyze a situation, statement, or process, identifying component elements and causal and part/whole relationships.	SB: 58-59				

Unit 4 FOCUS ON FINANCE—CONTINUED

CASAS	EE Book 4	LAUSD	EE Book 4	FLORIDA CONTENT STANDARDS	EE Book 4
7.2.4 Identify or make inferences through inductive and deductive reasoning to hypothesize, predict, conclude, and synthesize.	SB: 64-65 WB: 48, 49, 57				
7.2.5 Evaluate a situation, statement, or process, assembling information and providing evidence, making judgments, examining assumptions, and identifying contradictions.	SB: 66-67 WB: 57				
7.3.1 Identify a problem and its possible causes.	SB: 68-69 WB: 55				
7.3.2 Devise and implement a solution to an identified problem.	SB: 58-59, 68-69 WB: 49				
7.4.1 Identify and use effective study strategies.	SB: 64-65 WB: 48-59				
7.4.7 Identify and use test-taking skills and strategies.	SB: 68-69 WB: 60, 61				
7.5.5 Identify personal, family, and work responsibilities, and ways to accommodate them and deal with related problems.	SB: 66-67				
7.5.6 Identify or use strategies for communicating more successfully.	SB: 58-59 WB: 51				

Unit 5 LAW AND SOCIETY

CASAS	EE Book 4	LAUSD	EE Book 4	FLORIDA CONTENT STANDARDS	EE Book 4
2.7.1 Interpret information about holidays.	SB: 80-81, 82-83	I. Personal Information 1. Give information about self, family and work history.	SB: 70-71 WB: 62	5.01.01 Recognize and respond appropriately to verbal and non-verbal language.	SB: 70-71, 72-73 WB: 64
2.7.3 Interpret information about social issues.	SB: 80-81 WB: 65, 72, 73	II. Social/Cultural Interaction 9. Express opinions involving possibility, probability, and logical conclusion.	SB: 82-83	5.01.03 Express personal opinions, concerns, satisfaction and dissatisfaction.	SB: 84-85
4.1.1 Interpret governmental forms related to seeking work, such as applications for Social Security.	SB: 84-85			5.01.05 Discuss major holidays in the United States.	SB: 80-81
5.2.1 Interpret information about U.S. history.	SB: 70-71			5.01.09 Role-play a call to report a problem.	SB: 74-75 WB: 64
5.3.1 Interpret common laws and ordinances, and legal forms and documents.	SB: 76-77 WB: 71	V. Government and Law 25. Report a traffic accident to an insurance company or the police.	SB: 74-75	5.02.03 Compare / contrast US holidays with those of other nations.	SB: 82-83
5.3.2 Identify individual legal and civil rights and procedures for obtaining legal advice.	SB: 74-75, 76-77 WB: 70, 71	26. Identify legal services and hotlines and explain their purposes. a. Find information concerning tenant's rights & fair housing laws. b. Compile a list of appropriate legal services. c. Identify immigration services.	SB: 72-73, 74-75, 76-77 WB: 70, 71	5.02.04 Demonstrate understanding of legal rights & responsibilities in the U.S.	SB: 76-77, 78-79 WB: 67, 68, 69, 70, 71
5.3.3 Interpret basic court procedures.	SB: 76-77	27. Interpret and discuss current events as they relate to federal, state, or local government.	SB: 70-71, 80-81, 82-83 WB: 62, 66, 67, 68, 69, 72, 73	5.02.07 Identify resources in the community that assist families in need.	SB: 76-77 WB: 67, 68, 69, 72, 73
5.3.6 Interpret information or identify requirements for establishing residency and/or obtaining citizenship.	SB: 74-75	VI. Health and Safety A. Health Maintenance 30. Communicate with medical personnel. c. Complete medical history/ insurance forms.	SB: 74-75 WB: 68, 69	5.03.02 Discuss qualifications and requirements for various jobs (include level of training).	SB: 84-85
5.4.1 Interpret and complete income tax forms.	SB: 78-79	B. Safety 32. Identify procedures for avoiding accidents and injuries at home and at work.	SB: 74-75 WB: 68, 69	5.03.09 Demonstrate understanding of worker's rights, including: compensation.	SB: 74-75, 78-79 WB: 67, 68, 69, 72, 73
5.4.3 Interpret tax tables.	SB: 78-79 WB: 72, 73	VII. Occupational Knowledge B. On the Job. 41. Identify and discuss the importance of work-related values such as punctuality, dependability, sociability, teamwork, and leadership.	SB: 84-85	5.04.01 Use numbers to perform various computational procedures.	SB: 78-79 WB: 67
5.4.4 Interpret tax information from articles and publications.	SB: 78-79 WB: 72, 73	VIII. Learning and Academic Skills 43. Scan for specific information (facts) in a reading passage.	SB: 80-81 WB: 70, 71	5.04.05 Interpret tenant and landlord rights.	SB: 74-75
5.5.2 Interpret information about the legislative branch and its activities.	SB: 70-71 WB: 62	44. Guess the meaning of new vocabulary in context.	SB: 76-77 WB: 62, 65, 70, 72, 73	5.07.01 Report unsafe conditions in private and public places.	SB: 74-75 WB: 64
5.5.3 Interpret information about the judicial branch and its activities.	SB: 70-71 WB: 62			5.07.02 Recognize legal consequences of crimes.	SB: 76-77
5.5.4 Interpret information about the executive branch and its activities.	SB: 70-71 WB: 62				

Unit 5 LAW AND SOCIETY—CONTINUED

CASAS	EE Book 4	LAUSD	EE Book 4	FLORIDA CONTENT STANDARDS	EE Book 4
5.5.6 Interpret information about law enforcement.	SB: 74-75	B. Housing 23. Resolve housing problems with landlords.	SB: 74-75	Grammar Anchors Past participles	SB: 70-71, 76-77, 84-85 WB: 62, 63
5.5.8 Identify local, state and federal government leaders.	SB: 70-71			Adjectives, nouns, adverbs, prepositions, conjunctions.	SB: 74-75
5.6.1 Interpret information about neighborhood or community problems and their solutions.	SB: 72-73 WB: 70, 71	C. Other Verb Structures 11. Use passive voice. b. in the past tense.	SB: 70-71, 72-73, 76-77, 84-85 WB: 62, 63	Wh- questions.	SB: 76-77, 84-85 WB: 66
5.6.2 Interpret information about civic organizations and public service groups.	SB: 72-73 WB: 70, 71	E. Other Sentence Patterns 25. Form clarification questions using wh- question words to replace missed information	SB: 76-77, 84-85 WB: 66		
5.6.3 Identify civic responsibilities such as voting, jury duty, and paying taxes.	SB: 70-71, 76-77 WB: 67	B. On the Job 40. Demonstrate understanding of employee rights and responsibilities. a. Read & understand a pay stub. b. Discuss common fringe benefits. c. Fill out work related forms. d. Discuss work-related interpersonal problems.	SB: 74-75 WB: 64, 67, 72, 73		
7.1.4 Establish, maintain, and use a system of personal organization, such as paper or electronic files, calendars, and checklists.	SB: 84-85				
7.4.4 Identify, evaluate and use appropriate informational resources, including the Internet.	SB: 82-83 WB: 73				
7.4.5 Use reference materials, such as dictionaries and encyclopedias.	SB: 80-81, 82-83				
7.4.7 Identify and use test-taking skills and strategies.	SB: 84-85 WB: 74, 75				

Unit 6 HOUSE AND HOME

CASAS	EE Book 4	LAUSD	EE Book 4	FLORIDA CONTENT STANDARDS	EE Book 4
1.4.1 Identify different kinds of housing, areas of the home, and common household items.	SB: 92-93	I. Personal Information 4. Write personal and business letters using appropriate format.	SB: 98-99 WB: 87	5.01.01 Recognize and respond appropriately to verbal and non-verbal language.	SB: 100-101 WB: 78, 79, 82, 85
1.4.3 Interpret lease and rental documents.	SB: 92-93, 96-97	II. Social/Cultural Interaction 8. Initiate and respond appropriately in interpersonal interactions. b. Make recommendations. d. Monitor and correct performance.	SB: 100-101 WB: 79, 86	5.01.02 Predict future outcomes based upon information shared.	SB: 100-101 WB: 85
1.4.4 Interpret information to obtain, maintain, or cancel housing utilities.	SB: 86-87, 88-89 WB: 76, 77, 78, 79			5.01.03 Express personal opinions, concerns, satisfaction and dissatisfaction.	SB: 100-101 WB: 78, 79
1.4.5 Interpret information about tenant and landlord rights and obligations.	SB: 92-93, 94-95 WB: 84, 85			5.01.06 Demonstrate ability to give information clearly by telephone.	SB: 90-91, 94-95, 100-101 WB: 78, 79
1.4.7 Communicate maintenance needs and housing problems to a landlord or property manager.	SB: 88-89 WB: 76, 77, 80	VIII. Learning and Academic Skills 44. Guess the meaning of new vocabulary in context.	SB: 96-97, 100-101 WB: 84, 86	5.01.09 Role-play a service call to report a problem.	SB: 86-87, 90-91, 98-99 WB: 78, 79
1.7.4 Interpret maintenance procedures for household appliances and personal possessions.	SB: 86-87	B. Housing 22. Interpret and communicate household utility information. a. Obtain and cancel household utilities. b. Interpret household utility bills. c. Communicate mistakes on utility or telephone bills.	SB: 86-87, 90-91 WB: 76, 78	5.02.07 Identify resources in the community that assist families in need.	SB: 86-87 WB: 84, 85
1.7.4 Interpret maintenance procedures for household appliances and personal possessions.	SB: 88-89	23. Resolve housing problems with landlords ...	SB: 88-89, 92-93, 94-95, 98-99, 100-101 WB: 77, 80, 81, 84, 85	5.04.01 Use numbers to perform various computational procedures.	SB: 88-89 WB: 83
1.7.5 Interpret information to obtain repairs.	SB: 86-87, 88-89 WB: 76, 77, 78, 79	24. Identify important points in a rental agreement.	SB: 92-93, 96-97, 98-99 WB: 80, 81, 84, 85	5.04.04 Describe various types of housing documents, including: rental agreements, contracts, renter/landlord rights and responsibilities.	SB: 92-93, 94-95, 96-97, 98-99 WB: 84, 85, 89
2.1.4 Interpret information related to telephone, cable, and other communications services, including plans, rates and billing.	SB: 90-91 WB: 76, 78, 79	E. Combined Sentences 20. Use embedded questions. a. that begin with <i>wh-</i> question words (e.g., <i>Could you tell me what time it is?</i>). b. that begin with <i>if/whether</i> .	SB: 92-93, 94-95, 98-99, 100-101 WB: 80, 81, 85	5.04.05 Interpret tenant and landlord rights.	SB: 88-89, 92-93, 94-95, 98-99 WB: 84, 85, 89
2.5.1 Locate and utilize services of agencies that provide emergency help.	SB: 86-87			5.07.01 Report unsafe conditions in private and public places.	SB: 86-87 WB: 77
4.7.1 Interpret or prepare a work-related budget, including projecting costs, keeping detailed records, and tracking status of expenditures and revenue.	SB: 88-89 WB: 82, 83			Grammar Anchors Articles	SB: 86-87, 88-89, 90-91, 98-99, 100-101 WB: 76, 77
5.1.6 Identify, interpret, and express opinions on political and other public issues.	SB: 98-99			<i>Wh-</i> questions.	SB: 92-93 WB: 80
6.4.6 Compute using ratio or proportion.	SB: 88-89 WB: 82, 83			Conditionals: <i>if ...</i> statements.	SB: 92-93 WB: 81, 85
7.1.4 Establish, maintain, and use a system of personal organization, such as paper or electronic files, calendars, and checklists.	SB: 100-101				

Unit 6 HOUSE AND HOME—CONTINUED

CASAS	EE Book 4	LAUSD	EE Book 4	FLORIDA CONTENT STANDARDS	EE Book 4
7.3.1 Identify a problem and its possible causes.	SB: 98-99 WB: 86				
7.3.2 Devise and implement a solution to an identified problem.	SB: 94-95 WB: 81, 86				
7.4.4 Identify, evaluate and use appropriate informational resources, including the Internet.	SB: 96-97 WB: 85				
7.4.7 Identify and use test-taking skills and strategies.	SB: 100-101 WB: 88, 89				
7.5.6 Identify or use strategies for communicating more successfully.	SB: 90-91, 100-101 WB: 79				
8.2.3 Recognize and/or demonstrate housekeeping and house cleaning tasks.	SB: 94-95				
8.2.4 Recognize and/or demonstrate laundry skills and related clothing-care skills.	SB: 94-95				
8.2.6 Recognize and/or demonstrate general household repair and maintenance.	SB: 88-89 WB: 77				