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	VOCABULARY	GRAMMAR	PRONUNCIATION	READING
1 *My Name Is ...* PAGE 1	Greetings Numbers *0–9*	1 Simple present of *be* 2 Possessive adjectives	Contractions	Welcome! *Reading for the topic*
2 *My Things* PAGE 13	Personal items Numbers *10–101*; prepositions of place	1 *There is/are*; singular and plural nouns 2 Simple present of *be*: *yes/no* questions	Plural *-s*	Online ads *Reading for key information*
3 *People and Places* PAGE 25	Countries, nationalities, and languages Family	1 Simple present of *be*: *wh-* questions 2 Possessive *'s*	Syllables	My friends *Scanning*
4 *My Day* PAGE 37	Daily activities Telling time	1 Simple present: statements 2 Simple present: *yes/no* questions	Stress in numbers	My routine *Reading for differences*
5 *Health* PAGE 49	Food and drink Parts of the body	1 Simple present: *wh-* questions 2 Adverbs of frequency	Rising intonation in *yes/no* questions	National dishes *Reading for detail*
6 *Work* PAGE 61	Verbs for work and study Jobs and workplaces	1 *Can* for ability 2 Article: *the*	Syllable stress	Job ads *Reading for gist and detail*
7 *I'm Hungry!* PAGE 73	Food Menu items	1 Count and noncount nouns 2 *would like* + noun	the schwa /ə/ sound	Time to eat *Identifying text type*
8 *Shopping* PAGE 85	Clothes Adjectives	1 *This, that, these, those* 2 Comparative adjectives	Sentence stress	A shopping quiz *Previewing a text*

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LISTENING	SPEAKING	WRITING
Your name and number, please *Listening for global understanding*	About me *Asking for information*	A student information form *Completing a form*
On sale *Listening for prices*	My classroom *Asking what things are*	Friends and objects *Combining sentences with* and
Personal information *Listening for personal information*	Introducing people *Giving personal information*	A student profile *Writing a profile*
Early, on time, or late? *Listening for times*	Asking about daily activities *Continuing a conversation*	Daily routines *Using correct punctuation*
Staying healthy *Listening for context*	Healthy habits *Asking for and giving opinions*	Sentences and questions *Using correct word order*
My job *Predicting*	Talking about jobs *Giving details about jobs*	A job search profile *Giving personal information*
A phone conversation *Listening for detail*	In a restaurant *Ordering food*	A restaurant review *Writing a restaurant review*
In a store *Listening for key information*	Talking to a salesclerk *Giving and getting help*	Shopping items *Combining sentences with* but

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	VOCABULARY	GRAMMAR	PRONUNCIATION	READING
1 *Getting to Know You* PAGE 1	Personal information Ordinal numbers	1 Verb *to be* 2 Verb *to be* + *wh-* questions	The alphabet	Online messages *Recognizing types of text*
2 *Free-time Activities* PAGE 15	Free-time activities Personality adjectives	1 Simple present 2 Simple present: *wh-* questions	Third person singular final *-s*	A magazine article *Skimming*
3 *Time* PAGE 29	Telling time Prepositions of time	1 Adverbs of frequency 2 *Before*, *after*, and *until*	Words with two and three syllables	An online article *Reading for key information*
4 *Talents* PAGE 43	Action verbs Adjectives	1 *Can* and *can't* for ability 2 Adverbs of manner	*Can* / *can't*	An informative article *Reading for the main idea*
5 *Lifestyle* PAGE 57	Lifestyle activities Adjectives for lifestyle	1 Present progressive 2 Simple present and present progressive	Sound: /ŋ/	Personal profiles *Reading for detail*
6 *Memorable Experiences* PAGE 71	*-ed* and *-ing* adjectives Memorable experiences	1 Simple past: affirmative 2 Simple past: negative and questions	*-ed* endings	An opinion article *Understanding opinions*
7 *Life Events* PAGE 85	Life events Occupations	1 Direct and indirect objects 2 Simple past with *when* clauses	Stressed and unstressed words	An informative article *Scanning*
8 *Future Plans* PAGE 99	*Start* / *stop* + gerund Phrases with *go*	1 *Be going to* for future intentions 2 Present progressive for future arrangements	*Going to*	A social media post *Understanding attitude*

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LISTENING	SPEAKING	VOCATIONAL SKILLS	WRITING
Announcements and voice messages *Listening for key information*	The magic words *Using polite language*	Communication HBR A Simple Way to Introduce Yourself	Completing a form *Using capital letters*
A game show *Listening for gist*	Expressing opinions *Giving and asking for opinions*	Multicultural Skills HBR How to Prepare for a Cross-Cultural Interview	A personal description *Connecting ideas with* also
A friendly conversation *Predicting before listening*	Talking about hobbies *Describing hobbies and interests*	Teamwork HBR Tom Brady on the Art of Leading Teammates	A perfect day *Writing simple sentences*
An audio TV guide *Listening for detail*	Discussing surprising and unusual talents *Showing interest and surprise*	Innovation HBR Learn to Adjust Your Focus	A favorite artist *Writing an informal email*
An audio fact file *Listening for numerical information*	Having an informal conversation *Catching up with somebody*	Emotional Intelligence HBR Why You Should Work Less and Spend More Time on Hobbies	An online post *Writing complete sentences*
Formal and informal conversations *Identifying context*	Talking about experiences *Keeping a conversation going*	Digital Skills HBR Coding Isn't a Necessary Leadership Skill—But Digital Literacy Is	A travel story *Sequencing events*
A personal introduction *Listening for detail*	Discussing world trivia *Taking time to think*	Lifelong Learning HBR Make Learning a Part of Your Daily Routine	A short biography *Narrating biographical information*
An online meeting *Listening for the main idea*	Making plans *Making, accepting, and declining suggestions*	Decision-Making HBR How to Learn from Your Mistakes and Make Better Decisions	Personal resolutions *Writing personal resolutions*

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	VOCABULARY	GRAMMAR	PRONUNCIATION	READING
1 *Culture* PAGE 1	Adjectives for expressing opinions Cultural activities	1 Comparatives with (*not*) *as ... as* 2 Superlatives	Adjective stress	A movie review *Skimming and scanning*
2 *Travel* PAGE 15	Travel essentials Collocations about travel	1 Possessive pronouns 2 Modals of permission and requests	Sounds: /s/ and /ʃ/	A blog post *Understanding what pronouns refer to*
3 *Life Experiences* PAGE 29	Good and bad experiences Feelings	1 Present perfect with *ever* and *never* 2 *How long*, *for*, and *since* with present perfect	Consonant clusters	An opinion essay *Inferring the writer's point of view*
4 *Past Events* PAGE 43	Music and musicians Musical genres	1 Present perfect and simple past 2 Modals of advice	Sounds: /æ/ and / ɛ/	A magazine article *Understanding the sequence of past events*
5 *Living Spaces* PAGE 57	Objects in a house Household chores	1 Direct and indirect objects 2 Separable phrasal verbs with direct objects	Stress with separable phrasal verbs	An online chat *Inferring the writer's opinion*
6 *Eating Habits* PAGE 71	Adjectives to describe food Food containers	1 *Really, very, too* and (*not*) ... *enough* 2 *How many / How much* and quantifiers	Multi-syllable words	A magazine interview *Reading for details*
7 *Relationships* PAGE 85	Describing relationships *Get* + adjectives	1 Likes and dislikes with verb + *-ing* 2 Negative *yes/no* questions	Dropping the /t/ sound	An online advice column *Identifying examples*
8 *The Natural World* PAGE 99	Natural features Describing the weather	1 *Will* and *going to* 2 *Will, may,* and *might* for future possibilities	Sounds: /eɪ/, /aɪ/, and /ɔɪ/	A travel article *Inferring the writer's purpose*

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LISTENING	SPEAKING	VOCATIONAL SKILLS	WRITING
A trip to San Antonio *Identifying a speaker's opinions*	Talking about culture *Discussing similarities and differences*	Communication HBR How to Make Small Talk with Anyone from Anywhere	A friendly email *Linking sentences:* because *and* so
My favorite city *Listening for gist*	Making and responding to requests *Agreeing to and refusing requests*	Entrepreneurship HBR Traveling the World Made Me a Better Entrepreneur	A travel blog *Organizing a travel blog*
A time to remember *Listening for a speaker's attitude*	Reacting to stories *Showing interest and surprise*	Emotional Intelligence HBR 3 Exercises to Boost Your Emotional Intelligence, According to Research	A memorable moment *Linking sentences:* and, but, *and* or
Mad about music *Listening for opinions about music*	Talking about memories *Remembering things*	Lifelong Learning HBR 4 Things High Achievers Do Differently	An event review *Completing a feedback form*
A party clean-up checklist *Understanding instructions and processes*	Renting an apartment *Describing pros and cons*	Decision-Making HBR 7 Strategies for Better Group Decision-Making	A home rental advertisement *Finding the topic sentence*
Food complaints *Listening for key information: complaints*	Describing new things *Describing unfamiliar foods*	Multicultural Skills HBR Are Your Team Gatherings Inclusive for People with Food-Related Allergies?	A family recipe *Giving instructions*
Listening to a lecture *Guessing the meaning of unknown words*	Finding a housemate *Describing first impressions*	Global Citizenship HBR Embracing Business Practices That Actually Improve the World	A short article *Signposting ideas*
A weather forecast *Listening for detail*	Saving an endangered animal *Interrupting politely*	Innovation HBR How Packaging Protects the Environment	A description of a place *Including facts in your writing*

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	VOCABULARY	GRAMMAR	PRONUNCIATION	READING
1 *Generations* PAGE 1	Online activities Describing reactions	1 Past progressive 2 Past progressive and simple past	vowel + consonant + *e*	A magazine extract *Reading for key information*
2 *Problems and Solutions* PAGE 15	Problems with products Solutions to problems with products	1 The definite and zero article 2 Indirect questions	Sounds: /ɪ/ and /i/	An online article *Reading for the main idea*
3 *Learning* PAGE 29	Expressions with *take*, *make*, *do* The learning process	1 *Already*, *yet*, and *still* with present perfect 2 Present perfect progressive	Sounds: /j/ and /ʤ/	An educational article *Reading for detail*
4 *Technology* PAGE 43	Technology gadgets Adjectives to describe gadgets	1 Simple present passive 2 Simple past passive	Sounds: /ɪə/ and /eə/	An online article *Inferring a writer's purpose*
5 *Business* PAGE 57	Setting up a business Describing products and services	1 Causative *have* and *get* 2 Adjectives ending in *-ed* / *-ing*	Compound nouns and adjectives	An online article *Skimming for key words*
6 *Values* PAGE 71	Good qualities Describing relationships	1 Zero and first conditionals 2 Second conditional	Schwa /ə/ in unstressed syllables	An online debate *Reading for a writer's opinion*
7 *Memories* PAGE 85	Idioms about memory Personality types	1 Past habits with *used to* 2 Past perfect	Emphatic stress	A magazine article *Reading for key information*
8 *Parties* PAGE 99	Parties Adjectives for describing events	1 Modals of offer 2 Review of future forms	Sounds: /oʊ/ and /aʊ/	Festival reviews *Reading for writers' opinions*

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LISTENING	SPEAKING	VOCATIONAL SKILLS	WRITING
Taking notes *Listening for key information*	Sharing personal experiences *Asking follow-up questions*	Innovation HBR A New Approach to Building Your Personal Brand	Describing a past event *Using past tenses to write about a past event*
A customer service complaint *Listening for detail*	Discussing options for a class trip *Disagreeing politely*	Teamwork HBR 3 Group Presentation Pitfalls—and How to Avoid Them	A complaint email *Introducing a contrast*
A college lecture *Listening for a speaker's opinion*	Being supportive and showing empathy *Showing empathy*	Digital Skills HBR The Case for College in the Era of Online Learning	A journal entry *Using an informal style*
Video game development *Listening for order of events*	Asking about and explaining processes *Expressing uncertainty*	Entrepreneurship HBR Are You Cut Out to Be an Entrepreneur?	A product review *Reviewing and making recommendations*
A business plan discussion *Identifying opinions and attitudes of speakers*	Making a business pitch *Using signposting language*	Decision-making HBR What Are Your Decision-Making Strengths and Blind Spots?	A business plan *Organizing a paragraph*
A talk about honesty *Using visual cues to understand a talk*	Discussing values *Asking each other's opinions*	Emotional Intelligence HBR Becoming a Better Judge of People	An ideal friend description *Writing topic and supporting sentences*
An emotional response *Identifying the speaker's emotions*	Talking about memories *Describing past habits and experiences*	Communication HBR The Key to Landing Your Next Job? Storytelling	A funny anecdote *Organizing a story*
A farewell party *Understanding opinions*	Planning an event *Asking for and offering suggestions*	Lifelong Learning HBR What's the Most Impactful Thing You Learned This Year?	Suggesting an event *Writing effective paragraphs*

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	VOCABULARY	GRAMMAR	PRONUNCIATION	READING
1 *Facts and Opinions* PAGE 1	Spoken communication Collocations with *ask*, *say*, and *tell*	1 Reported speech 2 Reported questions	Word stress	An online article *Identifying fact and opinion*
2 *Decisions* PAGE 15	Making decisions Finding solutions	1 Second conditional with *might* / *could* 2 *Hope* and *wish*	Intonation in *if* clauses	A social media post *Paraphrasing*
3 *Double-checking* PAGE 29	Improving your brain Adjectives with *-ful* and *-less*	1 Question tags 2 Modals of deduction and speculation	Intonation in question tags	An opinion article *Identifying exaggeration*
4 *Stories* PAGE 43	Adjectives for describing stories Phrasal verbs with *up* and *down*	1 Past perfect and past perfect progressive 2 Verbs with gerund / infinitive	Consonant-vowel linking	A short story *Identifying the features of a genre*
5 *Health* PAGE 57	Injuries Health problems and symptoms	1 Infinitive clauses with impersonal *it* 2 *Wish* / *If only* for regrets	/t/ between vowel sounds	A magazine article *Skimming to build a map of a text*
6 *Entertainment* PAGE 71	At a live event Talking about movies	1 Defining relative clauses 2 Non-defining relative clauses	/æ/ and /ʌ/	Comparing two magazine articles *Identifying point of view*
7 *Behavior* PAGE 85	Prepositional phrases Good and bad behavior	1 *Was* / *were* + *going to* 2 *Should have* / *shouldn't have*	Connected speech: verbs + infinitives	A TV review *Connecting ideas*
8 *Life Goals* PAGE 99	Describing mood Noun suffixes	1 Noun clauses as objects 2 Review of conditional forms	the /ɔ/ sound	An opinion article *Inferring opinions and attitudes*

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LISTENING	SPEAKING	VOCATIONAL SKILLS	WRITING
Voice messages *Signaling a change in conversation*	Managing a conversation *Introducing a new topic*	Communication HBR A Checklist for More Persuasive Presentations	A short article *Using headings*
Short monologues *Predicting*	Choosing a weekend activity *Making a convincing argument*	Emotional Intelligence HBR What We Get Wrong About Empathic Leadership	An application email *Proofreading*
A radio program *Listening to check predictions*	Discussing clubs and activities at college *Asking for opinions*	Digital Skills HBR To Succeed with AI, Adopt a Beginner's Mindset	A for and against essay *Using linkers*
A folk tale *Predicting while listening*	Telling a personal anecdote *Engaging your audience*	Innovation HBR To Jumpstart Creativity, Try These 8 Prompts	A short story *Checking your work for content*
Short conversations *Listening for key information*	Explaining a process *Asking for clarification*	Lifelong Learning HBR A Workaholic's Guide to Reclaiming Your Life	Messages asking for health advice *Including specific details*
An interview about social media *Listening for attitude*	Describing an event *Giving a detailed description*	Entrepreneurship HBR Don't Quit Your Day Job to Start a Business Just Yet	A descriptive paragraph *Using the five senses*
A short lecture *Summarizing*	Giving feedback *Being positive and constructive*	Global Citizenship HBR Simple Ways to Build Sustainability Into Your Everyday Life	A restaurant review *Structuring a review*
A short presentation *Listening for signposting*	Having a positive attitude toward the future *Expressing optimism*	Decision Making HBR 7 Questions to Ask When Weighing a Job Offer	A future goals essay *Using topic sentences*

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	VOCABULARY	GRAMMAR	PRONUNCIATION	READING
1 *Identity* PAGE 1	Adjectives to describe personality Describing identity	1 Past habits 2 *wish + would*	Stressed syllables	A feature article *Recognizing text organization*
2 *Reading Images* PAGE 15	Digital images Comparing and contrasting	1 Expressing cause and effect 2 Verbs + infinitives and gerunds with different meanings	Sounds: /ɒ/ and /ʌ/	A magazine article *Recognizing paragraph order*
3 *Fortune and Fame* PAGE 29	Idioms about fame Money idioms	1 Third conditional 2 Reporting verbs	Silent consonants	An online article *Identifying purpose*
4 *Education in the 21st Century* PAGE 43	Online education Collocations about education	1 Mixed conditionals 2 Reflexive pronouns	Sound: /ɜ/	A technical article *Understanding statistics*
5 *The Environment* PAGE 57	Greenwashing Collocations about the environment	1 Present and past perfect passive 2 Expressing purpose	Sounds: /h/ and /r/	An opinion article *Identifying figurative and literal language*
6 *Traditions* PAGE 71	Adjective suffixes Phrasal verbs for traditions	1 Phrasal verbs with gerunds 2 Verb + object + infinitive	Stress in words ending in *-ion*	An academic article *Identifying features of academic language*
7 *Risk* PAGE 85	Personality and risk Expressions with *risk*	1 Expressing ability 2 Past modals of deduction	Weak forms of *have*	A news article *Dealing with unfamiliar words*
8 *The Future of Cities* PAGE 99	City spaces City issues	1 Expressing contrast 2 Talking about the future	Connected speech	A guidebook article *Recognizing metaphors and similes*

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LISTENING	SPEAKING	VOCATIONAL SKILLS	WRITING
A podcast interview *Listening for detail*	Exchanging opinions *Agreeing and disagreeing*	Multicultural Skills HBR The Case for More Silent Meetings	A personal profile *Adding support*
A friendly conversation *Repairing misunderstandings*	Using descriptive language *Describing objects*	Innovation HBR 5 Ways to Boost Creativity on Your Team	A media review *Writing a media review*
An inspiring story *Prompting a speaker*	Making suggestions and discussing options *Using sentence stress for implied meaning*	Lifelong Learning HBR Can Work Make You Happy? Should It?	A college magazine article *Organizing your notes*
A global vox pop *Understanding English speakers around the world*	Sharing stories *Telling an anecdote*	Teamwork HBR 3 Ways to Encourage Smarter Teamwork	A personal response *Varying sentence length*
An academic lecture *Taking notes of key ideas*	Discussing a concept *Expressing doubt*	Communication HBR Easy Networking Tips for the Networking Haters	Contributing to an online debate *Acknowledging the contributions of others*
Informal interviews *Understanding idioms*	Planning vacations *Expressing preference*	Decision-Making HBR A Good Meeting Needs a Clear Decision-Making Process	A paragraph about birthdays *Avoiding run-on sentences*
An informal discussion *Recognizing sarcasm*	Giving a presentation *Making generalizations*	Entrepreneurship HBR Writing Great Business Plans	An informative review *Writing a review*
A radio interview *Recognizing rhetorical questions*	Talking about the future *Speculating about the future*	Global Citizenship HBR Is Remote Work Actually Better for the Environment?	A club proposal *Writing directly*