	Video	Reading	Vocabulary
1 Self **PAGE 8** **Campus life** ▪ **Personal profiles:** Check out my photos! **Campus life** ▪ **Article:** Students of the month	Happy countries	Prepare to read texts by finding and analyzing text parts	Use names for countries and languages Use names for subjects of study
SCIENTIFIC AMERICAN	GPT-3 writes an academic paper about itself **PAGES 26–27**		
2 Family **PAGE 28** **Sociology** ▪ **Article:** Australia's biggest family **Culture** ▪ **Message board:** Family fun	A day to celebrate	Preview a text by thinking about its topic and searching for key text parts	Use names for family members Use words and phrases to describe how often things happen
3 Study **PAGE 46** **Design** ▪ **Discussion forum:** Dorm spaces **Architecture** ▪ **Article:** Let's hit the books!	Box hotel	Learn and practice skimming to help you understand the main idea of texts	Use prepositions of place to describe where things are Use names for classroom and college objects
SCIENTIFIC AMERICAN	You really can learn in your sleep **PAGES 64–65**		
4 Money **PAGE 66** **Personal finance** ▪ **Article:** Making extra cash **Economics** ▪ **Online seminar:** Daily spending	Money lessons	Use previewing and skimming to recognize the topic of the text and each paragraph	Learn and practice saying and writing numbers Learn words to give more information about numbers

	Grammar	Writing	Academic skill	Unit outcomes
	Practice and use the present tense of *be*	Practice and write simple sentences with correct punctuation and capitalization Plan and write simple sentences about your classmate	Participating actively in class	Prepare to read texts by finding and analyzing text parts Plan and write descriptive sentences about a classmate
	Use subject pronouns and possessive adjectives	Practice writing sentences without repeating words Plan and write descriptive sentences about a classmate's family	Effective pair work	Preview a text by thinking about its topic and searching for key text parts Plan and write a series of descriptive sentences about a classmate's family
	Practice and use the verb *have* to talk about possessions	Learn to add information to your sentences by using *and, also, too* Write and share a description of a study space	Planning time to study	Learn and practice skimming to help you understand the main idea of texts Write and share a description of a study space
	Practice and use verbs in the simple present tense	Learn to use numbers in your sentences Check information and describe how much a family spends each month	Writing accurately	Use previewing and skimming to recognize the topic of the text and each paragraph Check information and describe how much a family spends each month

	Video	Reading	Vocabulary	
5 Taste **PAGE 84** **Business** ▪ **Article:** Food jobs **Society** ▪ **Article:** Pop-up restaurants	Real food	Practice reading for gist to find general meaning in texts	Use collocations to talk about food Use adjectives to make writing more interesting	
SCIENTIFIC AMERICAN	Eat less red meat to help the climate crisis **PAGES 102–103**			
6 Health **PAGE 104** **Sports science** ▪ **Survey:** How healthy are you? **Medicine** ▪ **Article:** Technology and health	Yoga and cats	Look for information in texts quickly by scanning	Use verb / noun collocations to talk about health Use words and phrases to talk about comparing actions	
SCIENTIFIC AMERICAN	How skin cancer rates vary across the globe **PAGES 122–123**			
7 Plans **PAGE 124** **Urban studies** ▪ **Online comments:** What are your summer plans? **Technology** ▪ **E-mails:** Will you speak at TechQuest?	Kenya tech plans	Learn to identify different text types to understand their aim	Use words for days, months, and time Use words and phrases to say how possible something is	
8 Jobs **PAGE 142** **Productivity** ▪ **Résumé:** Looking for a job **Sociology** ▪ **Article:** Tell me about your job	An urban farm grows in Brooklyn	Practice highlighting and annotating texts to choose information to remember	Use names for popular jobs Use names for jobs and careers at colleges	
SCIENTIFIC AMERICAN	People who jump to conclusions show other kinds of thinking errors **PAGES 160–161**			

	Grammar	Writing	Academic skill	Unit outcomes
	Learn and practice using articles and adjectives with nouns	Learn to write interesting sentences using adjectives Plan and write a description of a restaurant you know	Organizing group roles	Practice reading for gist to find general meaning in texts Plan and write a description of a restaurant you know
	Use adverbs of frequency to talk about how often things happen	Practice joining sentences with *and* and *but* Write about two people's health habits	Using technology for your studies	Learn to scan texts to find key information Prepare and write about two people's health habits
	Use the simple present and *will* to talk about schedules and plans in the future	Learn about and practice writing e-mails Plan and write an e-mail message with an invitation to a conference	Using appropriate language	Learn to identify different text types to understand their aim Plan and write an e-mail message
	Practice using *like*, *would like*, and *be like*	Support your writing by giving reasons Write a paragraph describing a job you would like to have	Writing concisely	Practice highlighting and annotating texts Plan and write a paragraph describing a job you would like to have

	Video	Reading	Vocabulary
1 Character **PAGE 8** **Psychology** ▪ **Survey:** Are you a natural leader? **Business studies** ▪ **Article:** Leadership styles	Chimpanzee characters	Preview a text to increase efficiency and comprehension Read texts to find and understand main ideas	Change adjectives into nouns to describe people's character
SCIENTIFIC AMERICAN	Other people don't think you're a mess **PAGES 26–27**		
2 Time **PAGE 28** **Personal development** ▪ **Advice article:** Time-management tips **Culture** ▪ **Article:** Time after time	Nap hotel	Skim texts to get a general idea of key content and organization Scan texts to find important information quickly	Learn about collocations with *time*
3 Cities **PAGE 46** **Urban studies** ▪ **Essay:** Creative solutions **Urban planning** ▪ **Descriptive article:** Planned cities	Cairo's new bike riders	Make predictions about what you'll read to connect your knowledge to new ideas Read texts to find problems and solutions	Practice and use words to describe change
SCIENTIFIC AMERICAN	Making vaccines is straightforward; getting people to take them isn't **PAGES 64–65**		
4 Culture **PAGE 66** **Sociology** ▪ **Online discussion:** The effects of technology **Culture** ▪ **Essay:** Technology making a difference	Scanning buildings	Read texts to identify facts and opinions Read texts to infer and identify author bias	Practice and use words with positive and negative meanings

	Grammar	Writing	Academic skill	Unit outcomes
	Use a range of simple present tense structures to write descriptions	Use correct capitalization and end punctuation in your sentences Plan, write, and edit a paragraph describing a leader's character	Using cohesive words and phrases to connect ideas	Use previewing techniques when reading Read the text to identify main ideas Write and edit a descriptive paragraph about a leader's character
	Use determiners of quantity (*how much, a little, plenty of,* etc.)	Write topic sentences for your paragraphs to express your main idea Brainstorm, compose, review, and edit a paragraph explaining how well you manage your time	Summarizing for learning	Practice skimming the context of an advice article Scan a text to find important information quickly Compose and edit a paragraph with an effective topic sentence
	Notice and use the present progressive tense in descriptions of trends and changes	Practice joining sentences to write about contrasts, choices, or results Plan, compose, and share a paragraph describing changes in your city	Identifying objective and subjective language	Make predictions about texts using your knowledge and context Read texts to find problems and solutions Write and edit a paragraph about processes / changes in a city
	Use the present perfect tense	Express and justify opinions in your writing Brainstorm, plan, and write a paragraph explaining and justifying your opinion about changes in culture	Making inferences	Distinguish facts and opinions in reading Read texts to identify bias Prepare and edit an opinion paragraph

	Video	Reading	Vocabulary	
5 Food **PAGE 84** **Sociology** ▪ **Interview:** Hurry up and slow down! **Nutrition** ▪ **Article:** Nature's candy	Vegan café	Read charts and graphs in the text to understand visual information better Scan a text for numbers to find information quickly	Learn and practice food collocations	
SCIENTIFIC AMERICAN	How microbes keep us healthy **PAGES 102–103**			
6 Extremes **PAGE 104** **Sport** ▪ **Blog post:** Going to extremes **Geography** ▪ **Place profile:** The Empty Quarter	Everest skydive	Scan text for names to match them to key information Practice identifying reasons in texts you read	Notice and practice using extreme adjectives	
SCIENTIFIC AMERICAN	Birdlike flight formations could cut airline emissions **PAGES 122–123**			
7 Progress **PAGE 124** **Technology** ▪ **Article:** Accidental inventions **Medicine / technology** ▪ **Article:** Gaming to feel better	Smartphones and health	Identify names and achievements in reading texts Practice summarizing information you find in texts	Learn and use words that show sequence of events	
8 Work **PAGE 142** **Aviation** ▪ **Article:** The clean future of flying? **Technology** ▪ **Report:** AI—Destroying or creating jobs?	Teaching a robot	Read texts to distinguish facts from opinions Use pronoun references when reading to understand how the text is organized	Use collocations related to work	
SCIENTIFIC AMERICAN	Common drugs pollute rivers on every continent **PAGES 160–161**			

	Grammar	Writing	Academic skill	Unit outcomes
	Use comparative and superlative forms of adjectives to express difference	Practice writing descriptions of information in charts Plan, write, and edit a comparison paragraph about diets	Using similes and metaphors in writing	Read charts and graphs to understand visual information Scan a text for numbers Brainstorm and compose a comparison paragraph interpreting charts
	Practice and use structures to talk about present, past, and future ability	Practice giving reasons in your writing to support arguments Compose, share, and edit a text explaining reasons for exploring extreme places	Avoiding first-person in writing	Scan for names in texts you read Read texts to identify reasons Compose and edit an explanatory paragraph about extreme exploration
	Use the simple past tense in active and passive voice to write about past events	Practice describing a sequence of past events Brainstorm, compose, and edit a descriptive paragraph about a process of discovery	Describing a process	Identify names and achievements in texts and paragraphs Summarize texts when reading Plan and compose a descriptive paragraph about a past discovery
	Use the simple future tense and *going to* in order to write about promises, predictions, and future events	Write effective concluding sentences to improve your paragraphs Plan, write, and edit a paragraph about a future prediction	Avoiding plagiarism	Read to distinguish facts from opinions Read and interpret texts using pronoun reference Write and edit a prediction paragraph about the future of work

	Video	Reading	Vocabulary
1 Society **PAGE 8** **Culture** ▪ **Article:** Politeness and youth **Sociology** ▪ **Article:** Social media society	Learning manners	Read topic sentences to understand main ideas Read texts to identify arguments and opinions	Practice and use words to give opinions
SCIENTIFIC AMERICAN	Making eye contact signals a new turn in a conversation **PAGES 26–27**		
2 Food **PAGE 28** **Culture** ▪ **Article:** The food of Indonesia **Agriculture** ▪ **Article:** Variety is good	A floating farm	Practice summarizing main ideas you find in texts Look for synonyms in texts to help you identify repeated ideas and main topics of sections	Practice and use adjectives for describing food
3 Business **PAGE 46** **Business** ▪ **Advice article:** How much is it worth? **Industry** ▪ **Article:** Successful customer service?	Young entrepreneurs	Read texts to identify examples, reasons, and explanations Look for signposting to help you identify main ideas and text organization	Practice and use business verbs
SCIENTIFIC AMERICAN	Spider legs build webs without the brain's help **PAGES 64–65**		
4 Trends **PAGE 66** **Sociology** ▪ **Article:** The superconsumer generation **Culture** ▪ **Report:** Shop to save the planet	Droid deliveries	Read texts to understand different kinds of data Identify primary and secondary research to help you understand academic texts	Practice and use words for comparing and contrasting

	Grammar	Writing	Academic skill	Unit outcomes
	Use discourse markers of contrast and comparison	Write paragraphs that give balanced opinions Brainstorm, plan, and write a paragraph explaining and justifying your opinion about how polite young people are today	The KWL learning strategy	Read topic sentences to understand the main ideas in texts Read texts to identify arguments and opinions Compose and edit a paragraph using discourse markers of contrast and techniques for writing balanced opinions
	Use relative clauses	Write compound sentences to express more complex ideas Plan, write, and edit a paragraph describing food production in your country	Cohesive words and phrases	Practice summarizing main ideas in texts Use synonyms to identify repeated ideas and main topics Compose and edit a paragraph using relative clauses and compound sentences
	Use modals of obligation and necessity	Practice writing essay introductions Prepare, write, and edit an introduction to an essay on the importance of customer service in business	Graphic organizers	Read texts to identify supporting information Use signposting to identify main ideas and text organization Brainstorm and compose an essay introduction using modals of obligation and necessity
	Use irregular verbs in the simple past	Practice summarizing trends in graphs Brainstorm, plan, and write a summary of trends in a graph	Writing summaries	Read texts to understand different kinds of data Read texts to identify primary and secondary research Prepare and edit a summary of trends in a graph

	Video	Reading	Vocabulary	
5 Success PAGE 84 **Sociology** ▪ **Article:** Money changes you **Urban regeneration** ▪ **Article:** Building a success	Keeping active	Use pronoun reference when reading to understand how a text is organized Identify reasons that explain or support main ideas	Practice and use *re-* prefixes to describe change	
SCIENTIFIC AMERICAN	Thousands of tree species remain unknown to science PAGES 102–103			
6 Pressure PAGE 104 **Culture** ▪ **Article:** The surprising effects of stress **Sociology** ▪ **Magazine article:** Rich and famous	Stress relief therapy	Practice identifying cause and effect relationships Identify tone in an article to help you understand the author's opinion	Practice and use phrases for hedging and boosting	
SCIENTIFIC AMERICAN	Are we doing enough to protect Earth from asteroids? PAGES 122–123			
7 Stories PAGE 124 **History** ▪ **Biographical article:** National hero **Culture** ▪ **Article:** Intelligent writing	Rowing for the ocean	Practice distinguishing between facts and assumptions Identify bridge sentences to better understand text organization	Practice and use adverbs and adverbial phrases of time	
8 Environment PAGE 142 **Conservation** ▪ **Essay:** Rainforests of the sea **Wildlife protection** ▪ **Essay:** Saving diversity	Coming home to nest	Scan texts for examples that support the main idea Scan texts for examples listed in groups of three	Practice and use words to describe environmental issues	
SCIENTIFIC AMERICAN	Carbon-reduction plans rely on tech that doesn't exist PAGES 160–161			

	Grammar	Writing	Academic skill	Unit outcomes
	Use determiners of quantity	Practice describing locations and changes on maps and diagrams Brainstorm, plan, and write a description of changes and improvements to an area of farmland shown on two plans	Using teacher feedback	Practice identifying pronoun reference Read texts to identify reasons that explain or support main ideas Prepare and edit a description of changes shown on two plans
	Use present conditionals	Practice writing paragraphs on causes and effects Plan, write, and edit two cause and effect paragraphs on the effects of pressure on children today	Identifying causes and correlation	Read texts to identify cause and effect Practice identifying tone Brainstorm and compose two cause and effect paragraphs
	Use past perfect and simple past	Practice using topic, bridge, and concluding sentences to improve essay structure Plan, write, and share two paragraphs about an important invention or discovery	Creating an essay outline	Read to distinguish between facts and assumptions Practice identifying bridge sentences Write two narrative paragraphs about an invention or discovery
	Use present and past perfect passives	Practice summarizing arguments in an essay conclusion Brainstorm, compose, and revise a conclusion to an essay about an environmental issue in your country	Understanding data and statistics	Practice scanning for examples Practice scanning for examples listed in groups Plan and compose an essay conclusion about an environmental issue

	Video	Reading	Vocabulary	
1 Design **PAGE 8** **Industry** ■ **Article:** Beautifully broken **Biology** ■ **Article:** Biomimicry and biometric design	Heritage crafts	Read to recognize internal paraphrasing Read and recognize examples	Practice and use adjectives for describing products	
SCIENTIFIC AMERICAN	What birds really listen for in birdsong (it's not what you think) **PAGES 26–27**			
2 Thought **PAGE 28** **Technology** ■ **Article:** Can machines think? **Agriculture** ■ **Article:** Emotional thinking	Virtual reality treatment	Read and understand how to use ellipsis Read and understand the function of questions in texts	Practice and use language for comparing and contrasting	
3 Fire **PAGE 46** **Environment** ■ **Article:** The top five causes of wildfires **Environment** ■ **Article:** Is the climate changing our view of fire?	Everything is gone	Read and use word parts to understand meaning Read and identify point of view	Practice and use collocations with *problem*	
SCIENTIFIC AMERICAN	Here's how to use dreams for creative inspiration **PAGES 64–65**			
4 Movement **PAGE 66** **Environment** ■ **Article:** The Panama canal: A brief history **Logistics and development** ■ **Article:** A port in a storm	Nomads and desertification	Read and annotate a text Read and recognize text structure	Practice and use verbs for talking about change	

	Grammar	Writing	Academic skill	Unit outcomes
	Use *can* for universal truths	Practice organizing ideas Write an essay discussing the advantages of handmade products over machine-made products	Identifying the audience	Recognize and understand the technique of internal paraphrasing in texts Understand exemplification to support an argument Compose and edit an essay using reasons and examples to support your argument
	Use adverbs to hedge the strength of statements	Practice organizing a compare-and-contrast essay Write an essay comparing and contrasting the importance of emotional and intellectual intelligence	Using analogies	Recognize and understand how ellipsis is used to eliminate unnecessary words and refer backwards Understand the function of questions in texts Organize and compose a compare-and-contrast essay
	Use gerunds and reduced clauses	Practice developing your arguments with supporting information Write a problem / solution essay on wildfires	Active reading with SQ3R	Recognize and use word parts to understand meaning Recognize sentence modifiers to identify point of view Brainstorm and compose a problem / solution essay
	Use the future passive	Practice describing plans and predictions in the future Write a comparison essay of two maps	Using objective language	Practice using annotations to understand a text Recognize and understand text structure Brainstorm and compose a comparison of two maps

	Video	Reading	Vocabulary	
5 Disease **PAGE 84** **Biology** ■ **Article:** Fighting cholera **Medicine** ■ **Article:** Health comes at a price	Mosquito illnesses	Read and recognize text organization Read and identify sentence functions	Practice and use cause and effect language	
SCIENTIFIC AMERICAN	The solar system's mysterious magnetic fields **PAGES 102–103**			
6 Survival **PAGE 104** **Health and technology** ■ **Article:** Food of the future **Architecture** ■ **Article:** More than just survival	Water pollution	Read and find support for opinions Read and use research questions to understand texts	Practice and use vocabulary for describing graphs	
SCIENTIFIC AMERICAN	Vapor storms are threatening people and property **PAGES 122–123**			
7 Law **PAGE 124** **Society** ■ **Article:** Paying your fair share **Work** ■ **Article:** Right or wrong at work	The rightful owners	Read and activate prior knowledge Read and summarize sections of a text	Practice and use legal terms	
8 Tomorrow **PAGE 142** **Technology** ■ **Article:** Products of the future **Society** ■ **Article:** An aging planet	Li-Fi	Read and understand conclusions Read and identify text predictions	Practice and use science nouns	
SCIENTIFIC AMERICAN	Echolocation drains bats traveling through noise **PAGES 160–161**			

	Grammar	Writing	Academic skill	Unit outcomes
	Use conditionals with *provided* and *unless*	Practice writing definitions for essays Write a cause-and-effect essay on research into disease	Organizing a cause-and-effect essay	Recognize and understand paragraph structure Practice identifying sentence functions Compose and edit a cause-and-effect essay
	Use the present perfect progressive	Practice inferring reasons for change Write a description summarizing and comparing trends in animal populations shown on a graph and infer reasons for the changes	Organizing a descriptive essay	Practice identifying support for opinions Recognize and use research questions Brainstorm and compose a descriptive summary of a graph
	Use unreal conditionals in the past	Practice writing and supporting an essay thesis with opposing views Write a for-and-against essay on speaking out about unethical colleagues	Hedging expressions	Practice activating prior knowledge Practice summarizing sections of a text Compose and edit a for-and-against essay
	Use future perfect simple	Practice identifying and writing a stance for an opinion essay Write a persuasive argument regarding the risks and challenges to new technology	Connecting new knowledge to previous knowledge	Identify and understand conclusions Recognize and understand text predictions Compose and edit an opinion essay

	Video	Reading	Vocabulary
1 Gathering **PAGE 8** **Business** ▪ **Magazine interview:** The rise of crowdfunding **Sociology** ▪ **Article:** The role of face-to-face communication in a digital world	Where no Elvis stands alone	Recognize and understand assumptions in questions Read to identify the writer's position on a topic	Practice and use synonyms to adapt the register of your text
SCIENTIFIC AMERICAN	Toxic algae plagued ancient Maya civilization **PAGES 26–27**		
2 Games **PAGE 28** **Sociology** ▪ **Newspaper article:** Subscribed ▪ **Journal article:** Gaming, society, and the individual	Career gaming	Interpret visual data to better understand academic texts Read to identify stance and distancing	Practice and use vocabulary for the description of data
3 Energy **PAGE 46** **Science** ▪ **Newspaper article:** The oldest energy source **Environment** ▪ **Magazine article:** Energy transition	Sunny travels	Complete a flow chart to understand stages of a process Read to infer the meaning of technical vocabulary	Practice and use words to describe energy production
SCIENTIFIC AMERICAN	Skies are sucking more water from the land **PAGES 64–65**		
4 Risk **PAGE 66** **Finance** ▪ **Article:** The evolution of risk management ▪ **Magazine article:** Risk-takers: Who are they?	Microfinancing	Read to identify the sequence of past events Practice taking notes for summaries	Practice and use attributive language

	Grammar	Writing	Academic skill	Unit outcomes
	Use concessive clauses and contrastive structures	Practice analyzing essay questions Write an essay analyzing the social and economic impacts of social media	Locating the author's voice	Recognize and understand the use and effect of assumptions in questions Identify and understand the writer's position Brainstorm and compose an essay
	Use inverted conditionals: real and unreal present	Practice using data to support opinions Write a report describing the changing trends in online multiplayer gaming	The Feynman technique	Understand and use graphs and charts to support reading Understand stance and distancing to recognize the writer's attitude Compose and edit a report describing changes
	Use transitive and intransitive verbs	Practice writing definitions Write a technical description of how hydroelectricity is produced	Writing a process essay	Recognize and understand the different stages presented in a text Recognize and infer meaning of technical vocabulary Brainstorm and compose a technical description
	Use infinitive phrases	Practice integrating sources into your writing Write a summary of an academic paper	Preparing for a literature review	Recognize and understand the sequence of past events Summarize an argument Compose and edit a summary of an article

	Video	Reading	Vocabulary	
5 Sprawl **PAGE 84** **Health** ▪ **Article:** Is suburban life good for our health? ▪ **Magazine article:** Suburbs of the future	Urban regeneration	Practice questioning while reading Read to identify similarities and differences between multiple viewpoints	Practice and use academic alternatives to phrasal verbs	
SCIENTIFIC AMERICAN	Junk DNA deforms salamander bodies **PAGES 102–103**			
6 Behavior **PAGE 104** **Criminology** ▪ **Online magazine article:** Born criminal? **Cognitive neuroscience** ▪ **Magazine article:** Teenager behavior decoded	Kitchen rehab	Read to identify in-text referencing Read to identify cause and effect	Practice and use consequence phrases	
SCIENTIFIC AMERICAN	Head-banging woodpeckers could give themselves a concussion every day: here's how they avoid it **PAGES 122–123**			
7 Expanse **PAGE 124** **Urbanization** ▪ **Evaluative essay:** The benefits of urbanization **Society** ▪ **Newspaper feature:** Population and sustainable development	Air pollution	Read to identify and infer connections Read to identify persuasion techniques	Practice and use adjective + noun collocations	
8 Change **PAGE 142** **Business** ▪ **Online magazine article:** Strategic planning: STEEP analysis **Business** ▪ **Book excerpt:** Leadership and change management	Joint ventures	Read to infer cause and effect Read to identify concepts and theories	Practice and use academic phrases	
SCIENTIFIC AMERICAN	Brown dwarfs could reveal secrets of planet and star Formation **PAGES 160–161**			

	Grammar	Writing	Academic skill	Unit outcomes
	Use parallel structures	Practice integrating direct quotations in your writing Write an argumentative essay on the topic of suburbanization	The 4S system	Practice using questions to process and reflect on the content of a text Recognize and understand similarities and differences in authors' opinions Brainstorm and compose an argumentative essay
	Use inverted conditionals: unreal past	Practice using anaphoric and cataphoric referencing Write a cause-and-effect essay evaluating the cause of delinquent behavior in teenagers	The Leitner system	Identify and understand in-text referencing to support opinions in a text Practice identifying cause and effect Compose and edit a cause-and-effect essay
	Use nominal clauses	Practice paraphrasing Write a persuasive essay on the topic of education in the fight against overpopulation	Persuasive writing	Practice identifying and inferring connections made by the writer Practice identifying persuasion techniques employed by the writer Brainstorm, compose, and edit a persuasive essay
	Use participle clauses	Practice report writing Write the body and conclusion of a business report	Incorporating subject-specific jargon	Practice inferring cause and effect in an academic text Practice identifying and understanding concepts and theories presented in a text Compose and edit part of a business report