

Unit 1: Making Connections

Lesson 1: Vocabulary

A Complete the chart. Use the words in the box.

a beard	average height	straight	short	average weight
curly	a goatee	heavy	long	a mustache
short	medium-length	tall	thin	wavy

Facial hair	Hair type	Hair length	Height	Weight
a beard	straight	short	average height	average weight
a mustache	curly	medium-length	tall	thin
a goatee	wavy	long	short	heavy

B Complete the sentences. Describe each person, using the words from Exercise A.

1. Sue has short, straight hair.
2. Ahmed has short, curly hair.
3. Claire has long, wavy hair.
4. Saul has long, straight hair.



1. Sue



2. Ahmed

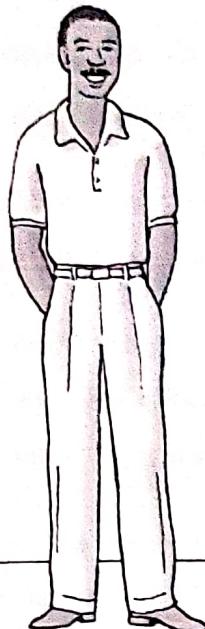


3. Claire



4. Saul

C Look at the picture. Write words to describe the people.



Michael

short hair

tall

average weight

A mustache

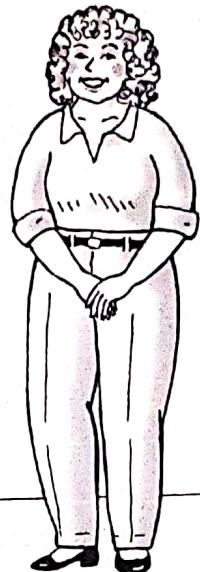


Cha-Ram

long hair

short

thin



Alex

medium-length hair

average height

heavy

D WRITE ABOUT IT. Write about four of your friends, family members, or classmates.

Alonso: short, average weight, curly hair

1. Alonso; average height, average weight, medium-length wavy hair
2. Dominic; tall, heavy, medium-length curly hair
3. Angel; tall, heavy, short straight hair
4. Josue; short, average weight, short straight hair

ssons 2 & 3: Listening and Grammar

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A Cross out the incorrect words.

1. A: Marta and Clara look alike!

B: Yes, they both ~~has~~ / have blue eyes and red hair.

2. A: What does your brother look like?

B: He is ~~/has~~ average height and a little heavy.

3. A: Are those girls your cousins?

B: Yes, that's Gloria and Fatima.

A: Wow! They are ~~/have~~ very attractive.

4. A: Is the man with the goatee your husband?

B: No, he isn't ~~/aren't~~. My husband don't have / doesn't have a goatee!

5. A: Look! That's Nina.

B: No, Nina doesn't have / ~~don't have~~ blond hair.

A: Well, she is ~~/has~~ blond hair today!

B: Oh, yeah! That is Nina!

B Complete the sentences. Write the correct forms of be or have.

1. Mark (not) doesn't have straight hair.

2. Nicole and Pilar have long, curly hair.

3. Mi-Hee have average height.

4. Mr. Johnson has a beard.

5. Carlos and Fernando (not) don't have heavy.

6. Mr. and Mrs. Johnson has good-looking.

7. I (not) don't have blond hair.

C Listen and circle *True* or *False*.

- | | | |
|-----------------------------------|------|-------|
| 1. Carol has blond hair. | True | False |
| 2. Carol has long, straight hair. | True | False |
| 3. Carol has blue eyes. | True | False |
| 4. Carol is average height. | True | False |
| 5. Carol is heavy. | True | False |
| 6. Carol is pretty. | True | False |

D Look at the picture. Write sentences to describe the people.



1. Marco has short hair.
2. Ernesto has short hair.
3. Lisa has to medium-length hair.
4. Kate has to long and wavy hair.
5. Viktor has to short and straight hair.
6. Olga has to medium-height hair.

A Look at the driver's license. What do the abbreviations mean?

1. APT apartment
2. DOB date of birth
3. F Female
4. HT height
5. WT weight
6. BLK Black
7. BRN Brown



B Look at the driver's license in Exercise A again. Complete the sentences.

1. Nina's last name is Cruz.
2. Nina lives on Clearwater Road.
3. Nina lives in the state of Florida.
4. Nina was born in the year 1978.
5. Nina is 5-6 feet, and 73 5 inches tall.

C Complete the application form with your information.

DMV		DRIVER LICENSE / ID CARD APPLICATION				
LAST NAME <i>Mangas</i>	FIRST NAME <i>Janele</i>		MIDDLE INITIAL <i>A</i>	SUFFIX (JR., SR.)		
DATE OF BIRTH (mm-dd-yyyy) <i>05/24/2002</i>	HEIGHT <i>5 FT. 167 IN.</i>	WEIGHT <i>752 lbs.</i>	SEX (CIRCLE) <input checked="" type="radio"/> M <input type="radio"/> F	HAIR COLOR <i>BLK</i>	EYE COLOR	
RESIDENCE ADDRESS <i>4a Finally 2-19, Colonia Santa Martha Zonas Mixco, APT. A</i>	STREET			APT. #		
CITY, STATE, ZIP CODE <i>Guatemala, Mexico, 07037</i>			SIGNATURE OF APPLICANT <i>[Signature]</i>			

Lessons 5 & 6: Listening and Grammar

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A Complete the sentences. Cross out the incorrect word.

1. Tina tells great jokes and / but she's very funny.
2. Mr. Lee isn't friendly and / but he's bossy.
3. Marco is cheerful and / but his brother is moody.
4. Andrew writes great social media posts and / but he's very interesting.
5. Sandra has black hair and / but her children have brown hair.
6. My manager is laid-back and / but he's friendly.
7. David and his father are heavy and / but his mother is slim.
8. Melissa doesn't have blue eyes and / but her sisters have blue eyes.

B Read what the people say about their personalities. Write two sentences about each person. Use *and* and *but*.



Oscar

"I'm friendly. I'm a little shy. I think I'm funny. My friends say my blog is interesting."



Chung-Ho

"I'm outgoing. I'm a little bossy. I'm talkative. I really like to tell stories."

1. Oscar is friendly but he's a little shy.

Oscar is funny and his blog is interesting.

2. Chung-Ho is outgoing but she's a little bossy
Chung-Ho is talkative and her like to tell stories



Jason

"I'm shy. I get nervous when I meet people. I love to travel. I love to visit new places and share photos."



Meg

"I am hard-working. I like to relax after work. I'm laid-back. My husband says I'm moody!"

3. Jason is shy but he's a nervous when he meets people
He loves to travel and share photos like visits new place and share photos

4. Meg is hard-working but she relax after work
Meg is laid-back and shes husband says she moody

A Listen and read.

HAS SOMEONE STOLEN YOUR IDENTITY?



Your identity has many parts. These include your name, your age, and your address. You also have a social security number. The government uses this number to know who you are.

Your identity is valuable. People may try to steal it. This is called identity theft. They can then buy things on your credit card.

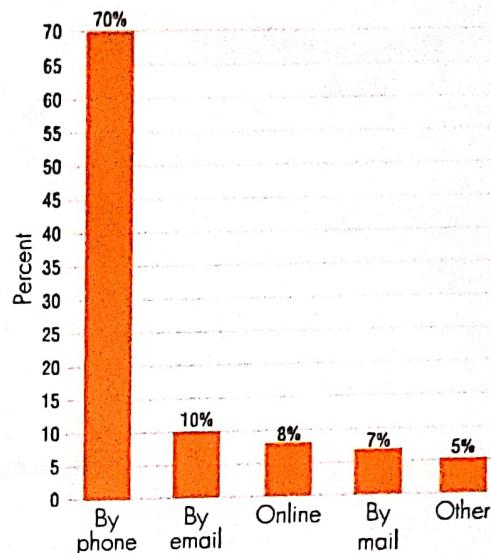
How do you know if your identity has been stolen? Contact your bank if you:

- see unusual items on your bank statement or credit card bill.
- 15 • receive a bill for something you didn't buy.
- are unable to use your credit card.

So, how can you reduce the risk of identity theft?

Here are some tips:

How an identity is stolen in the U.S. (2017)



Do

- Be careful with personal documents. Keep bank statements, bills, and medical records safe.
- Be careful when sharing personal data (date of birth, email address, etc.) online. Not all websites are safe.
- Check your bank statements regularly. It's important to discover any unusual charges as quickly as possible.
- Shred credit-card offers that come in the mail.

Don't

- Use your social security number as identification.
- Keep your social security card in your purse or wallet.
- Put personal documents in the trash. Cut them up when you no longer need them.
- Give out your personal information on the phone.

These simple steps can keep your personal information safe.

B DEVELOP YOUR ACADEMIC SKILLS. Read the Academic Skill. Complete the sentences.

1. The topic of the article is C.
 - a. paying with credit cards
 - b. the best way to shop online
 - c. protecting your identity

2. The main idea of the article is L.
 - a. it's impossible to be safe online
 - b. you can take steps to protect your identity
 - c. you should never shop online

Academic Skill: Identify the topic and the main idea

After you read, ask yourself, "What's the article about?" The answer is the topic of the article. Then ask, "What does the writer say about the topic?" The answer is the main idea.

C IDENTIFY. What is the main idea of the second paragraph?

- a. It's easy to steal an identity.
- b. You can protect your identity.
- c** Your identity is important.

D CITE EVIDENCE. Complete the sentences. Where is the information? Write the line number.

1. Your identity includes information about your c.

Lines

- a. job
- b. education
- c. location

3

2. If your identity is stolen, you might b.

- a. get fewer statements
- b. see unusual charges
- c. not be able to use the internet

2

3. If you have old documents that show personal information, you should c.

- a. give them to friends to keep safe
- b. take a photo of them
- c. cut them up

3

E INTERPRET. Complete the sentences about the chart.

1. In 2017, most people had their identity stolen a.

- a. over the phone
- b. by email
- c. on a website

2. b of all cases of identity theft involved e-mail and the internet.

- a. 5%
- b. 18%
- c. 70%

3. The "Other" section is for identity theft that a.

- a. happened in other ways
- b. happened in other years
- c. happened more than once

Lessons 8 & 9: Listening and Grammar

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A Write questions. Put the words in the correct order.

1. (Pam / friendly / is)
2. (from Mexico / are / Mr. and Mrs. Garcia)
3. (you / are / married)
4. (your school / where / is)
5. (how old / the students / are)
6. (is / who / your teacher)
7. (is / your birthday / when)
8. (your name / what / is)

- Is Pam friendly?
Are Mr. and Mrs. Garcia from Mexico?
Are you married?
Where is your school?
How old are the students?
Who is your teacher?
When is your birthday?
What is your name?

B Complete the conversations. Use **am**, **is**, **are**, **am not**, **isn't**, or **aren't**.

1. A: Are we late for class?

B: No, we aren't. We're on time.

2. A: Is the English class in room 12?

B: Yes, it is. It's on the first floor.

3. A: Are you in this class?

B: No, I am not. I'm in the morning class.

4. A: Are your children outgoing?

B: No, they aren't. They're shy.

5. A: Is Van from China?

B: No, he isn't. He's from Vietnam.

6. A: Are you the teacher?

B: Yes, I am. My name is Mr. Gordon.

7. A: Are Mr. and Mrs. Park talkative?

B: Yes, they are. They're very outgoing.

C Read the answers. Complete the questions.

1. A: Where _____ is Ernesto from ?

B: Ernesto is from Chicago.

2. A: What _____ your phone number ?

B: My phone number is 845-555-4398.

3. A: When _____ English class ?

B: English class is at 2:00.

4. A: How old _____ your daughter ?

B: My daughter is eight years old.

5. A: Who _____ your manager ?

B: My manager is Mr. Lee.

6. A: Where _____ you from ?

B: I'm from El Salvador.

D Imagine you are meeting a new classmate. What questions could you ask?

Write three Yes / No questions and three information questions. Use *be*.

Where are you from?

1. Do you take this class ?

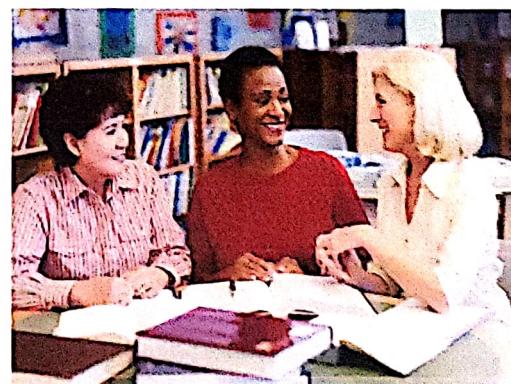
2. Are you new here ?

3. Will we be friends ?

4. When is your birthday ?

5. Where are you from ?

6. How old are you ?



E WRITE ABOUT IT. Look at the questions you wrote in Exercise D.

Answer the questions about yourself.

1. No, I take it

2. Yes, I am

3. If we can

4. My birthday is on May 24th

5. I am from Guatemala City

6. I am 22 years old

Lesson 10: Writing

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- A Read the Writing Skill. Then circle the words that refer to steps in the sentences below.

1. First I take the bus to town, and then I walk to the office.
2. First, open the box. Second, take out the food.
Then put it on the shelf.
3. I speak to the manager, and after that, I decide what to do.
4. To begin, you log in to your account.
Then, you post the photo.
5. I walked to the store. Then, I went to the doctor.
After that, I went to the drugstore.

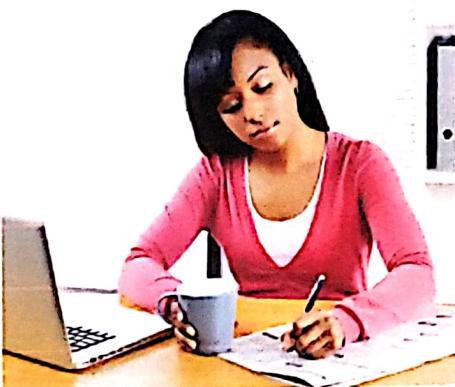
Writing Skill: Introduce and explain steps of a routine

When you write about how to do something, explain each step. For each step, use words like *first*, *then*, and *after that*.

First, I read a sentence aloud.
Then, I record myself reading aloud. After that, I listen.

- B Complete the paragraph.

first then after that next



This is my routine when I apply for a job I'm interested in.
First, I read about the company online. next, I find out what skills they are looking for. then, I write a cover letter. after that, I send an email to the manager.

- C Read the text. Correct three more errors.

I am a student. I need to get a new ID card. Second, I goes online to get the form. Then, I put the form in the mail. After then, I wait for my ID to arrive.
That

Lesson 11: Soft Skills at Work

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A BE INCLUSIVE. How can you be inclusive at work? Check (✓) the correct answers.

- a. ask other people what they think
- b. don't listen to other people's opinions
- c. introduce yourself to new co-workers
- d. complain about co-workers



Meg works with many different people. She's friendly to everyone.

B Meg is planning a work party. Cross out the incorrect words.

Then circle *True* or *False*.

1. Meg: Our work party is / ~~are~~ on Saturday night. Are you coming, Ben?

Ben: No / Yes, I am. I can't wait!

Meg: Great! I have so much to do. Then / ~~First~~, I have to check who can come. After that, I need to find out if we have enough food.

Ben: Maybe I can help you.

Meg: Thank you! You are so ~~supportive~~ / outgoing!

2. Meg is inclusive. True False

C Meg meets one of her co-workers, Cheng. Cross out the incorrect words.

Then circle *True* or *False*.

1. Meg: Hi. Did you meet Martin, the new supervisor?

Cheng: Martin? Is / ~~Are~~ he short, with black hair?

Meg: No, he's tall and he ~~have~~ / has red hair.

Cheng: Oh, no, I didn't meet him, but I saw him this morning.

Meg: He's nice and / ~~but~~ very funny. I can introduce you to him, if you want.

Cheng: No, thanks. He seems outgoing but very bossy / ~~cheerful~~.

2. Cheng is inclusive. True False