

# CONTENTS

<b>1</b>	<b>Review:</b> <b>Simple Present Tense</b> <b>Present Continuous Tense</b> <b>Subject &amp; Object Pronouns</b> <b>Possessive Adjectives</b> <b>Time Expressions</b>	<b>1</b>	<b>SIDE bySIDE Gazette</b>	<b>33</b>
	Describing Habitual and Ongoing Activities Telling About Likes and Dislikes Describing Frequency of Actions Telling About Personal Background and Interests Emergency Room Check-In Preventing Identity Theft Civics: U.S. Government Reading a Social Studies Textbook Lesson		<b>4</b>	<b>Present Perfect Tense</b> 37 Describing Skills Describing Actions That Have Occurred Describing Actions That Haven't Occurred Yet Making Recommendations Things To Do Where You Live Making Lists Employment Application Procedures Job Application Forms Employment History Job Search Strategies
<b>2</b>	<b>Review:</b> <b>Simple Past Tense (Regular and Irregular Verbs)</b> <b>Past Continuous Tense</b>	<b>11</b>	<b>5</b>	<b>Present Perfect vs. Present Tense</b> <b>Present Perfect vs. Past Tense Since / For</b> 51 Discussing Duration of Activity Medical Symptoms and Problems Career Advancement Telling About Family Members Job Interview Giving Employment History Cover Letters and Resumes Employee Manual: Workplace Policies and Expectations
	Reporting Past Activities Mishaps Difficult Experiences Describing a Trip Apologizing for Lateness at Work Giving an Excuse Traffic Accident Report Civics: U.S. History		<b>SIDE bySIDE Gazette</b>	<b>65</b>
<b>3</b>	<b>Review:</b> <b>Future: Going to</b> <b>Future: Will</b> <b>Future Continuous Tense</b> <b>Time Expressions</b> <b>Possessive Pronouns</b>	<b>21</b>	<b>6</b>	<b>Present Perfect Continuous Tense</b> 69 Discussing Duration of Activity Reporting Household Repair Problems Describing Tasks Accomplished Reassuring Someone Describing Experiences Job Interview Renting an Apartment Lease Information Apartment Rules Utility Bills Housing Maintenance and Repairs Yellow Pages
	Describing Future Plans and Intentions Telling About the Future Expressing Time and Duration Talking on the Telephone Asking a Favor Calling in Sick at Work Calling School to Report a Child's Absence Writing a Note to the Teacher Parent-School Communication Reading a Campus Map			

Red type indicates new standards-based lessons.

**7** **Gerunds  
Infinitives**  
**Review: Present Perfect  
and Present Perfect  
Continuous Tenses** 81

Discussing Recreation Preferences  
Discussing Things You Dislike Doing  
Habits  
Describing Talents and Skills  
Telling About Important Decisions  
**Requests at Work**  
**Thanking Someone**  
**Borrow and Lending**  
**Workplace Notes and Messages**  
**"Small Talk" at Work**

**8** **Past Perfect Tense  
Past Perfect Continuous Tense** 95

Discussing Things People Had Done  
Discussing Preparations for Events  
Describing Consequences of Being Late  
Discussing Feelings  
Describing Accomplishments  
**Scheduling Medical Appointments**  
**Medical Appointment Cards**  
**Medical History Forms**  
**Preventive Care Recommendations**  
**Public Health Information**  
**Nutrition: The Food Pyramid**  
**Reading a Health Textbook Lesson**

**SIDE  
by SIDE Gazette** 111

**9** **Two-Word Verbs:  
Separable  
Inseparable** 115

Discussing Future Events  
Remembering and Forgetting  
Discussing Obligations  
Asking for and Giving Advice  
School Assignments  
Making Plans by Telephone  
Talking About Important People in Your  
Life  
Shopping for Clothing  
**Identifying Bargains**  
**Returning and Exchanging Defective  
Items**  
**Advertisements**  
**Store Coupons**

**10** **Connectors:  
And . . . Too  
And . . . Either  
So, But, Neither** 131

Coincidences  
Asking for and Giving Reasons  
Describing People's Backgrounds,  
Interests, and Personalities  
Looking for a Job  
Referring People to Someone Else  
Discussing Opinions  
Describing People's Similarities and  
Differences  
**Requesting Help at Work**  
**Giving and Following a Sequence of  
Instructions**  
**Operating Equipment**  
**Career Advancement**  
**Continuing Education**  
**Developing a Personal Education Plan**

**SIDE  
by SIDE Gazette** 145

**APPENDIX**

Listening Scripts	149
Vocabulary List	152
Irregular Verbs	157
Skill Index	158
Grammar Index	159
Topic Index	160
Map of the United States	162

Red type indicates new standards-based lessons.