

Scope and Sequence

| Unit | Conversation | Listening |
|------------------------------|--------------------------------------|--|
| 1 Get That Job! | Talking about an interview. | An unsuccessful interview. |
| 2 Introduce Yourself! | Talking about the first tasks. | Getting to know a co-worker. |
| Review 1 | | |
| 3 Know the Company! | Talking about the company structure. | Short Talk Sharing responsibilities. |
| 4 Leave a Message! | Taking a message. | An honest mistake. |
| Review 2 | | |
| 5 Wear It Well! | Asking for fashion advice. | Short Talk Dress codes at work. |
| 6 Take That Order! | Talking about presentations. | Short Talk Importing products. |
| Review 3 | | |
| 7 Deal with It! | Dealing with customer complaint. | Short Talk Dealing with stress. |
| 8 Do It Right! | Talking about an inspiring figure. | Short Talk Building a successful business. |
| Review 4 | | |
| Mini Tests 1-4 | | |
| Video Scripts | | |
| Vocabulary | | |
| TOEIC Word List | | |

| Reading | Writing | Language Use | Video | Page |
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