Life Skills Video Practice

UNIT 1 My Schedule Is Crazy

A BEFORE Discuss the questions with a partner.

1. Tell your partner your schedule next week. Who has a busier schedule?
2. Where is your favorite place to study? Why?

B WHILE Watch the video and complete the parts of the conversation.

Naomi: Treat your studies in the same way, and your grades will (1) improve.

Hector: That's a great (2) _____, thanks.

Naomi: If you get (3) _____, you'll feel more productive.

Hector: (4) _____ give it a try. What have I got to lose, right?

C AFTER Circle the correct word to complete each sentence.

1. There's too much noise and it's difficult for Hector to (communicate / concentrate).
2. Naomi suggests that Hector should (make time / write down) where and when he's going to study.
3. Naomi tells Hector a schedule will make him (productive / smarter).

UNIT 2 It's Faster – and More Expensive.

A BEFORE Discuss the questions with a partner.

1. What type of computer do you use at home, work, or school?
2. Do you prefer to use a laptop or a desktop computer? Why?

B WHILE Watch the video and complete the parts of the conversation.

Mr. Sanchez: Compare the laptop to a (1) desktop computer.

Mrs. Sanchez: The desktop computer is a lot bigger and heavier than the (2) _____.

Mrs. Sanchez: The laptop is smaller than the desktop, but it's also (3) _____ than the desktop.

Mrs. Sanchez: Which one has the (4) _____ memory?

C AFTER Show the correct order of events by writing a number next to each sentence.

a. _____ Mr. Sanchez says the laptop is on sale.

b. _____ Mr. Sanchez says Hector needs a computer.

c. _____ Hector comes home.

d. _____ The Sanchez's agree to surprise Hector.

e. _____ The Sanchez's compare laptops and desktops.

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UNIT 3 How Much Is the Rent?

A BEFORE Discuss the questions with a partner.

1. What do you like about your house or apartment?
2. What don't you like about your house or apartment?

B WHILE Watch the video and complete the parts of the conversation.

Naomi: This is a lot (1) ___bigger___ than the other apartment.

Landlord: And it's a little (2) _____ expensive too.

Naomi: How much is the (3) _____?

Landlord: It's $1,700 a (4) _____.

Landlord: I don't think you'll find anything (5) _____ around here.

C AFTER Circle the answer to complete each sentence.

1. The landlord is showing them an (apartment / house).
2. The master bedroom is (smaller / bigger) than the other bedrooms.
3. The rent doesn't include (garbage / electricity).
4. There's another apartment (downstairs / upstairs) for less rent.

UNIT 4 I'd Like to Open an Account.

A BEFORE Discuss the questions with a partner.

1. What type of bank account(s) do you know about? What are they for?
2. What do you need to open a bank account? Make a list with your partner.

B WHILE Watch the video and complete the parts of the conversation.

Naomi: By the way, when will the money be (1) _____?

Mr. Sanchez: Since you (2) _____ cash, the money's available now.

Naomi: Later on, can I open a (3) _____ account online?

Mr. Sanchez: You can (4) _____ money from your checking account.

C AFTER Put the sentences in order to make a conversation.

_____ **Customer:** A savings account.

_____ **Clerk:** What kind of account would you like to open?

_____ **Customer:** Hello. I'd like to open an account.

_____ **Clerk:** How much money would you like to deposit?

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UNIT 5 Exercise Is Good for You.

A BEFORE Discuss the questions with a partner.

1. How can you stay healthy at work?
2. What are your healthy and unhealthy habits at work or school?

B WHILE Watch the video and complete the parts of the conversation.

Mr. Patel: What's (1) _____ on here?

Mateo: We're (2) _____, Mr. Patel. Why don't you join us?

Mr. Patel: I can't do that. I haven't touched my (3) _____ in years.

Mateo: It's (4) _____ for you. C'mon, try it.

C AFTER Match the parts to complete the sentences.

_____ 1. Mateo	a. are bad for you because they have a lot of calories.
_____ 2. Exercise	b. can create some serious health problems.
_____ 3. Too much sugar	c. has a healthy lifestyle.
_____ 4. Soda and candy	d. will prevent your muscles from getting tight.

UNIT 6 How's Your New Job, Hector?

A BEFORE Discuss the questions with a partner.

1. What information should you put on a resume?
2. What are some good ways to prepare for a job interview?

B WHILE Watch the video and complete the parts of the conversation.

Hector: I just feel I could be (1) _____doing_____ something more.

Naomi: Wow, that's really (2) _____.

Hector: Well, I'd have to (3) _____ on my hours at the store. Mr. Patel might not like that.

Mateo: He won't (4) _____ you. He'll love you even more.

Naomi: If that's what you want to do, you (5) _____ go for it.

C AFTER Write *newspaper* or *clothing store* next to the pros.

1. going different places _____
2. working with Mateo _____
3. meeting interesting people and getting paid for it _____
4. getting discounts on nice clothes _____
5. leading to a career _____

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UNIT 7 No Wonder I Need to Save!

A BEFORE Discuss the questions with a partner.

1. What deductions can you usually see on a paycheck?
2. What job benefits are important to you?

B WHILE Watch the video and complete the parts of the conversation.

Mateo: You pay about $50 for health (1) _____, right?

Hector: And another $50 goes into my (2) _____.

Mateo: That's good. That's another (3) _____. Anything else?

Hector: Well, there's (4) _____, dental insurance, and transportation.

Mateo: As you can see, almost one-third of your check is (5) _____.

C AFTER Write *T* for True and *F* for False.

1. Mr. Patel gives Hector and Mateo their paychecks every Thursday. _____
2. Hector pays about $50 in health insurance each week. _____
3. Mateo pays $50 into his 401K every week. _____
4. Hector has dental insurance, but Mateo doesn't. _____
5. Mr. Patel gives a bonus at the end of the year. _____

UNIT 8 Let's Get Ready to Play

A BEFORE Discuss the questions with a partner.

1. Which subject do you know more about; History, Geography, or Science? Why?
2. With a partner write as many US states as you can. Do not look in your student book. Compare your list with the rest of the class.

B WHILE Watch the video and complete the conversation.

Naomi: OK, here's the first question. Which state is in the center of the country:

(1) _____, Colorado, or Kansas?

Hector: I know—um, (2) _____?

Mateo: Colorado and Arizona are both in the Southwest. So it must be (3) _____.

Naomi: Kansas is in the central United States. It's in a region called the (4) _____.

C AFTER Write *T* for True and *F* for False.

1. Mateo's specialty is history. _____
2. New York City is the oldest city in the United States. _____
3. Colorado is in the center of the country. _____
4. Naomi answered the second question correctly. _____

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Stand Out Vocabulary List

PRE-UNIT pp. 2–11

Registration
date of birth
first name
last name
middle initial
occupation

Education
achieve
college
community college
elementary school
formatting
GED
goal
graduate school
high school
indent
kindergarten
margins
middle school
paragraph
preschool
successful
Trade / Vocational school
university
vocational

UNIT 1 pp. 12–37

accomplish
ambitious
Arts & Communication
balance
beneficial
benefits
Business, Management & Technology
calm
career clusters
character traits
concentrate
conclusion
detail-oriented
distractions
frequency adverbs
goals
hard-working
harmful
Health Services
Human Services
improve
Industrial & Engineering Technology
obstacle
occupational
personal
reserved
routine
schedule
solution
study habits
support
task
tech-savvy
time slot
topic

UNIT 2 pp. 38–63

ad
adjectives
advantages
advertisement
bank
brand
brand awareness
car wash
cash
check
comparative and superlative
comparison shopping
consumer
copywriter
credit card
debit card
department store
disadvantages
discount
dry cleaners
expire
gas station
goods
grocery store
guarantee
hard drive
installation
irregular adjectives
jewelry store
keyboard
laundromat
marketing
marketing specialist
memory
must
offer
pharmacy
post office
product
regular
retail sales associate
sale
sales
sales managers
save
sequence transitions
services
smart consumer
social media manager
tailor
target audience
telemarketer
touchscreen
touchpad
warranty

UNIT 3 pp. 64–89

air conditioning
arrange
average
balcony
baseline
base salary
cancel
carpeting
carport
charming
classified ad
earnings
electrician
entry-level
equivalent
exterminator
fix
garage
graph
handyman
industry statistics
leasing
maintenance
median pay
maintenance technician
mouse
plumber
pool
preferences
property management
repairs
roaches
security guard
salary
stable
tennis courts
therms
total
utility
wage
yard

UNIT 4 pp. 90–115

ATM
banking
credit counselors
customer service representatives
chief executive
deposit
direct deposit
dry cleaning
entry-level
errands
far
fee
financial managers
job outlook
minimum daily balance
on-the-job training
permit
renewal
replacement
run
service fee
teller
transactions
unlimited
valid

UNIT 5 pp. 118–143

% daily value
aerobics
allergies
amount
athletic trainer
backache
balance
calories
carbohydrate
cardiovascular

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cause
cavities
cholesterol
cold
conditions
dietitian
digestion
diseases
dizzy
effect
fat
grain
fiber
habit
headache
health-related careers
healthy weight
illness
liver
lungs
maintain
massage therapist
nutrients
nutritionist
occupational therapist
parts of the body (internal and external)
physical fitness
physical therapist
physical therapist assistant / aide
protein
recreational
saturated fat
serving size
sick
sodium
sore
stress
sugar
sunscreen
vitamins

UNIT 6 pp. 144–169

assemble
abbreviations
average salary
career
character traits
communication skills
connection
critical thinking skills
custodian
elderly
employment agency
enthusiasm
general management careers
general manager
hiring
insurance forms
job
job application
job titles
leadership skills
nursing home
organizational skills
operate
personality
position
practice
recruit
resume
self-confidence
sensitivity
sew
skills
starting salary
supplies
technical skills
technician
title
training
warmth

UNIT 7 pp. 170–195

401K
ambitious
back support belt
behavior
bonus
check number
compliment
conduct
continuing education
courteous
coworker
criticism
demanding
dental insurance
disability insurance
earnings
earplugs
easygoing
family leave
federal
fire
gloves
gross pay
hairnet
hard hat
hire
health insurance
Human Resources (HR)
Human Resources Department
ideal
marital status
maternity leave
medical leave
Medicare
net pay
number
overtime
patient
payroll
personal days
pre-tax deductions
processes payroll
rate of pay
request
retirement
safety goggles
safety items
seat belt
sick days
social security (SS)
state
state disability
strict
tax deductions
total amount
updates policies
vacation days
year-to-date
year-to-date (YTD) total

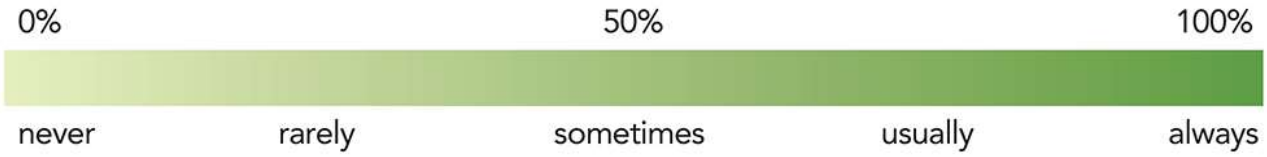
UNIT 8 pp. 196–221

cabinet
capital
casinos
city officials
colony
Congress
curfew
death penalty
elementary and secondary education
executive
fine
House of Representatives
incentives
judicial
legal
legislative
local government
names of states
overcrowded
parks & recreation
port
president
producer
resident
retirement
Senate
Supreme Court
tickets
transit
tuition
vice president
wage
wealthy

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Stand Out Grammar Reference

UNIT 1



Placement Rules for Frequency Adverbs	Examples
Before the main verb	Luisa *always / usually / often* **goes** running. She *sometimes / rarely / never* **does** yoga.
After the main verb *be*	She **is** *usually* busy on the weekends.
Sometimes / usually / often can come at the beginning or at the end of a sentence	**Usually / Sometimes** Luisa starts work in the morning. Luisa starts work in the morning **sometimes / often**.
Between the subject and the verb in short answers	Yes, **she** *always* **does**. / No, **she** *usually* **isn't**.
Rarely and *never* are negative words. Do not use *not* and *never* in the same sentence.	Correct: She **never** plays tennis. Incorrect: She ~~doesn't~~ *never* plays tennis.

Future Time Clauses with *When*			
***When* + Subject**	**Verb (Present)**	**Subject + *Will***	**Base Verb**
When Bolin	graduates,	he will	**apply** for a new position at work.*
When his parents	come to the United States,	he will	**buy** a house.
*Note: Place a comma after the *when* clause when it begins the sentence. The order of the clauses does not matter. You can also say, *Bolin will apply for a new position at work when he graduates.*			

UNIT 2

To Get Something Done				
Subject	***Get***	**Object**	**Past Participle**	**Example Sentence**
I	get	my hair	cut.	I **get my hair cut** every month. (present)
She	got	her clothes	cleaned.	She **got her clothes cleaned** yesterday. (past)

Comparatives				
	Adjective	**Comparative**	**Rule**	**Example Sentence**
Short adjectives	cheap	cheaper	Add *-er* to the end of the adjective.	Your computer was **cheaper** than my computer.
Long adjectives	expensive	more expensive	Add *more* before the adjective.	The new computer was **more expensive** than the old one.
Irregular adjectives	good bad	better worse	These adjectives are irregular.	The computer at school is **better** than this one.
Remember to use *than* after a comparative adjective followed by a noun.				

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Superlatives				
	Adjective	**Superlative**	**Rule**	**Example Sentence**
Short adjectives	cheap	the cheapest	Add *-est* to the end of the adjective.	Your computer is **the cheapest.**
Long adjectives	expensive	the most expensive	Add *most* before the adjective.	He bought **the most expensive** computer in the store.
Irregular adjectives	good bad	the best the worst	These adjectives are irregular.	The computers at school are **the best.**
Always use *the* before a superlative.				

Must vs. *Have to*			
Subject	**Modal**	**Base Verb**	**Example Sentence**
I / You / We / They	have to must	save pay off	I **have to** save money for a vacation. I **must** pay off my credit card every month.
He / She / It	has to must	keep	She **has to** keep track of her money. He **must** keep track of his money.

UNIT 3

Comparatives Using Nouns	
Use *more* or *fewer* to compare count nouns.	Our new apartment has **more bedrooms** than our old one. Our old apartment had **fewer bedrooms** than our new one.
Use *more* or *less* to compare noncount nouns.	Rachel's apartment gets **more light** than Pablo's apartment. Pablo's apartment gets **less light** than Rachel's apartment.

Superlatives Using Nouns	
Use *the most* or *the fewest* for count nouns.	Rachel's apartment has **the most bedrooms.** Phuong's apartment has **the fewest bedrooms.**
Use *the most* or *the least* for non-count nouns.	Rachel's apartment has **the most light.** Phuong's apartment has **the least light.**

Review: *Yes / No* Questions and Answers with *Do*				
Questions				
Do	**Subject**	**Base Verb**	**Example Question**	**Short Answers**
Do	I / You / We / They	have	Do they have a yard?	Yes, they do. / No, they don't.
Does	he / she / it	want	Does she want air-conditioning?	Yes, she does. / No, she doesn't.

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Information Questions	
Question Words	**Example Questions**
How	**How** may I help you?
What	**What** is your current address?
When	**When** would you like your service turned off?

Past Continuous			
Subject	***Be***	**Verb + *ing***	**Example Sentence**
I / He / She / It	was	making	I **was making** breakfast.
You / We / They	were	studying	They **were studying.**
Use the past continuous to talk about things that started in the past and continued for a period of time.			

Past Continuous Using *While*			
Subject	***Be***	**Verb + *ing***	**Example Sentence**
I / He / She / It	was	making	While I **was making** dinner, I saw a mouse.
You / We / They	were	studying	The electricity went out while we **were studying.**
To connect two events that happened in the past, use the past continuous with *while* for the longer event. Use the simple past for the shorter event. Note: You can reverse the two clauses, but you need a comma if the *while* clause comes first.			

UNIT 4

Information Questions		
Location	Where How far What	is the bank? is the school from here? is the address?
Time	When What time How often	does the library open? does the restaurant close? do the buses run?
Cost	How much	does it cost?

Adverbial Clauses with *Before, After* and *When*	
Rule	**Example**
A comma separates an adverbial clause that comes before the main clause.	**Before** I went grocery shopping, I stopped by the cleaners to pick up some skirts. **After** I returned the books, I stopped by the bank to make a deposit. **When** everyone left the house, I made my list of errands.
A comma is not used when the adverbial clause comes after the main clause.	I stopped by the cleaners to pick up some skirts **before** I went grocery shopping. I stopped by the bank to make a deposit **after** I returned the books. I made my list of errands **when** everyone left the house.

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UNIT 5

Present Perfect					
Subject	***Have***	**Past Participle**	**Illness**	**Time**	**Example Sentence**
I / You / We / They	have	been felt	sick ill	since Tuesday.	I **have been** sick **since** Tuesday.
She / He / It	has	had	a backache a headache	for two weeks.	She **has had** a backache **for** two weeks.
Use the present perfect for events starting in the past and continuing up to the present.					

Future Conditional Statements	
Cause: *If* + Present	**Effect: Future**
If you **are** very stressed,	you **will have** high blood pressure.
If you **don't get** enough calcium,	you **won't have** strong bones.
We can connect a cause and an effect by using a *future conditional* statement. The *if*-clause (or the *cause*) is in the present and the *effect* is in the future.	
Effect: Future	**Cause: *if* + Present**
You **will have** high blood pressure	**if** you **are** very stressed.
You can reverse the clauses, but use a comma only when the *if*-clause comes first.	

UNIT 6

Infinitives and Gerunds Infinitive = *to* + Verb Gerund = Verb + *ing*			
Verb	**Infinitive or Gerund**	**Example Sentence**	**Other Verbs That Follow the Same Rule**
want	infinitive	He wants **to get** a job.	plan, decide
enjoy	gerund	He enjoys **fixing** bicycles.	finish, give up
like	both	He likes **to talk.** He likes **talking.**	love, hate
Some verbs take the infinitive and some verbs take the gerund. There are some verbs that take both.			

Gerunds and Nouns after Prepositions					
Subject	**Verb**	**Adjective**	**Preposition**	**Gerund / Noun**	**Example Sentence**
I	am	good	at	fixing	I am good at **fixing** bycicles.
She	is	good	at	math	She is good at **math.**
A gerund or a noun follows an adjective + a preposition. Some other examples of adjectives + prepositions are *interested in, afraid of, tired of, bad at,* and *worried about*. When a noun is plural, it is also common to use the preposition *with: I am good with customers*.					

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Would Rather					
Subject	***Would Rather***	**Base Form**	***Than***	**Base Form**	**Example Sentence**
I / You She / He / It We /They	would ('d) rather	work alone	than	work with people	I would rather work alone than work with people.
Note: You can omit the second verb if it is the same as the first verb: *I would rather work nights than (work) days.*					

UNIT 7

Review: Possessive Adjectives and Possessive Pronouns			
Possessive Adjectives	**Rule**		
my / your / his / her / its our / their	Possessive adjectives show possession of an object and come before the noun.		
Example Sentence			
Subject	**Verb**	**Possessive Adjective**	**Object**
This	is	**her**	office.
Possessive Pronouns	**Rule**		
mine / yours / his / /hers / its ours / theirs	Possessive pronouns show possession of an object and act as a noun.		
Example Sentence			
Subject	**Noun**	**Verb**	**Possessive Pronoun**
This	office	is	**hers.**

Modals: *Could* and *Might*			
Subject	**Modal**	**Verb**	**Example Sentence**
I / You / He / She It / We / They	could	fall.	You **could fall.**
	might	miss.	I **might miss** work.
The modals *could* and *might* are used interchangeably because they have a similar meaning when predicting future possibilities. We use them to say that there is a chance that something will happen in the future.			

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UNIT 8

Comparing and Contrasting Ideas		
If two people share the same opinion, use *both . . . and* or *neither . . . nor*.		
Both	Enrico **and** Liz	want to increase the number of students in our class.
Neither	Suzanna **nor** Ali	wants to increase the number of students in our class.
If two people don't share the same opinion, use *but* or *however*.		
Enrico agrees with bilingual education,		**but** Liz doesn't.
Ali doesn't agree with bilingual education;		**however**, Suzanna does.
Punctuation Note: Use a semicolon (;) before and a comma (,) after *however*.		

Modal *Should*			
Subject	**Should**	**Base Verb**	
The city council	should	set	a curfew for teenagers.
People	should	clean up	after their pets.

Contrary-to-Fact Conditional Statements					
If	**Subject**	**Simple Past Verb + Noun**	**Subject**	**Modal**	**Base Verb + Noun**
If	I	had more money,	I	would	buy a house.
If	you	didn't have the flu,	you	would	go to work.
If	he	had more time,	he	would	take more classes.
If	she	were rich,	she	could	help her parents.
If	we	gave food to charities,	we	could	help our community.
If	they	weren't so tired,	they	could	come to the movies.
Contrary-to-fact (or unreal) conditional statements are sentences that are not true and that the speaker thinks will probably never be true. Note: In written English, we use *were* instead of *was* in contrary-to-fact statements, but in spoken English, we often use *was* with the following subjects: I, he, she, and it.					

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Credits

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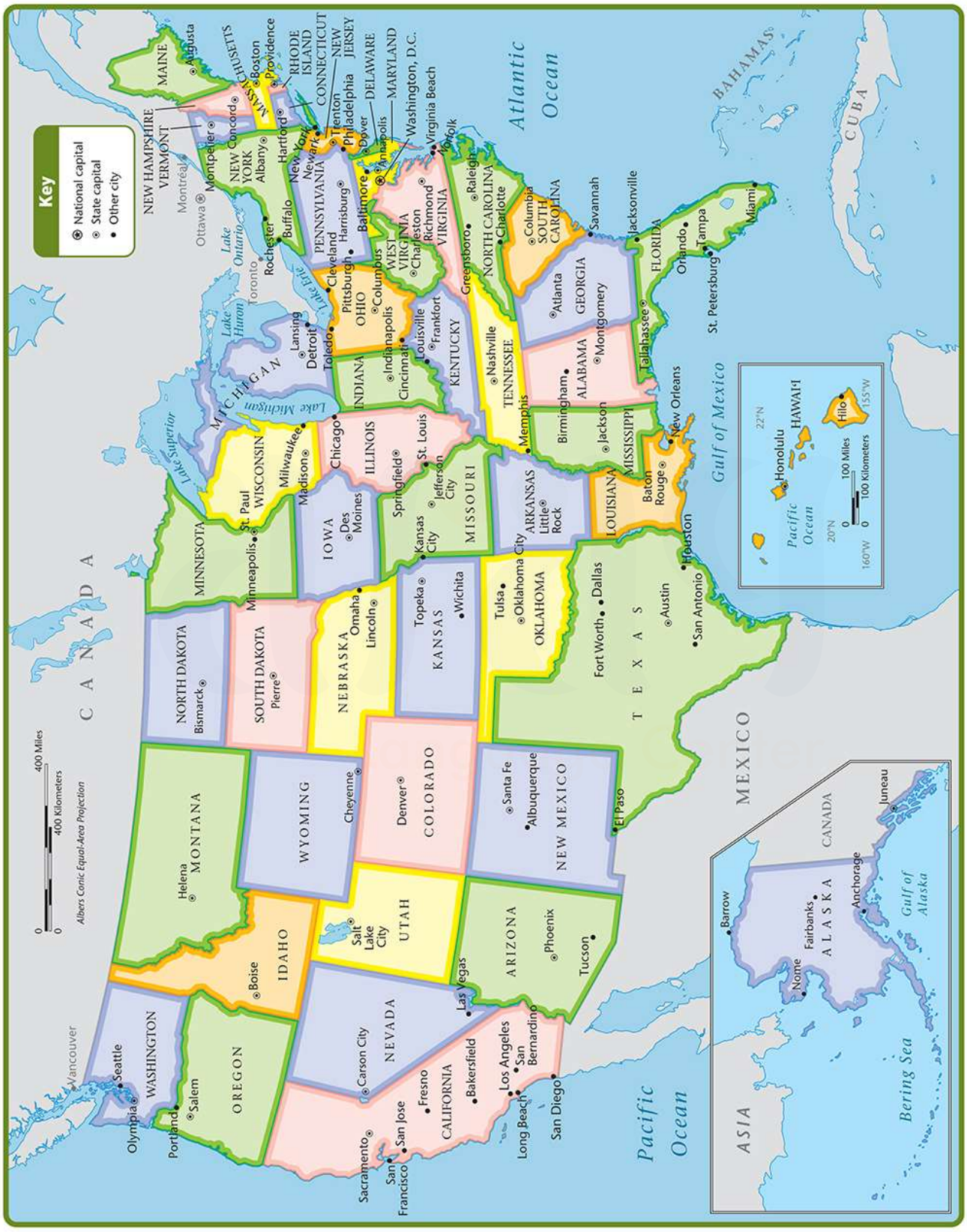
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Key
National capital
State capital
Other city
Albers Conic Equal-Area Projection
0 400 Miles
0 400 Kilometers
CANADA
MEXICO
Atlantic Ocean
Pacific Ocean
Gulf of Mexico
BAHAMAS
CUBA
Lake Superior
Lake Michigan
Lake Huron
Lake Ontario
Lake Erie
MAINE
NEW HAMPSHIRE
VERMONT
MASSACHUSETTS
RHODE ISLAND
CONNECTICUT
NEW JERSEY
DELAWARE
MARYLAND
Washington, D.C.
NEW YORK
PENNSYLVANIA
MICHIGAN
WISCONSIN
MINNESOTA
ILLINOIS
INDIANA
OHIO
WEST VIRGINIA
VIRGINIA
KENTUCKY
TENNESSEE
NORTH CAROLINA
SOUTH CAROLINA
GEORGIA
FLORIDA
ALABAMA
MISSISSIPPI
LOUISIANA
ARKANSAS
MISSOURI
IOWA
NORTH DAKOTA
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Newark
Trenton
Philadelphia
Dover
Annapolis
Baltimore
Virginia Beach
Norfolk
Richmond
Charleston
Raleigh
Greensboro
Charlotte
Columbia
Savannah
Jacksonville
Miami
Orlando
Tampa
St. Petersburg
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San Francisco
San Jose
Fresno
Bakersfield
Los Angeles
San Bernardino
Long Beach
San Diego
Portland
Salem
Seattle
Olympia
Vancouver
HAWAII
Honolulu
Hilo
Pacific Ocean
22°N
20°N
160°W
155°W
100 Miles
100 Kilometers
ASIA
Bering Sea
Gulf of Alaska
CANADA
ALASKA
Barrow
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