Life Skills Video Practice

UNIT 1 I Need To Get Organized

A BEFORE Discuss the questions with a partner.

1. Are you an organized person?
2. What can people do to be organized?

B WHILE Watch the video. Complete the parts of the conversation.

Mateo: Well, how did you learn to get (1) organized?

Naomi: The first one: (2) _____ everything down. Now write your goals.

Naomi: "Prioritization": You (3) _____ know what things need to get done first.

Mateo: That's a great idea! I (4) _____ I had thought of that.

Naomi: "Managing interruptions," "Avoiding (5) _____," "Scheduling."

C AFTER Read the statements. Write *T* for true and *F* for false.

1. Hector has a problem with organization. T
2. Hector knows which tasks he has to do first, next, and last. _____
3. Mateo helps Hector with his paper. _____
4. Naomi tells Hector to write everything down. _____

UNIT 2 Compare Before You Decide

A BEFORE Discuss the questions with a partner.

1. What can you do to make sure you get a good deal when you buy something?
2. What is an example of when you got a good deal?

B WHILE Watch the video. Complete the chart.

	Card A	Card B	Card C
Annual percentage rate	20%		
Annual fee			
Late fee			

C AFTER Complete the parts of the conversation.

Mateo: Oh … I see. But the one on the left has no annual fee. But the (1) APR is 20%.

Mrs. Smith: You would have to pay $20 dollars in (2) _____ over the course of a year.

Hector: There's a low rate for (3) _____ and there isn't any annual fee.

Mrs. Smith: If you got this card, you would pay the lowest overall (4) _____.

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UNIT 3 We Are Going To Be Roommates!

A BEFORE Discuss the questions with a partner.

1. What is the most important thing for you when looking for a new house?
2. What advice would you give someone looking for a new place to live?

B WHILE Watch the video. Complete the chart.

Length of Lease	12 Months
Rent	
Deposit (before the administrative fee)	
Administrative Fee	
Cleaning Deposit	

C AFTER In your notebook, reorder the words to make questions.

1. much / the / is / rent / how
2. deposit / is / much / how / the
3. long / how / lease / the / is
4. fees / any / other / there / are

UNIT 4 Everybody Needs To Get Involved

A BEFORE Discuss the questions with a partner.

1. What is a clothing drive?
2. Have you volunteered? If yes, what did you do?

B WHILE Watch the video. Complete the parts of the conversation.

Naomi: I have a lot of (1) _____ clothes. It's the least I could do.

Mrs. Sanchez: I know somebody will really (2) _____ these clothes.

Naomi: Do you need any (3) _____?

Mrs. Sanchez: Let me see … Would you mind helping me (4) _____ the clothing?

C AFTER Make embedded questions with the words in parentheses.

1. Where is Orange Avenue? (Can you show me) *Can you show me where Orange Avenue is?*
2. Are there any shelters downtown? (Do you know if) _____
3. When does the shelter open? (Can you tell me) _____
4. What do volunteers do? (Can you explain) _____
5. How can I get public assistance? (Would you mind telling me) _____

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UNIT 5 Thanks For The Advice, Doctor

A BEFORE Discuss the questions with a partner.

1. What do you do to keep healthy?
2. What can you do to be healthier?

B WHILE Watch the video. Complete the parts of the conversation.

Dr. Badaoui: The results show that your (1) _____ count is still very high.

Mrs. Sanchez: I've changed my diet quite a bit. I've stopped eating (2) _____.

Dr. Badaoui: And have you been getting any (3) _____?

Mrs. Sanchez: Yes, I've been (4) _____ every day, and I love it.

C AFTER Read the statements. Write *T* for true or *F* for false.

1. Mrs. Sanchez's cholesterol count is low. F
2. She is now eating less red meat but more dairy products. _____
3. The doctor wants her to run every day. _____
4. The doctor wants her to take one pill for a month. _____
5. The doctor wants her to come back in three weeks. _____

UNIT 6 Tell Me About Your Job

A BEFORE Discuss the questions with a partner.

1. Write a definition for the word "loan."
2. What do people get loans for?

B WHILE Watch the video. Complete the parts of the conversation.

Mr. Sanchez: I'm a (1) loan officer.

Mr. Sanchez: When customers want to get a loan—that is, when they want to (2) _____ money—they come to see me.

Hector: Sometimes you must have to give people (3) _____.

Mr. Sanchez: But sometimes I have good news for an (4) _____.

C AFTER Read the statements. Write *T* for true or *F* for false.

1. Hector is writing an article for the Glendale newspaper. F
2. Naomi likes talking to people in her job. _____
3. Naomi says being on her feet all day is tiring. _____
4. Mr. Patel first worked at his father's store. _____
5. Mr. Patel doesn't like to work hard. _____

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UNIT 7 I Think You Gave The Wrong Change

A BEFORE Discuss the questions with a partner.

1. Do you prefer to buy clothes in a store or online? Why?
2. Do you usually pay by cash or card? Why?

B WHILE Watch the video and complete the conversation.

Hector: And the tie (1) ___was___ $22?

Customer: That's (2) _____.

Hector: And you gave me $30, (3) _____?

Customer: No, I (4) _____. I gave you $40.

Hector: You mean two $20 (5) _____?

Customer: (6) _____.

C AFTER Read the statements. Write *T* for true or *F* for false.

1. The tie costs $22. ___T___
2. The customer counts the change. _____
3. Hector thinks the customer gave him $30. _____
4. Mateo gives the customer $10. _____
5. Mr. Patel is angry with Hector. _____

UNIT 8 This Place Looks Like A Garbage Dump

A BEFORE Discuss the questions with a partner.

1. Which places in your community need to be cleaned up? Why?
2. What can you do if an area near you has a lot of litter?

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

Hector: This place looks like a (1) ___garbage dump___.

Naomi: What a (2) _____. It used to be nice and clean.

Mateo: Well, it's definitely not nice and clean (3) _____.

Naomi: How did it (4) _____ so bad?

Hector: It all changed after the local (5) _____. Remember?

C AFTER What do Mateo, Naomi, and Hector suggest to fix the problem?

- ☐ calling the city council
- ☐ washing off the graffiti
- ☐ do nothing
- ☐ picking up the garbage twice a week
- ☐ writing to 100 people
- ☐ planting new trees

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Stand Out Vocabulary List

PRE-UNIT

achievable
achieved
adjective
admissions application
adverb
architect
bar graph
conclusion sentence
creation
decide
educational
goal
interview
meet
native speakers
noun
organization
paragraph
strategy
success
support sentence
topic sentence
verb
word family

UNIT 1

accomplish
achievements
adjective clause
advice
allocate
ambitious
big box retailer
brainstorm
calm
carpool
character trait
cluster diagram
compassionate
conscientious
context
courageous
daycare facility
deadline
designed
determination
disciplined
dreams
firm
flexible
focus
goals
habits
hands-on
honest
honorable
hopeful
humble
in advance
influence
intern
inventory
jewelry
journal
last-minute changes
loyal
medicine
obstacle
on occasion
organized
overcome
overstock
partner
patience
patient
persistent
perspective
positive influence
prioritize
qualifications
raise
realistic
reality
refugee
reliable
resilient
respond
retired
sacrificing
simultaneously
solution
suburban
surgeon
task
time management
to the last minute
toddler
troubled
used to
veranda

UNIT 2

account
advertisement (ad)
advertising
advertising sales agent
annual fee
APR
art director
attorney
attractive
bargain
budget
budgeted amount
campaign
capacity
career
character
click-through rate
closing
collateral
commute
complain
complaint
credit card
credit limit
creditworthiness
debit card
delivery time
down payment
editor
employment
estimate
finance
grace period
graphic designer
home improvement
image
insurance
introductory rate
job description
job title
late fee
legal services
loan
market research analyst
medical
monthly expenses
personal finances
price-matching
real estate
salary
shipping costs
shop around
utilities
warranty

UNIT 3

advantage
afford
air-conditioning
amenities
asking price
backyard
balcony
brand-new
broker
builder's agent
buyer
closing
comparative
contract
cost comparison
cozy
credit check
deposit
detached
disadvantage
en suite
enclosed
financial commitment
floor plan
garage
get approved for a loan
heating
ideal
lender
location
make an offer
market
median gross income
mortgage
motivation
negotiate
noisy
offer
on the way
outgrown
pile into
pool
preference
price range
purchase price

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putting away
real estate
real estate agent
realtor
secluded
seller
single-family
superlative
survive
thought long and hard
TLC (tender loving care)
within walking distance
work from home

UNIT 4

airport
bingo
brochure
bulletin board
campground
clarification
detail-oriented
dress code
farmer's market
friendly
highway
independent
interstate
job-related experience
keep track of
local hangout
locate
map scale
marathon
monitor expenses
notices
outgoing
recycling
reliable
reservations
reserved
resources
rest area
scenic
sign up
structures
suggestion
tech-savvy
volunteer
volunteer coordinator

UNIT 5

advise
announce
asthma
calculate
calories
cancer
carbohydrates
chiropractor
cholesterol
common cold
computer technician
copay
cough
coverage
deductible
demographics
dental assistant
dentist
diabetes
examine
fat
fiber
flu
healthy
high blood pressure
home health aide
ingredients
joint
junk food
landscape architect
lawyer
mail carrier
medical biller
medical career
medical equipment repairer
medical transcriptionist
meditating
mental
mental health
muscle spasm
muscular
nutrients
obstetrician
occupational therapy aide
optometrist
overtime
overweight
paramedic
pediatrician
percentage
phlebotomist
physical health
podiatrist
poll
premium
prescription plan
protein
providers
puzzles
saturated fat
serving size
sodium
sonographer
spouse
stroke
throwing up
unhealthy
vitamins

UNIT 6

ability
accountant
adaptability
administrative assistant
appearance
applicant
application
appropriateness
benefit (v.)
benefits (n.)
boss
business owner
cashier
certificate
characteristics
company culture
computer technician
conflict
construction worker
cover letter
criteria
degree
delivery person
effectiveness
electrician
eye contact
facial expressions
filter
firefighter
garment worker
hairstylist
homemaker
identify
impression
interests
inventory manager
key strengths
landscape architect
lawyer
mock
overtime
pay
position
posture
professional social networking sites
receptionist
reporter
required qualifications
reservation clerk
resume (n.)
salesperson
security guard
self-confidence
skill
strength
troubleshooting
upskilling
voice level
weakness
willingness

UNIT 7

active
airbrush
artist
Associate degree
Bachelor's degree
canvas
body art
bodypainting
City Hall
close the gap
communication
competition
construction

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contributions to the company
counterpart
cover your bases
critical thinking
deserve
Doctorate degree
document (v.)
door frames
employee retention
entrepreneur
entrepreneurship
ethical
ethics
fine art exhibits
flowchart
get someone's attention
hesitate
high school diploma
hypoallergenic paint
inappropriate
ink
lumber
Master's degree
misunderstanding
pardon me
passion
passive voice
pigment
politely
raise
rehearse
relevant
retirement
review
shipment
small business
solution
sponge
star performer
tag questions
tattoo artist
teamwork
woodworking

UNIT 8

accused of a crime
arbitrator
ballots
campaign
car registration
case
civic responsibility
court reporter
disqualify
elected
electoral process
eligible
environmental awareness
fair trial
gang violence
give a speech
homeless
homeless shelter
jaywalking
judge
jury
jury selection
jury summons
lawyer
legal assistant
mayor
mediator
nominate
occupation
paralegal
parent involvement
party
public transportation
step down
taxes
term
ticket
tuition
voting

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Stand Out Grammar Reference

UNIT 1

Used to	
Example	**Rule**
Minh **used to** go to school during the day. Bita **used to** be an architect in Iran.	**Affirmative:** *used to* + base verb
Bita **did not use to** go to school at night. Minh **didn't use to** take care of his grandchildren.	**Negative:** *did* + *not (didn't)* + *use to* + base verb **Incorrect:** ~~I didn't **used** to go to school.~~
Did Minh **use to** work? **Did** Bita **use to** study English?	***Yes/No* Question:** *did* + subject + *use to* + base verb **Incorrect:** ~~Did Bita **used** to live in Iran?~~
Where **did** Minh **use to** work? What **did** Bita **use to** study?	***Wh-* Question:** *wh-* word + *did* + subject + *use to* + base verb
Used to + base verb expresses a past habit or state which is now different.	

Future Using *Will*	
Example	**Rule**
In the spring of 2026, **I will ask** my boss for a raise. In the summer, **I will look** for a job.	Future = *will* + base verb
In spoken English, people often use contractions: I will = *I'll*.	

Adjective Clauses		
Main Clause (Subject Clause)	**Relative Pronoun**	**Adjective Clause**
This is the place	**where**	I grew up.
She is the person	**who / that**	influenced me most.
A journal is something	**which / that**	can help you focus on important things.
Main clause (Object Clause)	**Relative Pronoun**	**Adjective Clause**
This is the woman	**who / whom**	I met yesterday.
Here is the book	**which / that**	you gave me this morning.
Adjective clauses describe a noun (either the subject or object) from the main clause. If the noun is the object, you can leave out the relative pronoun. *This is the woman I met yesterday*.		

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UNIT 2

Contrary-to-Fact Conditionals	
Condition (*if* + Simple Past Verb)	**Result (*would* + Base Verb)**
If she **got** a raise,	she **would buy** a new house.
If they **didn't spend** so much money on rent,	they **would have** more money for entertainment.
If I **were** a millionaire,	I **would give** all my money to charity.
If John **weren't** so busy at work,	he **would spend** more time with his children.

- Contrary-to-fact (or unreal) conditional statements are sentences that are not true.
- The *if*-clause can come in the first or second part of the sentence. Notice how commas are used in the examples. (If you reverse the order of the condition and result clauses, omit the comma.)
- In written English, use *were* (instead of *was*) for *if*-clauses that need first or third person singular forms of *be*.
- In spoken English, people often use contractions: *I would = I'd*; *she would = she'd*, etc.

Contrary-to-Fact Questions	
***Wh-* Question**	***Yes / No* Question**
What + *would* + subject + base verb + *if* + subject + simple past	*Would* + subject + base verb + *if* + subject + simple past
What would you do **if** you won the lottery?	**Would** you give up your job **if** you won the lottery?

Passive Voice: Present				
Subject	***Be***	**Past Participle**		**Explanation**
Ads	are	written	to sell products.	Since we know that ads are written by advertisers, the information "by advertisers" is not important.
The tablet	is	advertised	on TV.	Since we know that the store is advertising the tablet, the information "by the store" is not important.

We use the passive voice to emphasize the object of the action or when the person who does the action is not important.

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UNIT 3

Questions Using Comparative and Superlative Adjectives				
Question Word	**Subject**	**Verb**	**Adjective or Noun**	**Rule**
Which	place house one	is	bigger? closer to work? the safest?	Use *be* when following the verb with an adjective.
		has	more rooms? the biggest floor plan?	Use *have* before a noun.

Long and Short Answers			
Question	**Short Answer**	**Long Answer**	**Rules**
Which one is bigger, the condominium or the house?	The condominium.	The condominium is bigger. The condominium is bigger **than** the house.	• When comparing two things and mentioning both of them, use *than*. • When comparing two things, but only mentioning one of them, do not use *than*.
Which place has more rooms?	The house.	The house has more rooms. The house has more rooms **than** the condominium.	

Yes / No Questions and Answers		
Do you want	air-conditioning? a backyard? a balcony? a garage? heating? a pool?	Yes, I do. No, I don't.
Do they need		Yes, they do. No, they don't.
Does the house have		Yes, it does. No, it doesn't.

Information Questions			
Information	**Example Questions**		
type of property	What type	of property	do you want? is it?
number of bedrooms number of bathrooms	How many	bedrooms bathrooms	do you want? does it have?
location	Where		is it?
price range	What		is your price range?
down payment (percentage)	How much		can you put down?

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UNIT 4

Embedded Questions	
Introductory Question	**Embedded Question**
Can you show me Do you know Can you tell me	where **Elm Street is**? **if** there is a library near here? when the library **opens**?

Rules

- In an embedded information question, the subject comes before the verb.
- For *yes / no* questions, use *if* before the embedded question.
- In an embedded question that would normally have *do* or *does*, take out *do* or *does* and use the verb form that agrees with the subject.

Common Expressions Used to Introduce Embedded Questions	
Would you tell me what time the bank closes?	**Will you show me** where the adult school is?
Can you explain where I drop off my books?	**Do you know** if I can buy a computer there?

UNIT 5

Present Perfect Continuous	
Example	**Form**
I **have been resting** for three hours.	Affirmative sentence: *has / have* + *been* + present participle
He **hasn't been sleeping** well recently.	Negative sentence: *has / have* + *not* + *been* + present participle
How long **has your stomach been hurting**?	Question: *has / have* + subject + *been* + present participle

Uses

- To emphasize an action that started in the past and is still in progress. Example: I **have been taking** my vitamins.
- To emphasize the duration of an action or habit that started in the past and continues in the present. Example: She **has been sleeping** since 10 p.m. / I **have been taking** this medicine for three days.
- With some verbs (for example *work, live, teach*), there is no difference in meaning between the present perfect and the present perfect continuous. Example: They **have lived / have been living** here since 2010.

Note: Some verbs are not usually used in the continuous form. These include *be, believe, hate, know, like,* and *want*.

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Present Perfect	
Example	**Form**
He **has seen** the doctor. I **have hurt** my knee four times in my life.	Affirmative sentence: *has / have* + past participle
They **haven't been** to the hospital to see her.	Negative sentence: *has / have* + *not* + past participle OR *has / have* + *never* + past participle
Have you **taken** your medicine?	Question: *has / have* + subject + past participle
Uses • When something happened (or didn't happen) at an unspecified time in the past. Example: She **has never broken** her arm. • When something happened more than once in the past (and could possibly happen again in the future). Example: I **have hurt** my knee four times in my life. • When something started at a specific time in the past and continues in the present. Example: I **have worked** in this hospital for ten years.	

Direct Speech	Indirect Speech	Rule
"You have to exercise more."	The doctor **explained** (that) I had to exercise more.	• Change pronoun. • Change simple present to simple past.
"The most important thing is your health."	The doctor **said** (that) the most important thing was my health.	

Direct Speech	Indirect Speech
I want to lose weight. My test results are negative.	I told **you** (that) I wanted to lose weight. He notified **me** (that) my test results were negative.
It is important to check your heart rate. I feel sick.	My personal trainer said (that) it was important to check my heart rate. She complained (that) she felt sick.
• Some verbs are usually followed by an indirect object or pronoun. (*tell, assure, advise, notify, promise, remind, teach, warn*) • Some verbs are NOT followed by an indirect object or pronoun. (*say, agree, announce, answer, complain, explain, reply, state*)	

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UNIT 7

Tag Questions			
Positive Statement	**Tag**	**Negative Statement**	**Tag**
She works,	doesn't she?	She doesn't work,	does she?
She is working,	isn't she?	She isn't working,	is she?
She worked,	didn't she?	She didn't work,	did she?
She will work,	won't she?	She won't work,	will she?
She is going to work,	isn't she?	She isn't going to work,	is she?
She has worked,	hasn't she?	She hasn't worked,	has she?
She had worked,	hadn't she?	She hadn't worked,	had she?

Passive Voice	Active Voice
The note **was put** there by Raquel.	Raquel **put** the note there.
The note **was written** by Jim.	Jim **wrote** the note.
The orders **were sent** yesterday. (We don't know who sent them.)	They **sent** the orders yesterday.

Passive Voice				
Example Sentence	**Passive Subject**	***Be***	**Past Participle**	**(*by* + Person or Thing)**
The note was written by Jim.	It	was	written	by Jim.
The orders were sent yesterday. (We don't know who sent them.)	They	were	sent.	

- Use the passive voice to emphasize the object of the action, or when the doer of the action is unknown or unimportant.
- To change an active sentence into a passive sentence, switch the subject and the object, and change the verb to the correct form of *be* + the past participle. The word *by* is used before the doer of the action.

UNIT 8

Passive Modals				
Example Sentence	**Passive Subject**	**Modal**	***Be***	**Past Participle**
More schools **should be** built.	schools	should	be	built
Taxes **need to be** increased.	taxes	need to	be	increased
Children **must be** protected.	children	must	be	protected
Parents **have to be** involved.	parents	have to	be	involved

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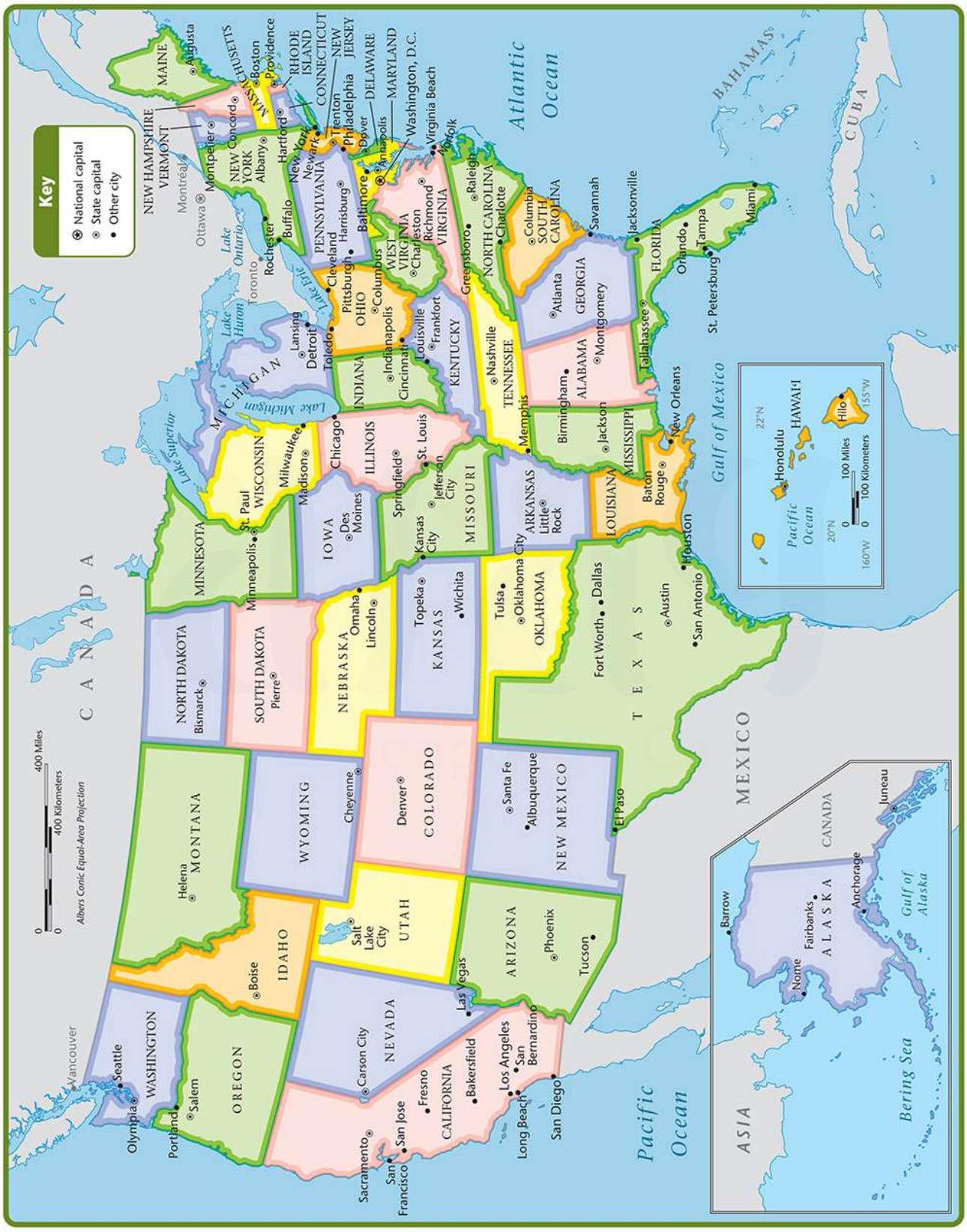
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Key
National capital
State capital
Other city
Albers Conic Equal-Area Projection
0 400 Miles
0 400 Kilometers
CANADA
MEXICO
Atlantic Ocean
Pacific Ocean
Gulf of Mexico
Bering Sea
Gulf of Alaska
BAHAMAS
CUBA
ASIA
Lake Superior
Lake Michigan
Lake Huron
Lake Erie
Lake Ontario
MAINE
NEW HAMPSHIRE
VERMONT
MASSACHUSETTS
RHODE ISLAND
CONNECTICUT
NEW YORK
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160°W
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