

# Scope & sequence

## "Module 1"



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# Scope and sequence

## Module 1

| Class number                              | Title  | Grammar  | Vocabulary   | Listening   |
|---|--|--|--|---|
| <b>1</b>                                  | "Welcome"                                      | Articles a – an. I + am –<br>You – are.<br>He/she/it + is.<br>Your – my.                                   | Jobs. Countries and<br>nationalities. Countries<br>of America.           | Listening about other<br>people's personal<br>information.              |
| Reading strategies                        | Writing  | Real life  | Speaking   | Conversation<br>lesson  |
| Make connections.<br>Preview and predict. | Fill it up information<br>about people's jobs. | Meeting people.<br>People's jobs.  | Repeat sentences using<br>the following grammar<br>topic: am - is - are. | Introduce yourself  |
| Class number                              | Title  | Grammar  | Vocabulary   | Listening   |
| <b>2</b>                                  | "Holidays / vacations"                         | We – they + are.<br>Verb to be - negative and<br>interrogative form.<br>Plural nouns.<br>Yes/No questions. | Colors.<br>Holidays and places to<br>vacation.                           | Listening about holidays<br>and places to vacation.                     |
| Reading strategies                        | Writing  | Real life  | Speaking   | Conversation<br>lesson  |
| Make connections.<br>Make inferences.     | Plural noun activities.                        | Vacations.   | Repeat sentences about<br>different places to<br>vacation.               | Formal VS informal<br>introduction".<br>"Professional<br>presentations" |

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|------------------------------------|---|--|---|--|
| 3                                  | "Skills for the future"                     | Possessives ('s).<br>Possessive adjectives.<br>Irregular plural nouns.<br>Adjectives.<br>Wh – questions. | Family members.<br>Ordinal numbers.<br>Months of the year.  | Listening about family members.                                  |
| Reading strategies                 | Writing                                     | Real life  | Speaking  | Conversation lesson  |
| Preview and predict.<br>Visualize. | Possessive activities.                      | Family members.  | Repeat sentences using the possessives.                     | The plus of creating a good perception of ourselves.             |
| Class number                       | Title                                       | Grammar  | Vocabulary  | Listening  |
| 4                                  | "The city"                                  | Prepositions of place.<br>This - that- these - those.<br>Wh- questions (review).                         | Common places in the city.<br>Snacks.<br>What time is it?   | Listening about the prepositions of place.                       |
| Reading strategies                 | Writing                                     | Real life  | Speaking  | Conversation lesson  |
| Understand sequence.<br>Main idea. | Activity about that - this - these - those. | Buying snacks.   | Repeat sentences about prepositions of place and locations. | Unhappy staff: "What people want from work - Attitudes at work". |



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| Class number  | Title   | Grammar  | Vocabulary  | Listening   |
|---|---|--|---|---|
| 5   | "Creations"                                   | Can/can't - questions and answers.<br>Have/Has.<br>Adjectives + nouns.<br>Very - Really. | Abilities.<br>Shopping.<br>Money in the world.                    | Listening about amounts of money.<br>Can/can't.                                       |
| Reading strategies                                  | Writing                                       | Real life  | Speaking  | Conversation lesson   |
| Facts and details.<br>Making predictions.           | Activity about very and really.               | Shopping.  | Repeat sentences using the modal can/can't.                       | Why people is positive or negative at work?   |
| Class number  | Title   | Grammar  | Vocabulary  | Listening   |
| 6   | "Passions"                                    | Likes and dislikes.<br>Questions and answers using like. Object pronouns.                | I like vegetables!.<br>Food.<br>Interests.<br>Opinion adjectives. | Listening about healthy and unhealthy food.   |
| Reading strategies                                  | Writing                                       | Real life  | Speaking  | Conversation lesson   |
| Complete information.<br>Identify author's purpose. | Activities about hobbies, likes and dislikes. | Food.<br>Suggestions and invitations.  | Repeat sentences about food and hobbies.                          | Is it important to lead positive intentions at work with clear communication? Discuss |



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|-------------------------------------|---|--|---|--|
| <b>7</b>                            | "Different styles"                      | Present simple.<br>Questions in present simple.  | At the school.<br>Weather.<br>Sensations.             | Listening about descriptions of the weather and moods.   |
| Reading strategies                  | Writing                                 | Real life  | Speaking  | Conversation lesson  |
| Visualization.<br>Answer questions. | Activities using the Wh - questions.    | How to make a survey and how to create an online profile.  | Repeat sentences using idioms related to the weather. | "Problem definition - Problem solving".<br>Are problems threats or opportunities? Discuss.     |
| Class number                        | Title                                   | Grammar  | Vocabulary  | Listening  |
| <b>8</b>                            | "What I always do"                      | Present simple (review).<br>Prepositions of place.<br>Adverbs of frequency.<br>Questions in present simple (review). | My day.<br>Job activities.                            | Listening about routines.  |
| Reading strategies                  | Writing                                 | Real life  | Speaking  | Conversation lesson  |
| Predictive.<br>Make inferences.     | Activities about prepositions of place. | Routines.<br>Conversation on the phone.  | Repeat sentences about daily routines.                | Most organizations and people have problems, discuss different kind of problem companies have. |

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## "Module 2"



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## Module 2

| Class number                     | Title                                | Grammar   | Vocabulary                           | Listening  |
|----------------------------------|--------------------------------------|---|--------------------------------------|--|
| 9                                | "Always and never"                   | Adverbs of frequency (review).<br>There is/There are in their positive, negative and interrogative forms. | Means of transport.<br>Clothes.      | Listening about means of transport and also about clothing.                              |
| Reading strategies               | Writing                              | Real life   | Speaking                             | Conversation lesson  |
| Visualize.<br>Question - answer. | Activity about there is - there are. | Transportation.   | Repeat sentences using there is/are. | "Some People avoid problems at work and some other are focus on solve them".<br>Discuss. |

| Class number                        | Title                      | Grammar                            | Vocabulary  | Listening  |
|-------------------------------------|----------------------------|------------------------------------|---|--|
| 10                                  | "Our mission"              | Was/were in their different forms. | Dates part 1 and 2.<br>Describing people part 1 and 2.<br>Time expressions. | Listening about describing people's personalities.   |
|                                     |                            |                                    | Reading strategies  | Writing  |
| Questions - answers.<br>Predicting. | Activity about was - were. | How to describe people?            | Repeat sentences about quantities and dates.                                | "Describing a product".<br>Why it is an important issue for business<br>improve speeches about selling products? |



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## Module 2

| Class number           | Title                              | Grammar   | Vocabulary   | Listening  |
|------------------------|------------------------------------|---|--|--|
| <b>11</b>              | "Yesterday"                        | Simple past.<br>Irregular past simple verbs.<br>Regular past simple verbs.                            | Adjectives and verbs.                                      | Listening about a police interview.  |
| Reading strategies     | Writing                            | Real life   | Speaking   | Conversation lesson  |
| Visualize.<br>Clarify. | Activity about verbs in past.      | Writing emails.   | Repeat sentences with regular and irregular verbs in past. | "Describing a product".<br>Use different adjectives and adverbs to describe a product the best way possible. |
| Class number           | Title                              | Grammar   | Vocabulary   | Listening  |
| <b>12</b>              | "Holidays"                         | Present continuous in positive and interrogative.<br>Present continuous with future time expressions. | The house.<br>Weekend activities.                          | Listening about activities using present continuous.   |
| Reading strategies     | Writing                            | Real life   | Speaking   | Conversation lesson  |
| Predict.<br>Connect.   | Activity about present continuous. | How to buy a ticket?  | Repeat sentences using present continuous.                 | "Starting a presentation"<br>Do you think opening is important in a business presentation?                   |

## Module 2

| Class number                    | Title                              | Grammar   | Vocabulary                             | Listening  |
|---------------------------------|------------------------------------|---|--|--|
| 13                              | "Languages"                        | Structure of language I, II.<br>Capital letters.<br>Possessive adjectives<br>(review).<br>Object pronoun. | Adjectives.                            | Listening about<br>descriptions<br>and adjectives.                 |
|                                 |                                    | Reading strategies  | Writing                                | Real life  |
| Identify.<br>Question - answer. | Activity about<br>object pronouns. | Expressions in<br>a conversation.   | Repeat sentences<br>about expressions. | "Company culture"<br>How important is culture<br>in big companies? |

| Class number       | Title                                  | Grammar   | Vocabulary                                     | Listening  |
|--------------------|--|---|--|--|
| 14                 | "Forming sentences"                    | Present simple (review).<br>Irregular plural nouns.<br>Can.<br>There is - there are (review). | Actions.                                       | Listening about space travels.   |
|                    |  | Reading strategies  | Writing  | Real life  |
| Infer.<br>Predict. | Activity with<br>there is - there are. | Imperative forms<br>of communicating.   | Repeat sentences<br>using the imperative form. | "Company culture".<br>Discuss about the values,<br>characteristics, etc.<br>The whole company<br>should share. |

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## Module 2

| Class number            | Title  | Grammar   | Vocabulary   | Listening   |
|-------------------------|--|---|--|---|
| <b>15</b>               | "Doing my thing"                                       | Past simple (review).<br>Present continuous (review).<br>Like/love + ing.                       | Irregular verbs.                                   | Listening about a sport event.  |
| Reading strategies      | Writing  | Real life   | Speaking   | Conversation lesson   |
| Complete.<br>Visualize. | Activity about Like/love + ing.                        | Future time expressions.  | Repeat verbs in present, past and past participle. | "Teamwork".<br>Do you think that combining different types of personality achieves good teamwork?                 |
| Class number            | Title  | Grammar   | Vocabulary   | Listening   |
| <b>16</b>               | "Different points of view"                             | Countable and uncountable nouns.<br>Comparative and superlative adjectives.<br>Present perfect. | Vocabulary to meet people.                         | Listening about comparative and superlatives.   |
| Reading strategies      | Writing  | Real life   | Speaking   | Conversation lesson   |
| Infer.<br>Connect.      | Activity about comparative and superlative adjectives. | Meeting people.   | Repeat sentences about countable and uncountables. | "Teamwork" Do you think equality and high average social sensibility are the key for a good teamwork?<br>Discuss. |



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## "Module 3"



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# Scope and sequence

## Module 3

| Class number                      | Title                         | Grammar   | Vocabulary                             | Listening   |
|-----------------------------------|-------------------------------|---|--|---|
| 17                                | "Meeting new people"          | Be (am/is/are) review.<br>Wh- questions with Be (review). | Jobs (part 2).                         | Listening about different occupations.  |
| Reading strategies                | Writing                       | Real life   | Speaking                               | Conversation lesson   |
| Connect.<br>Predict.              | Activity about Wh- questions. | Occupations and jobs.                                     | Repeat sentences using the verb BE.    | "Teamwork"<br>Discuss all the negative factors that can affect work team.       |
| Class number                      | Title                         | Grammar   | Vocabulary                             | Listening   |
| 18                                | "Meeting new people" Part II. | Possessive adjectives I. II.                              | Family I. II.                          | Listening about the members of a family.  |
| Reading strategies                | Writing                       | Real life   | Speaking                               | Conversation lesson   |
| Complete information.<br>Predict. | Activity using the verb BE.   | Members of the family.                                    | Repeat sentences about family members. | "Negotiations"<br>Discuss how important is to negotiate in the business world ? |

# Scope and sequence

## Module 3

| Class number            | Title                                   | Grammar   | Vocabulary                                  | Listening  |
|-------------------------|---|---|---|--|
| 19                      | "Enjoying our things"                   | Plural nouns.<br>Demonstrative adjectives.<br>There is/there are.<br>Prepositions of place. | Plural nouns.<br>Prepositions of place.     | Listening about collections.   |
| Reading strategies      | Writing                                 | Real life   | Speaking                                    | Conversation lesson  |
| Visualize.<br>Identify. | Activity about prepositions of place.   | Giving directions.  | Repeat sentences about plural nouns.        | "Negotiations"<br>What are some good and bad negotiations?<br>Discuss.                     |
| Class number            | Title                                   | Grammar   | Vocabulary                                  | Listening  |
| 20                      | "I love my job"                         | Simple present (review).<br>Wh- questions.  | Synonyms.                                   | Listening about adjectives and synonyms.   |
| Reading strategies      | Writing                                 | Real life   | Speaking                                    | Conversation lesson  |
| Infer.<br>Predict.      | Activity about the auxiliary verb "Do". | Adjectives and synonyms.  | Repeat sentences using auxiliary verb "Do". | "Stressful situations".<br>Do you think you know how to deal with stress at work? Discuss. |



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## Module 3

| Class number | Title                               | Grammar  | Vocabulary                         | Listening                                    |
|--------------|-------------------------------------|--|------------------------------------|--|
| 21           | "My hobbies"                        | Like-love-hate-prefer + ing.<br>Adverbs of frequency (review). | Activities as hobbies.             | Listening about preferences and activities.  |
|              | Reading strategies                  | Writing  | Real life                          | Speaking                                     |
| 22           | Complete information.<br>Visualize. | Activity about translations.                                   | Hobbies.                           | Repeat sentences using adverbs of frequency. |
|              | Reading strategies                  | Writing  | Real life                          | Speaking                                     |
| Class number | Title                               | Grammar  | Vocabulary                         | Listening                                    |
| 22           | "Can I do it?"                      | Can - can't.   | All about flights.                 | Listening about rules when flying.           |
|              | Reading strategies                  | Writing  | Real life                          | Speaking                                     |
| 22           | Infer.<br>Predict.                  | Activity to write the correct modal verb.                      | What to do when you take a flight. | Repeat sentences about can - can't.          |
|              | Reading strategies                  | Writing  | Real life                          | Speaking                                     |
| 22           |                                     |  |                                    |  |
|              |                                     |  |                                    |  |

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## Module 3

| Class number                      | Title                                  | Grammar   | Vocabulary  | Listening  |
|-----------------------------------|--|---|---|--|
| 23                                | "Let's eat!"                           | Countable and uncountable nouns.<br>How many? How much? | Vocabulary about cooking.                         | Listening about how to prepare bread.  |
| Reading strategies                | Writing                                | Real life   | Speaking  | Conversation lesson  |
| Question - answer.<br>Identify.   | Activity about how much? and how many? | Recipes.  | Repeat sentences about countable and uncountable. | "Manager vs leader" Not all organizations have real and inspiring leaders, Why? Discuss. |
| Class number                      | Title                                  | Grammar   | Vocabulary  | Listening  |
| 24                                | "When I was..."                        | Was - were (review)                                     | About the weather.                                | Listening about different types of weather.  |
| Reading strategies                | Writing                                | Real life   | Speaking  | Conversation lesson  |
| Complete information.<br>Connect. | Activity about the verb be in past.    | Climate changes.  | Repeat sentences using was - were.                | "Manager vs leader" Discuss the difference between a leader and a manager.               |

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## "Module 4"



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## Module 4

| Class number           | Title  | Grammar  | Vocabulary                              | Listening   |
|------------------------|--|--|---|---|
| <b>25</b>              | "What happened?"                                       | Simple past and its grammatical rules.           | Verbs in past.                          | Listening about William Shakespeare.  |
| Reading strategies     | Writing  | Real life  | Speaking                                | Conversation lesson   |
| Clarify.<br>Question.  | Activity about past actions.                           | Past actions.                                    | Repeat sentences in past simple.        | "Marketing mix"<br>What are the most important factors that a company should focus on?    |
| Class number           | Title  | Grammar  | Vocabulary                              | Listening   |
| <b>26</b>              | "Your qualities, my qualities"                         | Comparative and superlative adjectives (review). | About the solar system.                 | Listening about the solar system.   |
| Reading strategies     | Writing  | Real life  | Speaking                                | Conversation lesson   |
| Connect.<br>Visualize. | Activity about comparative and superlative adjectives. | Solar system.                                    | Repeat sentences about past situations. | "Marketing mix" Discuss with the class if having a great product guarantees your success. |

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## Module 4

| Class number       | Title                        | Grammar                             | Vocabulary                              | Listening   |
|--------------------|------------------------------|-------------------------------------|---|---|
| <b>27</b>          | "We've got it!"              | Have/has got.                       | About drinks and food.                  | Listening about food and drinks.  |
| Reading strategies | Writing                      | Real life                           | Speaking                                | Conversation lesson   |
| Infer. Connect.    | Activity about have/has got. | How to order food and drinks.       | Repeat sentences about have got.        | "Marketing mix" Give examples of how the marketing mix would apply to your company. |
| Class number       | Title                        | Grammar                             | Vocabulary                              | Listening   |
| <b>28</b>          | "Enjoying"                   | Present continuous (review part 2). | About climate changes.                  | Listening about "The Himalayas".  |
| Reading strategies | Writing                      | Real life                           | Speaking                                | Conversation lesson   |
| Connect. Identify. | Activity about modal verbs.  | Climate changes and their results.  | Repeat sentences in present continuous. | "Favorite brands". How do we get our brand to remain in the minds of our consumers? |

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## Module 4

| Class number           | Title                                     | Grammar   | Vocabulary  | Listening   |
|------------------------|---|---|---|---|
| <b>29</b>              | "Plans"                                   | Going to. Present continuous for future plans (review). | About vertebrates and invertebrates animals.      | Listening about animals in danger of extinction.  |
| Reading strategies     | Writing                                   | Real life   | Speaking  | Conversation lesson   |
| Predict.<br>Visualize. | Activity about modal verbs.               | Wildlife in danger of extinction.                       | Repeat sentences about going to and future plans. | "Favorite brands"<br>What are the first 5 brands that come to your mind?                          |
| Class number           | Title                                     | Grammar   | Vocabulary  | Listening   |
| <b>30</b>              | "Yesterday and today"                     | Present perfect vs simple past.                         | About car racings.                                | Listening about the professional car racer Fernando Alonso.                                       |
| Reading strategies     | Writing                                   | Real life   | Speaking  | Conversation lesson   |
| Infer.<br>Connect.     | Activity about present perfect sentences. | Actions in the past.                                    | Repeat sentences in present perfect.              | "Favorite brands"<br>Talk about: Service, customer experience, marketing and employment branding. |

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## Module 4

| Class number            | Title                  | Grammar                                 | Vocabulary                         | Listening  |
|-------------------------|------------------------|---|------------------------------------|--|
| <b>31</b>               | "Other ways"           | Modals.                                 | About football.                    | Listening about sports.  |
| Reading strategies      | Writing                | Real life                               | Speaking                           | Conversation lesson  |
| Visualize.<br>Identify. | Activity about modals. | Football.                               | Repeat sentences about modals.     | "Successful meetings"<br>How can you make a meeting successful?  |
| Class number            | Title                  | Grammar                                 | Vocabulary                         | Listening  |
| <b>32</b>               | "Future is now"        | Modals (will).<br>The definite article. | About technology.                  | Listening about technological devices.   |
| Reading strategies      | Writing                | Real life                               | Speaking                           | Conversation lesson  |
| Predict.<br>Connect.    | Activity using will.   | The future.                             | Repeat sentences about the future. | "Successful meetings"<br>Have you had experiences where a meeting at work has not been successful?<br>Discuss the reasons. |



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## "Module 5"



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# Scope and sequence

## Module 5

| Class number         | Title                                | Grammar  | Vocabulary                                   | Listening  |
|----------------------|--------------------------------------|--|--|--|
| <b>33</b>            | "Health"                             | Present simple (review).<br>Adverbs and expressions of frequency (review). | About health.                                | Listening about diseases and health habits.  |
| Reading strategies   | Writing                              | Real life  | Speaking                                     | Conversation lesson  |
| Infer.<br>Visualize. | Activity about adverbs of frequency. | Health problems.   | Repeat sentences about adverbs of frequency. | "Successful meetings"<br>Talk about: Plan the meeting, punctuality of members, content agenda, humor when debating, avoiding monologues. |

| Class number                       | Title                              | Grammar   | Vocabulary                    | Listening   |
|------------------------------------|------------------------------------|---|-------------------------------|---|
| <b>34</b>                          | "Routine"                          | Verb + ing forms.<br>Would like.<br>Modal verbs (review). | Expressions about the past.   | Reflection about regrets in the past.   |
| Reading strategies                 | Writing                            | Real life   | Speaking                      | Conversation lesson   |
| Complete information.<br>Identify. | Complete information using modals. | Regrets.  | Repeat sentences using would. | "Attitudes to money".<br>Discuss:<br>How important is money in our lives and why? |

# Scope and sequence

## Module 5

| Class number           | Title                        | Grammar  | Vocabulary   | Listening  |
|------------------------|------------------------------|--|--|--|
| 35                     | "Transport"                  | Comparative and superlative adjectives (review).<br>Compound nouns. As...as. | About music concerts.  | Listening about two very important music concerts.   |
| Reading strategies     | Writing                      | Real life  | Speaking   | Conversation lesson  |
| Predict.<br>Infer.     | Activity about comparatives. | Music.   | Repeat sentences using comparative and superlative adjectives. | "Attitudes to money".<br>What do you think makes people with financial success different?<br>Discuss.            |
| Class number           | Title                        | Grammar  | Vocabulary   | Listening  |
| 36                     | "Talking about the past"     | Past simple<br>vs<br>Past continuous.  | About egyptians gods.  | Listening about Osiris and Seth, egyptian gods.  |
| Reading strategies     | Writing                      | Real life  | Speaking   | Conversation lesson  |
| Visualize.<br>Predict. | Activity about past actions. | Geographical features.   | Repeat sentences about past situations.                        | "Attitudes to money" Is it preferable to save money instead of generating expenses that can be avoided? Discuss. |

# Scope and sequence

## Module 5

| Class number                   | Title                     | Grammar   | Vocabulary                       | Listening   |
|--------------------------------|---------------------------|---|----------------------------------|---|
| <b>37</b>                      | "Recycle"                 | Countable and uncountable nouns (review).<br>Quantifiers I. II.<br>Article the. | About companies.                 | Listening about what companies do.  |
| Reading strategies             | Writing                   | Real life   | Speaking                         | Conversation lesson   |
| Connect.<br>Question - answer. | Activity about groceries. | Companies and organizations.  | Repeat sentences about clothing. | "Up selling and cross selling"<br>How could you increase sales? Is the sales process all about being helpful? |

| Class number       | Title                           | Grammar                                 | Vocabulary                          | Listening   |
|--------------------|---------------------------------|---|-------------------------------------|---|
| <b>38</b>          | "Life"                          | Will.<br>Get.<br>Antonyms and Synonyms. | Antonyms and synonyms.              | Listening about cultures all over the world.  |
| Reading strategies | Writing                         | Real life                               | Speaking                            | Conversation lesson   |
| Infer.<br>Predict. | Activity about the giant panda. | How to invite someone?                  | Repeat sentences about the present. | "Up selling & cross selling"<br>Discuss: What are some good/bad techniques to discover if a client is up to buy more? |



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## Module 5

| Class number                    | Title                                | Grammar  | Vocabulary                                  | Listening   |
|---------------------------------|--------------------------------------|--|---|---|
| 39                              | "Jobs"                               | Prepositions of place and movement.<br>Present perfect (review).<br>Since - for. | About organizations.                        | Listening about the Nobel Prize winner Malala.  |
| Reading strategies              | Writing                              | Real life  | Speaking                                    | Conversation lesson   |
| Question - answer.<br>Evaluate. | Activity about present perfect.      | Nobel prize winners.   | Repeat sentences using the present perfect. | "Ethics at work"<br>Discuss: Have you had co-workers who were excellent professionals but not their behavior? |
| Class number                    | Title                                | Grammar  | Vocabulary                                  | Listening   |
| 40                              | "My decisions"                       | Defining relative clauses.   | Ingredients to cook.                        | A banana bread recipe.  |
| Reading strategies              | Writing                              | Real life  | Speaking                                    | Conversation lesson   |
| Question.<br>Identify.          | Activity using wh-relative pronouns. | Desserts.  | Repeat sentences using relative clauses.    | "Ethics at work"<br>Talk about: Respect, humility, helping a co-worker, our principles.                       |

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## "Module 6"



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## Module 6

| Class number                        | Title                             | Grammar                                 | Vocabulary                                   | Listening   |
|-------------------------------------|-----------------------------------|---|--|---|
| <b>41</b>                           | "If you"                          | Zero conditional.<br>First conditional. | Cleaning products.                           | About advertisements.   |
| Reading strategies                  | Writing                           | Real life                               | Speaking                                     | Conversation lesson   |
| Visualize.<br>Identify.             | Activity about places.            | Healthy habits.                         | Repeat sentences about the zero conditional. | "A good communicator"<br>Discuss: Should the way of communicating be the same for everyone? |
| Class number                        | Title                             | Grammar                                 | Vocabulary                                   | Listening   |
| <b>42</b>                           | "Made in"                         | Passive voice.                          | Locations.                                   | Listening about passive voice.  |
| Reading strategies                  | Writing                           | Real life                               | Speaking                                     | Conversation lesson   |
| Complete information.<br>Visualize. | Activity using the passive voice. | Directions.                             | Repeat sentences with the passive voice.     | "A good communicator"<br>Is effective communication synonymous of good relationships?       |

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## Module 6

| Class number          | Title                                 | Grammar                        | Vocabulary  | Listening  |
|-----------------------|---------------------------------------|--------------------------------|---|--|
| <b>43</b>             | "Was made in"                         | Passive voice in past + agent. | About sequence of events.                         | News report.   |
| Reading strategies    | Writing                               | Real life                      | Speaking  | Conversation lesson  |
| Predict.<br>Identify. | Activity using passive voice in past. | News.                          | Repeat sentences using the passive voice in past. | "Brainstorming"<br>In which situations we could discuss ideas in group?                              |
| Class number          | Title                                 | Grammar                        | Vocabulary  | Listening  |
| <b>44</b>             | "I had been"                          | Past perfect.                  | About road emergencies.                           | About the traveling.   |
| Reading strategies    | Writing                               | Real life                      | Speaking  | Conversation lesson  |
| Infer.<br>Visualize.  | Activity about previous vocabulary.   | Traveling.                     | Repeat sentences using past perfect.              | "Brainstorming" Discuss:<br>Does the maturity of the group influence in the accomplishment of goals? |



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## Module 6

| Class number           | Title                           | Grammar                     | Vocabulary                              | Listening   |
|------------------------|---------------------------------|-----------------------------|---|---|
| <b>45</b>              | "Different places"              | Used to.                    | About ancient culture.                  | Listening about culture.  |
| Reading strategies     | Writing                         | Real life                   | Speaking                                | Conversation lesson   |
| Identify.<br>Predict.  | Activity using used to.         | Ancient cultures.           | Repeat sentences using used to.         | "Brainstorming"<br>Talk about: Develop ideas, release creativity, look for improvement opportunities. |
| Class number           | Title                           | Grammar                     | Vocabulary                              | Listening   |
| <b>46</b>              | "Secrets"                       | Reported speech.            | About reported speech.                  | A story where the reported speech is used.  |
| Reading strategies     | Writing                         | Real life                   | Speaking                                | Conversation lesson   |
| Visualize.<br>Predict. | Activity about reported speech. | How to express a situation. | Repeat sentences using reported speech. | "Importance of culture awareness in business"   |

# Scope and sequence

## Module 6

| Class number           | Title                                      | Grammar                             | Vocabulary  | Listening   |
|------------------------|--|-------------------------------------|---|---|
| <b>47</b>              | "Somebody, someone"                        | Some/any +<br>body/one/thing/where. | All about indefinite<br>pronouns.                 | A reflection using the<br>indefinite pronouns.  |
| Reading strategies     | Writing                                    | Real life                           | Speaking  | Conversation<br>lesson  |
| Question.<br>Identify. | Activity about the indefinite<br>pronouns. | How to use indefinite<br>pronouns.  | Repeat sentences using<br>indefinite pronouns.    | "What makes companies<br>successful"<br>Discuss about actions that<br>help companies to<br>succeed. |
| Class number           | Title                                      | Grammar                             | Vocabulary  | Listening   |
| <b>48</b>              | "Hypothesis"                               | Second conditional.                 | About money in<br>hypothetical situations.        | Listening about<br>hypothetical situations.   |
| Reading strategies     | Writing                                    | Real life                           | Speaking  | Conversation<br>lesson  |
| Infer.<br>Complete.    | Activity using the second<br>conditional.  | Wishes and unreal<br>situations.    | Repeat sentences using<br>the second conditional. | "What makes companies<br>successful"<br>Discuss about mission<br>and vision of the<br>companies.    |

# Scope & sequence

## "Module 7"



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# Scope and sequence

## Module 7

| Class number          | Title   | Grammar  | Vocabulary                                | Listening  |
|-----------------------|---|--|---|--|
| <b>49</b>             | "Talking to people"                                   | Time expressions.<br>Question forms.<br>Stative verbs. | About stative verbs.                      | Listening about sports.  |
| Reading strategies    | Writing   | Real life  | Speaking                                  | Conversation lesson  |
| Connect.<br>Infer.    | Activity using present simple and present continuous. | Sports.  | Sentences using the adverbs of frequency. | "What makes companies successful" Discuss about the different factors that can help a company succeeded or fail. |
| Class number          | Title   | Grammar  | Vocabulary                                | Listening  |
| <b>50</b>             | "Musical feelings"                                    | Present perfect review.<br>Verb patterns.              | Types of music.                           | Listening about earthquakes.   |
| Reading strategies    | Writing   | Real life  | Speaking                                  | Conversation lesson  |
| Predict.<br>Question. | Activity about present perfect.                       | Choosing an event.                                     | Repeat sentences about types of music.    | "Excellence in customer service" Discuss: Do you think good service is everything in a company?                  |



# Scope and sequence

## Module 7

| Class number         | Title                                       | Grammar  | Vocabulary  | Listening  |
|----------------------|---|--|---|--|
| <b>51</b>            | "Swimming stories"                          | Past simple vs.<br>Past continuous.<br>While and when.<br>Past perfect simple. | Time expressions.   | Listening about<br>paranormal stories.   |
| Reading strategies   | Writing                                     | Real life  | Speaking  | Conversation<br>lesson   |
| Infer.<br>Visualize. | Activity using past<br>perfect simple.      | Paranormal situations.   | Repeat sentences using<br>past simple and<br>past continuous. | "Excellence in customer<br>service".<br>Discuss: What issues are<br>related to poor customer<br>service? |
| Class number         | Title                                       | Grammar  | Vocabulary  | Listening  |
| <b>52</b>            | "What had you done?"<br>"What will you do?" | Past perfect (review).<br>Future (review).                                     | About political situations.                                   | Listening about different<br>news on television.   |
| Reading strategies   | Writing                                     | Real life  | Speaking  | Conversation<br>lesson   |
| Infer.<br>Complete.  | Activity using will.                        | Politics   | Repeat sentences<br>using past perfect.                       | "Excellence in customer<br>service"<br>Discuss: What will you do<br>to give a five star service?         |

# Scope and sequence

## Module 7

| Class number           | Title                                      | Grammar  | Vocabulary                                | Listening  |
|------------------------|--|--|---|--|
| <b>53</b>              | "What have you been doing?"<br>"How long?" | Future will and going to.<br>Present perfect continuous. | About predictions.                        | Listening about the future of love.  |
| Reading strategies     | Writing                                    | Real life  | Speaking                                  | Conversation lesson  |
| Predict.<br>Visualize. | Activity using future tenses.              | Questions to obtain specific information.                | Repeat sentences using will and going to. | "Customer service excellence"<br>Talk about: Can customer service impact sales or word of mouth? |
| Class number           | Title                                      | Grammar  | Vocabulary                                | Listening  |
| <b>54</b>              | "Our responsibilities"                     | Modal verbs (review).                                    | Modals.                                   | Listening about how to prepare a French dish.  |
| Reading strategies     | Writing                                    | Real life  | Speaking                                  | Conversation lesson  |
| Identify.<br>Infer.    | Activity about modal verbs.                | Obligations.   | Sentences using modal verbs.              | "Customer service excellence"<br>Talk about: Is customer loyalty important for the business?     |

# Scope and sequence

## Module 7

| Class number                        | Title                             | Grammar  | Vocabulary   | Listening   |
|-------------------------------------|-----------------------------------|--|--|---|
| <b>55</b>                           | "More conditions"                 | First conditional (review).                      | About suggestions.                                     | Listening about tips will help you to improve your speech.  |
| Reading strategies                  | Writing                           | Real life  | Speaking   | Conversation lesson   |
| Infer.<br>Identify.                 | Activity using first conditional. | How to improve your speech.                      | Repeat sentences using first conditional.              | "Customer service excellence" Talk about: the negative effects of offering a bad customer experience. |
| Class number                        | Title                             | Grammar  | Vocabulary   | Listening   |
| <b>56</b>                           | "We're different"                 | Comparative and superlative adjectives (review). | About extreme and absolute adjectives.                 | Listening about international business.   |
| Reading strategies                  | Writing                           | Real life  | Speaking   | Conversation lesson   |
| Complete information.<br>Visualize. | Activity about comparatives.      | International business.                          | Activity using comparative and superlative adjectives. | "Asking and answer difficult questions" Talk about: look for the aspects that can cause confusion.    |

# Scope & sequence

**"Module 8"**



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# Scope and sequence

## Module 8

| Class number           | Title                          | Grammar                                  | Vocabulary                         | Listening  |
|------------------------|--------------------------------|--|------------------------------------|--|
| <b>57</b>              | "Costumes"                     | Used to(review).<br>Would(review).       | About negotiations.                | Listening about negotiations.  |
| Reading strategies     | Writing                        | Real life                                | Speaking                           | Conversation lesson  |
| Predict.<br>Visualize. | Activity using<br>"used to"    | Past habits.                             | Repeat sentences<br>using used to. | "Asking and answer difficult questions".<br>What is the best way to hit the spot with questions?                 |
| Class number           | Title                          | Grammar                                  | Vocabulary                         | Listening  |
| <b>58</b>              | "Speculating"                  | Modal verbs (review).                    | About advertisements.              | Listening about what an advertising company does.  |
| Reading strategies     | Writing                        | Real life                                | Speaking                           | Conversation lesson  |
| Infer.<br>Visualize.   | Activity using<br>modal verbs. | Speculate about<br>different situations. | Repeat sentences<br>using modals.  | "Asking and answer difficult questions". How to develop an answer on a question that we don't have clear at all? |

# Scope and sequence

## Module 8

| Class number         | Title                         | Grammar  | Vocabulary                            | Listening   |
|----------------------|-------------------------------|--|---------------------------------------|---|
| <b>59</b>            | "Accomplishments"             | Noun phrases.<br>Determiners.<br>Possessive nouns. | Determiners.                          | Listening about a job interview.  |
| Reading strategies   | Writing                       | Real life  | Speaking                              | Conversation lesson   |
| Predict.<br>Connect. | Activity about determiners.   | Job interviews.                                    | Repeat sentences using noun phrases.  | "Asking and answer difficult questions".<br>Talk about: listen, analyze, understand, detect problems, solve them. |
| Class number         | Title                         | Grammar  | Vocabulary                            | Listening   |
| <b>60</b>            | "Important facts"             | Passive voice (review).                            | Advices about business.               | Listening about business plans.   |
| Reading strategies   | Writing                       | Real life  | Speaking                              | Conversation lesson   |
| Predict.<br>Connect. | Activity using passive voice. | Financial business advices.                        | Repeat sentences using passive voice. | "Asking and answer difficult questions".<br>Talk about: Specific questions  |

# Scope and sequence

## Module 8

| Class number           | Title                              | Grammar                      | Vocabulary  | Listening   |
|------------------------|------------------------------------|------------------------------|---|---|
| 61                     | "Places"                           | Defining relative clauses.   | About the areas in a company.                     | Listening about an HR business manager.   |
| Reading strategies     | Writing                            | Real life                    | Speaking  | Conversation lesson   |
| Visualize.<br>Connect. | Activity using relative pronouns.  | Areas in a company.          | Repeat sentences using defining relative clauses. | "Handling crisis. Different aspects of risk".<br>Talk about: Be always learning.                    |
| Class number           | Title                              | Grammar                      | Vocabulary  | Listening   |
| 62                     | "Hypothetical situations"          | Second conditional (review). | About digital marketing.                          | About how digital marketing works.  |
| Reading strategies     | Writing                            | Real life                    | Speaking  | Conversation lesson   |
| Complete information.  | Activity about second conditional. | Digital marketing.           | Repeat sentences using hypothetical situations.   | "Handling crisis. Different aspects of risk".<br>Discuss: What makes big companies overcome crisis? |



# Scope and sequence

## Module 8

| Class number                   | Title                                      | Grammar                        | Vocabulary   | Listening   |
|--------------------------------|--|--------------------------------|--|---|
| 63                             | "We said"                                  | Reported speech (review).      | About sales  | Listening about successful business people.   |
| Reading strategies             | Writing                                    | Real life                      | Speaking   | Conversation lesson   |
| Visualize. Connect.            | Activity about reported speech.            | Sales world.                   | Repeat sentences using reported speech.            | The importance of having a diagnosis of people's focus and happiness                    |
| Class number                   | Title                                      | Grammar                        | Vocabulary   | Listening   |
| 64                             | "Opinions"                                 | Should have. Could have.       | About product processes.                           | Listening about how is the process of a new product in the market.                      |
| Reading strategies             | Writing                                    | Real life                      | Speaking   | Conversation lesson   |
| Complete information. Predict. | Activity using should have and could have. | Product development processes. | Repeat sentences using could have and should have. | "Handling crisis. Different aspects of risk". Talk about: Train people for adversities. |



# Scope and sequence

## Module 8

| Class number            | Title  | Grammar             | Vocabulary                                    | Listening  |
|-------------------------|--|---------------------|---|--|
| <b>65</b>               | "Impossible condition"                                 | Third conditional.  | About negative situations at work.            | Listening about an employee complaining about his boss.  |
| Reading strategies      | Writing  | Real life           | Speaking                                      | Conversation lesson  |
| Visualize.<br>Identify. | Activity about the structure of the third conditional. | Complaints at work. | Repeat sentences about the third conditional. | "Handling crisis. Different aspects of risk".<br>Talk about: Keep working at the same pace despite the crisis. |



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