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Unit	LESSON Key Objectives	LANGUAGE	
		Vocabulary	Grammar
PRE-UNIT The First Step page 2 Themes <ul style="list-style-type: none">Meeting and greeting othersWord families	<ul style="list-style-type: none">Greet othersIdentify and use verb tensesIdentify word families	Topic-Specific <ul style="list-style-type: none">GreetingsVerb tensesWord families: prefix and suffix OPD Connection <ul style="list-style-type: none">Meeting and GreetingA ClassroomPrepositions	<ul style="list-style-type: none">Verb tense review
1 It Takes All Kinds! page 4 Themes <ul style="list-style-type: none">Personalities and learning stylesAsking for help to understand	<ul style="list-style-type: none">Identify and describe personality typesIdentify learning styles and write a paragraph describing themUse action and stative verbsAsk and answer questions about educationDescribe symptoms of and strategies for test anxietyAsk questions when you don't understand something	Topic-Specific <ul style="list-style-type: none">Personality and talent vocabularyLearning stylesThe suffix <i>-ize</i> OPD Connection <ul style="list-style-type: none">Succeeding in School Academic language <i>assessment, communication, concentrate, emphasize, expert, focus, maximize, minimize, strategy, stressed, visual, visualize</i>	<ul style="list-style-type: none">Simple present and present continuous action verbsStative verbs in the simple presentAction and stative verbsYes/No, information, and or questions
2 Breaking News page 20 Themes <ul style="list-style-type: none">News and current eventsExpressing an opinion	<ul style="list-style-type: none">Identify types of newsIdentify types of information in a news storyUse the past passive to describe an eventExpress agreement in a conversationIdentify ways to support an opinionGive your opinion at work	Topic-Specific <ul style="list-style-type: none">Parts of a news websiteSuffix <i>-ity</i> OPD Connection <ul style="list-style-type: none">The LibraryEntertainment Academic language <i>device, gender, injure, media, rely, remove, respond, source, survey, technology</i>	<ul style="list-style-type: none">The past passivePast passive questions: <i>yes/no</i> and informationReflexive pronouns
3 Going Places page 36 Themes <ul style="list-style-type: none">Travel and transportationMaking suggestions	<ul style="list-style-type: none">Identify and discuss travel emergenciesIdentify communication issues and write an essay describing themUse reported speech to talk about personal, work, and academic experiencesMake suggestions in the community or at workIdentify and discuss transportation issuesMake suggestions at work	Topic-Specific <ul style="list-style-type: none">Travel emergenciesSuffix <i>-less</i> OPD Connection <ul style="list-style-type: none">Parts of a CarA Road TripDirections and Maps Academic language <i>access, advocate, automated, availability, benefit, consumer, construction, convince, definitely, estimate, expand, generation, instruction, location, option, quotation, transportation, trend, vehicle</i>	<ul style="list-style-type: none">Quoted and reported speechReported speech with <i>told</i> + noun or pronounReported speech with instructions

► **Step Forward** supports learners as they work to meet the *English Language Proficiency Standards for Adult Education* (ELPS) and the *College and Career Readiness Standards for Adult Education* (CCRS). See *Step Forward's* **Teacher Resource Center** for step-by-step lesson plans that list the level-specific ELP and CCR standards, and for other detailed correlations.



LANGUAGE STRATEGIES		COLLEGE & CAREER READINESS	
Reading & Writing	Listening & Speaking	Critical Thinking	Collaboration
<ul style="list-style-type: none">Read a conversation	Conversation <ul style="list-style-type: none">Practice with greetings Focused Listening <ul style="list-style-type: none">Listen for countries	Critical thinking <ul style="list-style-type: none">Process instructions	<ul style="list-style-type: none">Understand teamworkCommunicate informationCommunicate verbally
<ul style="list-style-type: none">Read an article about test anxietyRead a graph and a noteWrite a paragraph about your learning style Writing strategy <ul style="list-style-type: none">Understanding main idea vs. examples Reading strategy <ul style="list-style-type: none">Understanding how to use bullets and bullet pointsReading complex charts and texts several time	Conversation <ul style="list-style-type: none">Express opinions about educationDisagree politely Focused Listening <ul style="list-style-type: none">Listen for action and stative verbsListen for personality words Pronunciation <ul style="list-style-type: none">Practice <i>t</i> sounds	Critical thinking <ul style="list-style-type: none">Locate informationInfer informationAnalyze information Problem solving <ul style="list-style-type: none">Determine how to talk with your roommates about a problem	<ul style="list-style-type: none">Understand teamworkWork with othersSolve problemsManage time
<ul style="list-style-type: none">Read an article about the newsWrite a news story Writing strategy <ul style="list-style-type: none">Using adverbial time clauses for sequencing Reading strategy <ul style="list-style-type: none">Understanding the purpose of illustrations	Conversation <ul style="list-style-type: none">Talk about a current eventExpress agreementQuestion and restateGive your opinion Focused Listening <ul style="list-style-type: none">Listen for details Pronunciation <ul style="list-style-type: none">Using word stress	Critical thinking <ul style="list-style-type: none">Differentiate between fact and opinion Problem solving <ul style="list-style-type: none">Determine how to join in a discussion about current events	<ul style="list-style-type: none">Listen activelyCooperate with othersGive your opinion in a groupUnderstand teamworkWork with othersCommunicate information
<ul style="list-style-type: none">Read an article about transportationWrite about a bad phone experienceRead a graph and text Writing strategy <ul style="list-style-type: none">Using a comma and quotes to repeat a speaker's words Reading strategy <ul style="list-style-type: none">Annotating a textUnderstanding chart labels	Conversation <ul style="list-style-type: none">Use reported speechMake travel plansMake suggestions Focused Listening <ul style="list-style-type: none">Listen for reported speechListen for details about a message systemListen to a staff meeting Pronunciation <ul style="list-style-type: none">Practice pronunciation of the letter <i>s</i>	Critical thinking <ul style="list-style-type: none">Discuss the difference between <i>ask</i> and <i>tell</i>Listen and decide on the solutions to problems and the consequences of the solutions Problem solving <ul style="list-style-type: none">Identify ways to solve a scheduling conflictRead issues and make suggestionsDecide how to allocate money	<ul style="list-style-type: none">Listen activelyWork independentlyCooperate with othersCommunicate verballyLocate information

Unit	LESSON	LANGUAGE	
	Key Objectives	Vocabulary	Grammar
4 Get the Job page 52 Themes <ul style="list-style-type: none">■ Career planning■ Showing willingness	<ul style="list-style-type: none">■ Identify career planning resources■ Write a cover letter email to apply for a job■ Use the past perfect to describe work experience■ Use the simple past, the past perfect, and the present perfect to talk about work and academic experience■ Identify ways to plan a career path■ Show a willingness to learn at work	Topic-Specific <ul style="list-style-type: none">■ Career planning■ Suffixes -er and -ee OPD Connection <ul style="list-style-type: none">■ Job Skills■ Office Skills■ Career Planning■ Job Search■ Interview Skills Academic language <i>assessment, assistant, contact, coordinator, identified, license, medical, negative, occupation, professional, projection, registration, reliable, research, resources, sector, technical</i>	<ul style="list-style-type: none">■ The past perfect■ Past perfect questions: <i>yes/no</i> and <i>information</i>■ The simple past, past perfect, and present perfect
5 Safe and Sound page 68 Themes <ul style="list-style-type: none">■ Safety■ Asking for clarification	<ul style="list-style-type: none">■ Identify safety hazards and use safety warnings■ Make an outline for a safety plan■ Use <i>have to</i>, <i>have got to</i>, and <i>must</i> to discuss what to do in an emergency■ Use <i>should have</i> to give an opinion about the past■ Identify facts and opinions about safety at home and at work■ Ask for clarification at work	Topic-Specific <ul style="list-style-type: none">■ Safety hazards and warning■ Safety precautions■ Weather emergencies■ Suffix -ous OPD Connection <ul style="list-style-type: none">■ Public Safety■ Emergencies and Natural Disasters■ Emergency Procedures■ Jobs and Occupations■ Job Safety Academic language <i>data, equipment, injuries, instruction, quotation, survey, vary</i>	<ul style="list-style-type: none">■ <i>Have to, not have to, have got to, must</i> and <i>must not</i>■ Expressing necessity in the past and present■ <i>Should have</i>: affirmative and negative statements
6 Getting Ahead page 84 Themes <ul style="list-style-type: none">■ Interpersonal skills■ Listening actively	<ul style="list-style-type: none">■ Identify interpersonal skills and personal qualities■ Write an email to report on progress and ask for feedback■ Use adjective clauses to describe employees' skills and responsibilities■ Ask for information■ Identify main idea and supporting details■ Listen actively at work	Topic-Specific <ul style="list-style-type: none">■ Interpersonal skills■ Personal qualities■ Prefixes <i>dis-</i>, <i>in-</i>, and <i>un-</i> OPD Connection <ul style="list-style-type: none">■ The Workplace■ Career Planning■ Job Skills Academic language <i>attribute, automatic, benefit, clarification, conflict, contact, define, demonstrate, diverse, emphasis, ethic, evaluation, finalize, flexible, inflexible, initiative, input, participant, quote, reliable, resolve, respond, scheduling, technical, unreliable</i>	<ul style="list-style-type: none">■ Adjective clauses■ Adjective clauses with <i>whose</i>

LANGUAGE STRATEGIES		COLLEGE & CAREER READINESS	
Reading & Writing	Listening & Speaking	Critical Thinking	Collaboration
<ul style="list-style-type: none">■ Write a cover letter■ Read about how to find a career■ Reading titles and captions Writing strategy <ul style="list-style-type: none">■ Writing a cover letter vs. a resume Reading strategy <ul style="list-style-type: none">■ Skimming a text to get the main idea■ Showing sequence with numbered lists■ Read a graph and a note	Conversation <ul style="list-style-type: none">■ Respond to interview questions■ Check understanding■ Encourage a team member or a group■ Show a willingness to learn Focused Listening <ul style="list-style-type: none">■ Listen for details■ Listen for information about career services and job training Pronunciation <ul style="list-style-type: none">■ Rising intonation to check understanding	Critical thinking <ul style="list-style-type: none">■ Decide whether you agree or disagree with statements about jobs■ Discuss good and bad things to do at a job interview Problem solving <ul style="list-style-type: none">■ Determine what steps you need to do to look for a job	<ul style="list-style-type: none">■ Understand teamwork■ Communicate information■ Work with others■ Communicate verbally■ Speak so others can understand
<ul style="list-style-type: none">■ Write an emergency plan■ Read about workplace injuries■ Read a graph and text about workplace illnesses and injuries Writing strategy <ul style="list-style-type: none">■ Making an outline Reading strategy <ul style="list-style-type: none">■ Understanding an author's point of view	Conversation <ul style="list-style-type: none">■ Report unsafe conditions and problems■ Understand other points of view■ Ask for clarification Focused Listening <ul style="list-style-type: none">■ Listen for details about safe and unsafe jobs■ Listen for suspicious activity■ Listen to a staff meeting Pronunciation <ul style="list-style-type: none">■ Practice different pronunciations of -<i>ough</i>	Critical thinking <ul style="list-style-type: none">■ Choose solutions to workplace safety issues and emergencies■ Determine what makes a job safe or unsafe Problem solving <ul style="list-style-type: none">■ Decide how to talk about a safety issue at work	<ul style="list-style-type: none">■ Understand teamwork■ Work with others■ Locate information■ Communicate information■ Communicate verbally■ Listen actively■ Analyze information■ Think critically
<ul style="list-style-type: none">■ Write a progress report■ Read an article about a soft skills course■ Read a graph and a note Writing strategy <ul style="list-style-type: none">■ Writing a workplace memo Reading strategy <ul style="list-style-type: none">■ Using supporting details	Conversation <ul style="list-style-type: none">■ Ask for information Focused Listening <ul style="list-style-type: none">■ Listen to an automated phone menu■ Listen for qualities of three employees Pronunciation <ul style="list-style-type: none">■ Practice ways to say <i>Yes</i> and <i>No</i>	Critical thinking <ul style="list-style-type: none">■ Determine which skills are most important in business Problem solving <ul style="list-style-type: none">■ Decide how to successfully manage several different employees	<ul style="list-style-type: none">■ Understand teamwork■ Work with others■ Locate information■ Communicate information■ Communicate verbally■ Listen actively■ Analyze information■ Think critically■ Solve problems

Unit	LESSON	LANGUAGE	
	Key Objectives	Vocabulary	Grammar
7 Making Ends Meet page 100 Themes <ul style="list-style-type: none">■ Finance and budgeting■ Building consensus at work	<ul style="list-style-type: none">■ Identify financial and budgeting opportunities and challenges■ Write a formal essay to agree or disagree with a prompt■ Use present unreal conditional statements to talk about obstacles and opportunities■ Negotiate and compromise on a budget■ Identify ways to reach financial goals■ Build consensus at work	Topic-Specific <ul style="list-style-type: none">■ Bank and credit-union services■ Budgeting■ Figurative language OPD Connection <ul style="list-style-type: none">■ The Bank■ Money■ Shopping■ Finding a Home Academic language <i>consensus, credit, economy, equivalent, evidence, financial, income, maximize, minimize, policy, respond, secure, variable</i>	<ul style="list-style-type: none">■ Present unreal conditional statements■ Present unreal conditional questions■ Present unreal conditionals with <i>be</i>
8 Satisfaction Guaranteed page 116 Themes <ul style="list-style-type: none">■ Shopping■ Helping others	<ul style="list-style-type: none">■ Identify shopping choices■ Write an email to complain about purchase problems■ Use adjectives ending in <i>-ed</i> and <i>-ing</i>■ Use <i>so</i> and <i>such</i> to describe items and experiences■ Identify agencies and organizations that inform and protect consumers■ Help teammates participate at work	Topic-Specific <ul style="list-style-type: none">■ Places and ways to shop■ Purchase problems■ Suffix <i>-ful</i> OPD Connection <ul style="list-style-type: none">■ Shopping■ Feelings Academic language <i>consumer, contract, evaluate, final, monitor, network, potentially, regulate</i>	<ul style="list-style-type: none">■ Adjectives ending in <i>-ed</i> and <i>-ing</i>■ Adverbs of degree■ <i>So...that, such...that, and such a/an...that</i>
9 Take Care! page 132 Themes <ul style="list-style-type: none">■ Health and wellness■ Team skills	<ul style="list-style-type: none">■ Identify health and wellness practices■ Identify lifestyle issues and write a persuasive blog post about them■ Give advice and strong advice■ Talk about changes to diet and exercise■ Identify health insurance options■ Discuss safety at work	Topic-Specific <ul style="list-style-type: none">■ Ways to stay healthy and live a long life■ Medical conditions■ Medical terms and treatments■ Verbs for talking about health and illness OPD Connection <ul style="list-style-type: none">■ Symptoms and Injuries■ Illnesses and Medical Conditions■ Taking Care of Your Health■ Medical Care■ A Hospital Academic language <i>appropriate, available, confirm, define, detection, estimated, focused, injury, issue, maintain, medical, option, physical, portion</i>	<ul style="list-style-type: none">■ Advice with <i>should, had better, and ought to</i>■ Use <i>should, had better, have to, and must</i> to talk about your opinions■ Verbs with gerunds and infinitives

LANGUAGE STRATEGIES		COLLEGE & CAREER READINESS	
Reading & Writing	Listening & Speaking	Critical Thinking	Collaboration
<ul style="list-style-type: none">■ Write an essay about the importance of money■ Read about financial planning■ Read a pie chart and a note Writing strategy <ul style="list-style-type: none">■ Using prompts in formal essays Reading strategy <ul style="list-style-type: none">■ Using evidence and reasons to support a writer's point	Conversation <ul style="list-style-type: none">■ Negotiate and compromise on a budget■ Make a suggestion to negotiate and compromise■ Talk about ways to save money■ Build consensus Focused Listening <ul style="list-style-type: none">■ Listen to a credit counseling session■ Listen to small business owners discussing their future Pronunciation <ul style="list-style-type: none">■ Pausing at commas	Critical thinking <ul style="list-style-type: none">■ Decide why it's important to save money Problem solving <ul style="list-style-type: none">■ Decide how to talk to a friend about poor spending habits	<ul style="list-style-type: none">■ Work independently■ Understand teamwork■ Work with others■ Locate information■ Communicate information■ Communicate verbally■ Listen actively■ Analyze information■ Understand budgets■ Solve problems
<ul style="list-style-type: none">■ Read an email■ Write an email about purchase problems■ Read an article about consumer protections■ Read a pie chart Writing strategy <ul style="list-style-type: none">■ Using words to help the reader identify important information Reading strategy <ul style="list-style-type: none">■ Using context to understand new words■ Understand a pie chart	Conversation <ul style="list-style-type: none">■ Report problems with services■ Apologize■ Keep a conversation on topic Focused Listening <ul style="list-style-type: none">■ Listen to return instructions■ Listen for different solutions to a work problem Pronunciation <ul style="list-style-type: none">■ Linking words	Critical thinking <ul style="list-style-type: none">■ Interpret a pie chart and a note Problem solving <ul style="list-style-type: none">■ Determine how to complain about a yard sale purchase	<ul style="list-style-type: none">■ Listen actively■ Understand teamwork■ Communicate information■ Work with others■ Cooperate with others■ Work with others■ Convey information in writing
<ul style="list-style-type: none">■ Write a blog post about a health issue■ Read about choosing health insurance■ Read about weather conditions Writing strategy <ul style="list-style-type: none">■ Using parentheses or definitions to define words or terms Reading strategy <ul style="list-style-type: none">■ Using Frequently Asked Questions (FAQs) to organize information and help the reader■ Reading tables	Conversation <ul style="list-style-type: none">■ Talk about your opinions about health issues■ Ask and answer questions at a medical visit■ Confirm advice Focused Listening <ul style="list-style-type: none">■ Listen for different forms of advice■ Listen for details about a workplace injury and treatment■ Listen to advice about using a computer Pronunciation <ul style="list-style-type: none">■ Pronunciation of <i>s</i> and <i>ch</i> in different words	Critical thinking <ul style="list-style-type: none">■ Determine the strongest advice■ Determine the health precautions different kinds of workers should take■ Analyze different types of medical insurance Problem solving <ul style="list-style-type: none">■ Decide how to give advice on health to a loved one	<ul style="list-style-type: none">■ Understand teamwork■ Cooperate with others■ Communicate information■ Work with others■ Communicate verbally■ Understand graphs and tables■ Solve problems■ Analyze information

Unit	LESSON	LANGUAGE	
	Key Objectives	Vocabulary	Grammar
<div>10</div> <div>Get Involved!</div> <div>page 148</div> <div>Themes</div> <div><div>■ Community Involvement</div><div>■ Disagreeing politely</div></div>	<div><div>■ Identify and discuss community involvement and community services</div><div>■ Identify community problems and write an email asking for assistance</div><div>■ Use indirect information questions to ask about community issues</div><div>■ Demonstrate understanding of others’ feelings about an issue</div><div>■ Identify ways to get involved in a community</div><div>■ Disagree at work</div></div>	<div><div>Topic-Specific</div><div><div>■ Strategies for getting involved in the community</div><div>■ Community services</div><div>■ Changing verbs to nouns with -ment</div></div><div>OPD Connection</div><div><div>■ Civic Engagement</div><div>■ Community Cleanup</div><div>■ Career Planning</div></div><div>Academic language</div><div><i>accessible, administration, alternative, dispose, editorial, enforcement, environmental, implement, input, legal, partnership, primary, resident</i></div></div>	<div><div>■ Indirect information questions</div><div>■ Indirect <i>yes/no</i> questions</div><div>■ Statements with <i>wh-</i> and <i>if/whether</i> phrases</div></div>
<div>11</div> <div>Find Us Online!</div> <div>page 164</div> <div>Themes</div> <div><div>■ Renting and renters’ rights</div><div>■ Helping others</div></div>	<div><div>■ Identify web resources and tools</div><div>■ Identify changes over time and write an essay comparing times</div><div>■ Use tag questions to ask about personal, work, and academic experiences</div><div>■ Ask for clarification and offer to help</div><div>■ Identify and discuss renters’ rights</div><div>■ Help someone understand at work</div></div>	<div><div>Topic-Specific</div><div><div>■ Internet vocabulary</div><div>■ Website vocabulary</div><div>■ Prefix re-</div></div><div>OPD Connection</div><div><div>■ Finding a Home</div><div>■ Apartments</div><div>■ Household Problems and Repairs</div><div>■ Internet Research</div></div><div>Academic language</div><div><i>discriminate, research, secure, range, negative, clarification, require, vary, maintenance, security, media, submit</i></div></div>	<div><div>■ Tag questions with <i>be</i></div><div>■ Tag questions with <i>do</i> and <i>did</i></div><div>■ Question words for clarification</div></div>
<div>12</div> <div>How Am I Doing?</div> <div>page 180</div> <div>Themes</div> <div><div>■ Achievements and leadership</div><div>■ Responding to feedback</div></div>	<div><div>■ Identify and describe achievements and leadership qualities</div><div>■ Identify goals and achievements and write a formal essay describing them</div><div>■ Use gerunds to talk about achievements in the workplace</div><div>■ Give and respond to feedback</div><div>■ Identify ways people can succeed in non-traditional roles</div><div>■ Agree at work</div></div>	<div><div>Topic-Specific</div><div><div>■ Life achievements</div><div>■ Leadership qualities</div><div>■ Hyphens with compound adjectves</div></div><div>OPD Connection</div><div><div>■ Life Events and Documents</div><div>■ Schools and Subjects</div></div><div>Academic language</div><div><i>challenge, communication, conclusion, convincing, distribution, dominate, ethnicity, facilitate, focus, maintain, professional, summarize, topic, tradition, transportation</i></div></div>	<div><div>■ Gerunds after prepositions</div><div>■ Gerunds after <i>be</i> + adjective + preposition</div></div>

LANGUAGE STRATEGIES		COLLEGE & CAREER READINESS	
Reading & Writing	Listening & Speaking	Critical Thinking	Collaboration
<div><div>■ Write an email to a government official</div><div>■ Read two articles about community cleanup</div></div> <div>Writing strategy</div> <div><div>■ Establishing the focus of paragraphs</div></div> <div>Reading strategy</div> <div><div>■ Comparing information from different sources</div></div>	<div>Conversation</div> <div><div>■ Comment on an issue in the community</div><div>■ Show understanding</div><div>■ Confirm a question before answering</div><div>■ Disagree</div></div> <div>Focused Listening</div> <div><div>■ Listen for time, date, and location of a meeting</div><div>■ Listen for ideas about helping the community</div></div> <div>Pronunciation</div> <div><div>■ Practice pausing</div></div>	<div>Critical thinking</div> <div><div>■ Decide the best way to reach goals</div><div>■ Decide how to solve a problem</div></div> <div>Problem solving</div> <div><div>■ Decide how to help resolve community problems</div></div>	<div><div>■ Listen actively</div><div>■ Understand teamwork</div><div>■ Speak so others can understand</div><div>■ Communicate information</div><div>■ Work with others</div><div>■ Work independently</div><div>■ Communicate verbally</div><div>■ Comprehend written material</div><div>■ Analyze information</div><div>■ Think critically</div></div>
<div><div>■ Write about changes in your use of technology</div><div>■ Read an article about laws to protect renters</div></div> <div>Writing strategy</div> <div><div>■ Using time expressions</div></div> <div>Reading strategy</div> <div><div>■ Previewing an article</div><div>■ Understanding the purpose of informal language</div></div>	<div>Conversation</div> <div><div>■ Offer and respond to help</div><div>■ Keep a conversation moving</div><div>■ Help someone understand</div></div> <div>Focused Listening</div> <div><div>■ Listen for how sure a speaker is</div><div>■ Listen for information about designing a website</div><div>■ Listen for details about kinds of training at work</div></div> <div>Pronunciation</div> <div><div>■ Rising and falling intonation</div></div>	<div>Critical thinking</div> <div><div>■ Ask for and give directions</div></div> <div>Problem solving</div> <div><div>■ Decide how to give someone feedback on their teaching style</div></div>	<div><div>■ Speak so others can understand</div><div>■ Understand teamwork</div><div>■ Communicate information</div><div>■ Work with others</div><div>■ Communicate verbally</div><div>■ Listen actively</div><div>■ Cooperate with others</div></div>
<div><div>■ Write an essay about your achievements and goals for scholarship application</div><div>■ Read about nontraditional jobs for women</div></div> <div>Writing strategy</div> <div><div>■ Understanding the purpose of paragraphs in a formal essay</div></div> <div>Reading strategy</div> <div><div>■ Summarizing with bold headings</div><div>■ Reading stacked charts</div></div>	<div>Conversation</div> <div><div>■ Talk about your life experience</div><div>■ Participate in a performance review</div><div>■ Respond to feedback</div><div>■ Ask for detail and elaboration</div><div>■ Agree with someone</div></div> <div>Focused Listening</div> <div><div>■ Listen for gerunds to determine meaning</div><div>■ Listen for ways employers can give positive feedback</div><div>■ Listen to details in a staff meeting</div></div> <div>Pronunciation</div> <div><div>■ Word grouping</div></div>	<div>Critical thinking</div> <div><div>■ Decide when to talk about your achievements</div><div>■ Determine whether feedback is positive or negative</div><div>■ Decide on your priorities in life</div></div> <div>Problem solving</div> <div><div>■ Determine how to give back to your community</div></div>	<div><div>■ Understand teamwork</div><div>■ Communicate information</div><div>■ Listen actively</div><div>■ Work with others</div><div>■ Communicate verbally</div></div>