

Scope and Sequence

Unit	Theme	Grammar	Topics	Avoid Common Mistakes
PART 1 The Present				
UNIT 1 page 2	Are You Often Online?	Simple Present	Simple Present (p. 4) Time Clauses and Factual Conditionals (p. 9)	Avoiding <i>amn't</i> ; remembering a comma after a time clause at the beginning of a sentence
UNIT 2 page 14	Brainpower	Present Progressive and Simple Present	Present Progressive (p. 16) Simple Present and Present Progressive Compared (p. 19)	Remembering a form of <i>be</i> with the present progressive; remembering <i>-ing</i> for the present progressive
UNIT 3 page 24	What's Appropriate?	Imperatives	Imperatives (p. 26) <i>Let's . . .</i> (p. 30)	Avoiding <i>No</i> in imperatives; remembering an apostrophe in <i>Don't</i> and <i>Let's</i>
PART 2 The Past				
UNIT 4 page 34	Entrepreneurs	Simple Past	Simple Past (p. 36) Simple Past of <i>Be</i> and <i>There Was / There Were</i> (p. 42)	Avoiding the past form after <i>did not</i> and <i>didn't</i> ; avoiding putting a time expression between the subject and the verb
UNIT 5 page 46	Science and Society	Simple Past, Time Clauses, <i>Used To</i> , and <i>Would</i>	Time Clauses and the Order of Past Events (p. 48) Past with <i>Used To</i> and <i>Would</i> (p. 51)	Remembering a subject in time clauses; remembering the <i>-d</i> in <i>used to</i> for affirmative statements
UNIT 6 page 58	Memorable Events	Past Progressive	Past Progressive (p. 60) Using <i>When</i> and <i>While</i> with Past Progressive (p. 64)	Avoiding a time clause as a complete sentence; remembering a comma when the time clause comes first in a sentence

Unit	Theme	Grammar	Topics	Avoid Common Mistakes
PART 3 Nouns, Determiners, and Pronouns				
UNIT 7 page 68	Privacy Matters	Count and Noncount Nouns	Count Nouns and Noncount Nouns (p. 70) Noncount Nouns: Determiners and Measurement Words (p. 75)	Remembering a determiner with a singular count noun; avoiding <i>a/an</i> with a noncount noun; avoiding plural noncount nouns
UNIT 8 page 80	The Media	Articles	Articles (p. 82) Generalizing: More About Articles (p. 86)	Remembering <i>a/an</i> the first time you mention a new idea; avoiding <i>the</i> with generalizations
UNIT 9 page 88	Challenging Ourselves	Pronouns; Direct and Indirect Objects	Pronouns (p. 90) Direct and Indirect Objects (p. 95)	Remembering <i>to</i> or <i>for</i> with certain verbs; avoiding double pronouns
PART 4 The Present Perfect				
UNIT 10 page 100	Discoveries	Present Perfect	Present Perfect (p. 102) Present Perfect or Simple Past? (p. 106)	Remembering when to use the simple past; remembering when to use the present perfect
UNIT 11 page 110	Unsolved Mysteries	Adverbs with Present Perfect; <i>For</i> and <i>Since</i>	Adverbs with Present Perfect (p. 112) Present Perfect with <i>For</i> and <i>Since</i> (p. 116)	Avoiding <i>never</i> in negative statements; avoiding <i>ever</i> in affirmative statements
UNIT 12 page 120	Cities	Present Perfect Progressive	Present Perfect Progressive (p. 122) Present Perfect Progressive or Present Perfect? (p. 126)	Remembering <i>have</i> with the present perfect progressive; avoiding the present progressive with <i>for</i> and <i>since</i>

Unit	Theme	Grammar	Topics	Avoid Common Mistakes
PART 5 Adjectives, Adverbs, and Prepositions				
UNIT 13 page 130	A Good Workplace	Adjectives	Adjectives (p. 132) More About Adjectives (p. 135)	Avoiding misspelling adjectives ending in <i>-ful</i> ; remembering to put opinion adjectives first
UNIT 14 page 140	Learn Quickly!	Adverbs of Manner and Degree	Adverbs of Manner (p. 142) Adverbs of Degree (p. 145)	Remembering to use adverbs to describe how something happened; avoiding putting an adverb between the verb and the object; remembering that some adverbs have the same form as adjectives
UNIT 15 page 150	Food on the Table	Prepositions	Prepositions of Place and Time (p. 152) Prepositions of Direction and Manner (p. 156) Phrasal Prepositions and Prepositions After Adjectives (p. 160)	Using prepositions correctly
PART 6 The Future				
UNIT 16 page 166	Life Lists	Future (1)	<i>Be Going To</i> , Present Progressive, and Simple Present for Future Events (p. 168)	Remembering <i>be</i> with <i>going to</i> ; remembering <i>be</i> before the subject in <i>Wh-</i> questions with <i>be going to</i>
UNIT 17 page 174	Getting Older	Future (2)	Future with <i>Will</i> (p. 176) Future with <i>Will</i> , <i>Be Going To</i> , and Present Progressive (p. 180)	Remembering <i>will</i> before the main verb with the future; remembering the base form of the verb after <i>will</i>
UNIT 18 page 186	Learning to Communicate	Future Time Clauses and Future Conditionals	Future Time Clauses (p. 188) Future Conditionals; Questions with Time Clauses and Conditional Clauses (p. 192)	Avoiding <i>will</i> in the conditional clause; avoiding <i>will</i> in the time clause

Unit	Theme	Grammar	Topics	Avoid Common Mistakes
PART 7 Modal Verbs and Modal-like Expressions				
UNIT 19 page 198	Amazing Science	Ability	Ability with <i>Can</i> and <i>Could</i> (p. 200) <i>Be Able To</i> (p. 204)	Remembering to spell <i>cannot</i> as one word; remembering the <i>be</i> and <i>to</i> in <i>be able to</i>
UNIT 20 page 210	Good Causes	Requests and Offers	Permission (p. 212) Requests and Offers (p. 216)	Avoiding <i>could</i> in short answers to requests for permission; avoiding <i>could</i> or <i>would</i> in responses to requests to do things
UNIT 21 page 222	The Right Job	Advice and Suggestions	Advice (p. 224) Suggestions (p. 228)	Remembering <i>had</i> in <i>had better</i> ; avoiding <i>could</i> <i>not</i> in negative suggestions
UNIT 22 page 232	How to Sell It	Necessity, Prohibition, and Preference	Necessity and Prohibition (p. 234) Preference (p. 238)	Avoiding an infinitive with <i>would rather</i> ; remembering <i>would</i> before <i>rather</i>
UNIT 23 page 242	Life Today, Life Tomorrow	Present and Future Probability	Present Probability (p. 244) Modals of Future Probability (p. 247)	Avoiding <i>can</i> for present or future probability; avoiding <i>couldn't</i> for uncertainty
PART 8 Verbs + Prepositions and Phrasal Verbs				
UNIT 24 page 252	Getting Along at Work	Transitive and Intransitive Verbs; Verbs and Prepositions	Transitive and Intransitive Verbs (p. 254) Verb + Object + Preposition Combinations (p. 256) Verb + Preposition Combinations (p. 258)	Remembering the object with a transitive verb; using prepositions with verbs
UNIT 25 page 262	Money, Money, Money	Phrasal Verbs	Intransitive Phrasal Verbs (p. 264) Transitive Phrasal Verbs (p. 267)	Remembering a particle in phrasal verbs; avoiding putting an object pronoun after a particle
PART 9 Comparatives and Superlatives				
UNIT 26 page 272	We Are All Different	Comparatives	Comparative Adjectives and Adverbs (p. 274) Comparisons with <i>As . . . As</i> (p. 279)	Avoiding using <i>more</i> and <i>-er</i> together; remembering the second <i>as</i> in <i>as . . . as</i> comparisons
UNIT 27 page 284	The Best and the Worst	Superlative Adjectives and Adverbs	Superlative Adjectives and Adverbs (p. 286)	Remembering irregular superlative forms; avoiding an object pronoun before a superlative

Unit	Theme	Grammar	Topics	Avoid Common Mistakes
PART 10 Gerunds and Infinitives				
UNIT 28 page 292	Managing Time	Gerunds and Infinitives (1)	Verbs Followed by Gerunds or Infinitives (p. 294) Verbs Followed by Gerunds and Infinitives (p. 297)	Using infinitives and gerunds after verbs; remembering <i>to</i> in infinitives
UNIT 29 page 302	Civil Rights	Gerunds and Infinitives (2)	More About Gerunds (p. 304) More About Infinitives (p. 307)	Avoiding plural verbs with gerund subjects; avoiding infinitives after prepositions; remembering <i>It</i> and <i>to</i> in <i>It</i> sentences
PART 11 Clauses and Conjunctions				
UNIT 30 page 312	Sleep	Subject Relative Clauses (Adjective Clauses with Subject Relative Pronouns)	Subject Relative Clauses (p. 314) More About Subject Relative Clauses (p. 318)	Avoiding a subject pronoun after a subject relative pronoun; remembering the relative pronoun in a subject relative clause
UNIT 31 page 322	Viruses	Object Relative Clauses (Adjective Clauses with Object Relative Pronouns)	Object Relative Clauses (p. 324) More About Object Relative Clauses (p. 328)	Avoiding <i>who</i> in possessives; avoiding <i>whom</i> in subject relative clauses; avoiding an object pronoun at the end of an object relative clause
UNIT 32 page 332	Special Days	Conjunctions and Adverb Clauses	Conjunctions (p. 334) Adverb Clauses (p. 338)	Remembering a comma after the adverb clause when it is first