ETC 1
Life Skills
Skills Book
Using the letters of the alphabet • Meeting people • Using greetings and expressions for departures • Recognizing first and last names • Spelling names aloud • Printing and signing names

1
Naming and describing things • Using numbers 1–12 • Understanding conversations about things • Making and answering requests for things • Expressing lack of understanding • Using polite expressions • Reading lists of things, times on a clock, and signs

2
Understanding instructions • Using numbers 13–90 • Understanding names, addresses, and telephone numbers • Asking for, giving, and writing personal information • Reading signs

3
Making and answering requests for help • Using numbers 20–200 • Expressing language ability • Asking and telling the time • Expressing personal information (height, weight, year of birth, etc.) • Comparing units of measurement • Asking and giving directions • Reading signs

4
Doing simple math (addition and multiplication) • Expressing needs and wants • Ordering food • Asking for and giving change • Understanding price lists • Reading signs

5
Reading and telling the time, day, and date • Describing the weather • Expressing location • Making social appointments • Reading calendars • Reading thermometers and weather maps • Understanding time zones

6
Telling clothing sizes and prices • Describing physical feelings, illnesses, and health habits • Understanding and filling out medical forms • Reading medicine labels

ETC 2
English in Everyday Life
Grammar Book
Introducing oneself and others • Asking about vocabulary and naming things

1
Giving and following instructions and directions • Telling rules • Expressing ability and permission • Asking for directions • Making requests

2
Describing situations • Asking about problems • Suggesting solutions to problems • Telling places and times

3
Telling housing needs • Describing housing problems • Asking for housing information • Describing locations of things

4
Expressing possession • Expressing physical feelings: hunger, thirst, cold, and so on • Making suggestions • Describing places and things • Asking for and giving information

5
Describing and telling about people • Asking about families • Using the telephone • Describing family activities

6
Making and asking about plans • Making requests (at a bank, post office, restaurant, store, gas station)

7
Knowing ways to find work • Telling about work experience • Describing the day's work • Answering interview questions • Comparing jobs • Filling out job applications

8
Expressing likes and dislikes • Making requests and getting help • Asking for and giving permission • Telling possibilities • Reading labels on clothing • Giving advice • Making comparisons • Reading store ads

ETC 2
English in Everyday Life
Reading/Writing Book
Recognizing letters and numbers • Recognizing the names of people and countries

1
Competencies: Understanding instructions and street signs • Reading and writing addresses • Understanding maps and street directions

2
Understanding directories, bulletin boards, and signs • Using times
ETC 1
Life Skills Workbook

Recognizing first and last names
Printing and using handwriting
Naming and counting things
Describing things • Making and answering requests for things
Being polite

Understanding instructions
Making and answering requests for information

ETC 2
English in Everyday Life
Listening/Speaking Book

Introducing oneself • Spelling names and understanding oral spelling • Asking and telling names of people and countries
Recognizing the numbers 1–100 • Counting

Understanding and giving instructions, directions, addresses, telephone numbers, and times • Giving personal information • Using bus schedules • Giving incoherence • Asking for repetition

Describing problems and suggesting solutions • Expressing understanding • Accepting and rejecting solutions • Using a calendar • Making appointments

Moving • Describing places and locations of things • Naming cities, states, and provinces • Asking for and giving information
Understanding and answering housing ads • Giving compliments

Competencies: Understanding instructions and street signs • Reading and writing addresses • Understanding maps and street directions

Understanding directories, bulletin boards, and signs • Using times and dates • Reading and writing short notes

Understanding housing and sale ads • Reading numbers and amounts of money • Reading and writing names of cities, states, and provinces; reading zip codes • Understanding and filling out housing applications • Reading and writing short letters

Understanding restaurant menus, bills, tax, and tips • Solving math problems • Understanding measurements and labels • Writing shopping lists

Knowing about kinds of families • Understanding ads and announcements about families • Understanding area codes, time zones, kinds of telephone calls, and telephone bills • Taking telephone messages

Understanding community services and information • Using checking accounts • Using the postal service

Knowing things to do to get a job • Understanding newspaper ads for jobs • Using social security numbers and forms • Understanding and filling out job applications • Using alphabetical order

Using the telephone yellow pages • Using mail order catalogs and order forms • Reading and writing short business letters

Understanding kinds of health services • Reading medicine labels • Understanding medical insurance plans • Filling out insurance claim forms

Getting information about recreation and entertainment • Using T.V. and radio schedules • Understanding advertisements about movies, concerts, travel, and classes • Reading weather maps and reports • Writing postcards

Expressing likes and dislikes • Making requests and getting help • Asking for and giving permission • Telling possibilities • Reading labels on clothing • Giving advice • Making comparisons • Reading store ads

Asking about and describing health habits • Filling out a medical information form • Describing past activities and events • Describing amounts

Asking about and describing weather and distance • Making travel plans and telling reasons • Describing vacations
ETENCIES

4
Understanding comparison shopping
• Expressing amounts
• Asking the prices of things
Ordering in restaurants
• Asking and telling locations of things
Making meal plans and shopping lists

5
Asking and telling about family members
• Using the telephone (identifying oneself, asking for someone, getting information, taking messages)
• Describing kinds of families
Knowing about community services
• Arranging informal meetings
• Telling plans
• Asking for things or information
• Expressing needs and wants

6
Understanding job requirements, titles, and descriptions
• Describing work experience
• Understanding work instructions
• Answering interview questions
• Apologizing and forgiving

7
Identifying places to buy items
• Understanding sales and advertising
• Making and answering requests (including permission)
• Expressing wishes, preferences, and choices
• Describing and comparing clothing
• Ordering from a catalog
• Exchanging things

8
Asking and understanding medical advice
• Understanding and giving first aid instructions
• Understanding prescriptions
• Describing physical feelings
• Asking for clarification or more information

9
Understanding and expressing distances
• Telling travel and vacation plans
• Understanding and giving information about time and weather

ETC 3
An Immigration Story
Grammar Book
Naming things
• Describing scenes
• Giving personal information

1
Describing action sequences
• Giving instructions and directions
• Expressing ability, permission, wants, and needs
• Telling stories

2
Asking for and giving housing information
• Making requests
• Describing housing
• Understanding housing ads
• Describing a move
• Understanding receipts for deposits
• Asking about repairs

3
Expressing advantages and disadvantages of different kinds of transportation
• Understanding vehicle ads
• Asking about features of cars
• Understanding traffic rules and what to do about tickets
• Understanding car insurance

4
Understanding steps to get unemployment benefits
• Knowing steps in job searches
• Understanding job responsibilities and reasons for firing employees
• Giving and following directives at work
• Understanding paychecks and deductions
• Understanding work conditions, attitudes, and benefits

5
Finding out about opportunities for Continuing Education
• Understanding class schedules
• Finding out about the General Education Diploma (G.E.D.) and test
• Finding out about childcare and preschools
• Understanding student financial aid

6
Making comparison shopping
• Making major purchases
• Understanding warranties, refunds, and exchanges
• Making consumer complaints

ETC 4
Cross-Cultural Communication
Reading/Writing Book

7
Making recreational choices
• Understanding newspaper calendar

8
Knowing about emergency rooms, injections, generic drugs, and health insurance
• Making appointments with doctors
• Understanding appointment cards
• Filling out health questionnaires
• Understanding prescriptions, labels, and instructions for taking medicine

9
Understanding ways to meet people
• Understanding friendship and dating customs

10
Understanding and describing customs
• Understanding common holiday phrases
ETC 3
An Immigration Story
Reading/Writing Book

1
Understanding signs and forms
Writing instructions

2
Understanding housing ads, application forms, and rental agreements
Writing instructions

3
Understanding bus schedules and route maps, subway maps, traffic rules, and road signs
Writing directions and accident reports

4
Understanding income tax forms
Writing resumes and letters of application
Answering job ads

5
Taking tests on answer forms
Understanding the U.S. educational system
Using the yellow pages in the telephone book
Writing short letters and notes

6
Understanding credit application forms and bills
Making budgets
Answering business letters

7
Understanding entertainment ads
Ordering tickets
Writing invitations, answers to invitations, and thank-you notes

8
Understanding food labels and signs on stores and buildings
Writing shopping lists and recipes

9
Understanding announcements for activities
Writing personal notices and letters

10
Understanding family announcements and greeting cards
Sending telegrams
Writing personal letters

ETC 3
An Immigration Story
Listening/Speaking Book

1
Asking about and giving personal information
Starting conversations
Spelling aloud

2
Understanding transportation and travel regulations
Understanding instructions and directions
Understanding travel information, announcements, and descriptions

3
Asking about available housing
Describing housing situations and maintenance problems
Calling the police to report crimes

ETC 4
Cross-Cultural Communication
Reading/Writing Book

1
Understanding written advertisements
Recognizing common problems related to the weather, transportation, money, and housing
Recognizing personal identification papers and cards
Filling out forms with personal information

2
Understanding common health worries and problems
Understanding and giving health advice
Understanding ads for health

3
Childproofing a home
Preparing for camping
Recording emergency medical information
Recognizing first aid supplies and understanding their uses
Understanding first aid steps

4
Understanding restaurant procedure
Saving money at the supermarket
Understanding steps in recipes
Using supermarket ads

5
Recognizing possible mail-order problems
Understanding consumer rights
Understanding advertising that comes by mail

6
Dealing with lost luggage
Understanding airline rules

7
Understanding personal situations
Understanding personal ads

8
Understanding family customs in the United States and Canada
Understanding and expressing feelings about family events
Understanding humor based on culture

9
Understanding advantages and disadvantages of union membership
Recognizing potential language problems at work
Recognizing steps in getting ahead
Understanding communication in the workplace
Recognizing educational opportunities • Distinguishing kinds of schools (vocational, religious, adult, etc.) • Understanding and filling out applications for school admission

ETC 4
Cross-Cultural Communication Grammar Book

Naming things • Describing things and people • Describing where things are

Understanding procedures for registering for classes • Making small talk • Reading and asking questions about class schedules • Asking for permission • Making requests • Stating weather conditions • Describing problems with homesickness

Discussing nutrition (good food vs. junk food) • Understanding procedures in waiting rooms • Discussing leading causes of death and disease prevention • Getting immunizations • Discussing dental care • Discussing prenatal care • Giving advice about health • Discussing exercise programs • Reading and comparing food labels

Preventing break-ins • Describing accidents • Taking care of oneself and others in earthquakes, blackouts, hurricanes, and fires

Planning a potluck • Explaining a recipe • Reading menus • Avoiding food poisoning

Obtaining information about helplines and hotlines • Understanding types of counseling services • Returning things to a store • Getting help with consumer problems • Obtaining information about transportation for the handicapped and elderly and about legal assistance

Using appropriate body language, gestures, and tone of voice • Knowing about nutritional supplements • Understanding personal space

Understanding concepts of time and punctuality • Giving advice • Making specific appointments • Apologizing • Using the telephone

Understanding eating and drinking customs • Describing typical dishes • Giving and understanding recipes • Telling instructions in steps

Understanding consumer guarantees • Making consumer complaints and requests • Refusing requests politely • Filling out survey and warranty forms • Understanding consumer rights and obligations

Recognizing direct and indirect language • Recognizing conversational styles • Communicating effectively

Avoiding social “mistakes” • Making appropriate comments and responses • Using social language • Giving congratulations, compliments, and thanks

Understanding family roles and “rules” • Comparing housing styles • Describing places • Recognizing family styles and customs

Recognizing factors in job satisfaction • Making job choices • Making a positive impression

Recognizing styles of education • Using appropriate classroom language (requests, responses, questions, and opinions) • Expressing opinions, agreeing, and disagreeing • Understanding classroom expectations, roles, and customs

Recognizing reasons for a point of view • Recognizing “shades of meaning” • Using the yellow pages of the telephone book • Using phrases of comparison • Using connecting words of contrast

Putting steps in instructions in order • Recognizing and understanding idioms • Arranging information to attract attention • Arranging steps in instructions • Using connecting words of time order

Recognizing the organization of points • Recognizing the meaning of word parts • Writing general statements for essays • Writing topic sentences for paragraphs • Outlining • Using connecting words and punctuation

Distinguishing attempts to persuade from facts • Distinguishing objective from subjective language • Using adjective, noun, and adverb clauses

ETC 5
Language and Culture in Depth Grammar Book

Making small talk • Describing scenes • Telling stories • Discussing customs • Expressing future plans and scheduled events • Discussing North American humor

Understanding class schedules • Discussing school rules • Discussing student records • Getting college information • Understanding registration forms • Understanding class and school rules • Getting college information • Understanding transcripts

Knowing where to shop for bargains • Knowing how to choose clothing • Understanding bank services • Understanding loans
Understanding types of counseling services • Returning things to a store • Getting help with consumer problems • Obtaining information about transportation for the handicapped and elderly and about legal assistance

6 Describing car maintenance • Buying a car • Describing problems with cars • Telling where places are

7 Making excuses • Giving reasons • Discussing expectations of social situations • Understanding some social and dating customs • Making guesses about past actions • Giving advice about social situations • Comparing people

8 Comparing the advantages of renting vs. buying a home • Buying a house • Moving • Fixing up a house • Finding childcare • Getting information about senior citizen centers • Getting information about home care for the elderly and activities through the YMCA and senior centers

9 Comparing jobs and choosing a type of work • Discussing strategies for job interviews • Getting a business loan • Discussing safety in the workplace

10 Helping your children succeed • Identifying learning disabilities • Identifying gifted children • Understanding opportunities for Continuing Education

ETC 4
Cross-Cultural Communication
Listening/Speaking Book

1 Recognizing the role of culture in communication • Understanding listening skills • Recognizing “rules” for the appropriateness of language • Making introductions • Greeting people • Using formal and informal language • Making small talk • Understanding customs of respect

ETC 5
Language and Culture in Depth
Reading/Writing Book

1 Previewing • Getting the main ideas • Understanding vocabulary skills • Scanning for information • Understanding the writing process

2 Recognizing chronological order • Recognizing synonyms, descriptive words, and parts of speech • Using basic capitalization and punctuation • Using paragraph form

3 Recognizing important information • Understanding “impressive” vocabulary • Recognizing related words (using the dictionary) • Writing concisely • Using business letter form

4 Recognizing relevant points • Understanding legal vocabulary • Recognizing accurate definitions • Organizing written agreements

5 Recognizing reasons • Guessing meaning from context • Finding appropriate definitions • Choosing verb forms • Using personal letter form

6 Knowing where to shop for bargains • Knowing how to choose clothing • Understanding bank services • Understanding loans

7 Knowing the steps in job hunts • Describing past work and career plans • Describing job duties • Discussing work-related situations

8 Understanding the medical system • Knowing alternatives to legal action • Knowing where to get help with tax returns • Discussing disputes and solutions

9 Discussing local transportation • Comparing forms of long-distance travel • Avoiding travel mistakes

10 Understanding traditional wedding customs • Comparing social customs • Discussing relationships between parents and grown children • Dealing with guests • Solving problems that involve people

11 Understanding the attraction of sports • Knowing the social rules of parties • Explaining and following game instructions • Discussing ways to have a good time

12 Understanding the role of media in politics • Expressing views on current issues • “Reviewing” movies • Discussing forms of entertainment • Distinguishing fact from opinion

13 Understanding the subtleties of language • Understanding the point of jokes • Understanding puns • Using humor in story telling
ETC 5
Language and Culture
In Depth
Listening/Speaking Book

Introduction oneself and others • Starting a conversation • Making small talk • Ending a conversation (leave-taking) • Telling a story • Getting the main ideas • Understanding the point of a story • Listening for phrases • Making inferences

Making cultural comparisons • Asking questions and making requests in the class lectures (the U.S. educational system) • Understanding school customs and rules • Recognizing “real” questions • Recognizing time order • Matching details with topics

Recognizing causes of financial problems • Understanding banking services and choices • Checking for bank errors • Filling out credit applications • Figuring out finance charges • Understanding and giving financial advice • Listening for related ideas • Making inferences

Recognizing health and safety hazards • Understanding safety measures • Getting factual information

Recognizing appropriate situations for legal self-help or hiring a lawyer • Taking appropriate steps after an accident • Knowing how to present a case in small claims court • Understanding legal thinking in minor cases • Recognizing answers to questions

Recognizing common travel problems • Requesting and giving out travel advice • Gathering and using travel information • Recognizing travel styles • Planning a vacation • Recognizing advice

Recognition words with similar meanings • Recognizing meaning clues • Recognizing related words • Using sentence punctuation • Using time words

Recognition meaning clues • Understanding reference words • Understanding adjective clauses • Using business letter form • Using adjective clauses

Recognition meaning clues • Recognizing examples • Understanding replacement expressions • Distinguishing general from specific statements • Using connecting words

Recognition related words • Understanding connotation • Using specific rather than general vocabulary

Recognition reference words • Recognizing synonyms • Understanding ellipsis • Using connecting words

Recognition approximate and exact meaning • Understanding the passive • Using connecting words • Using the passive

Recognition the meanings of prefixes • Understanding noun classes • Using connecting words • Using noun clauses

Recognition exaggerated language • Understanding adverb clauses • Avoiding sentence fragments and run-on sentences

Is the earth being destroyed? • Damage to the environment • The damage caused by fossil fuels and nuclear waste • Saving on energy use and costs • Processing and packaging • What happens to all the garbage? • Natural disasters • How to survive a tornado • Climate changes • Outdoor safety

The land of opportunity? • Facts and opinions on immigration • Immigration laws • Steps in the naturalization process • Some immigration stories • Another personal story • The application to file petition for naturalization • Questions and answers about immigration • Impressions of a new homeland • An immigrant’s future

The rules of sports (handball and tennis) • Soccer • Issues in sports • Traditional party games • The Olympic games • Travel plans and the weather • Travel “dreams” • Travel regrets • Recreational activities • Parties

ETC 6
Issues and Answers
Listening/Speaking Book

Knowing about listening techniques • Recognizing media forms • Using common conversational expressions

Competencies: Using conversational openers • Showing interest • Recognizing social situations • Understanding messages • Comparing social customs

Complaining and criticizing • Filling out medical questionnaires • Taking responsibility for medical care

Judging the relevance of evidence (recognizing the issue) • Making decisions on the basis of evidence • Using chronological order • Clarifying points • Understanding
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<td>3</td>
<td>Political parties and elections - Voting - Education for citizenship - How the government makes a new law - The U.S. Constitution and legal matters - Changes in law enforcement - Breaking the law? - Family law - Tenants' and landlords' rights - When do you need an attorney?</td>
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<td>4</td>
<td>Describing jobs and workers - Job interviews - A successful interview - Matching personality characteristics with jobs - Techniques of successful job hunters - Improving your job search methods - Job facts and statistics - Career choices - The classified ads - Job &quot;Handicaps&quot;</td>
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<td>Computer technology - A new home computer - Technical courses - Business machines - How to buy a small computer - When machines break down - Car problems - Car maintenance - Predictions for the future - Future headlines</td>
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<td>Media advertising - Saving money at the supermarket - Buying and caring for clothing - Advice on clothing purchases - House hunting - Checking out a house - Home repairs and improvement - A sales pitch - Recognizing sales techniques - Intelligent consumerism</td>
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<td>School rules and rights - Classroom requests - Educational plans - Choosing a school and a program - Missed opportunities - Student financial aid - School obligations - Classes - A school day - That's impossible</td>
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<td>8</td>
<td>Judging the relevance of evidence - (recognizing the issue) - Making decisions on the basis of evidence - Using chronological order - Clarifying points - Understanding traffic violations - Filling out legal forms - Recognizing and evaluating systems of government</td>
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<td>Making inferences - Understanding factors in business success - Asking tactful interview questions - Using &quot;help wanted&quot; ads - Taking inventory and ordering supplies - Making everyday business decisions</td>
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<tr>
<td>10</td>
<td>Recognizing generalizations and illustrations - Making and supporting general statements - Figuring out background information - Giving and responding to advice - Recognizing financial problems - Understanding financial commercials - Knowing about comparative investment shopping - Making financial decisions</td>
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<td>Recognizing opinions and reasons - Expressing opinions, agreement, and disagreement - Following instructions - Taking listening tests - Understanding the differences in education styles</td>
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<td>Recognizing points and responses in a debate - Adding emphasis - Showing certainty - Getting a point across</td>
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<td>Recognizing attempts at humor - Recognizing informal vs. formal language - Checking for comprehension - Telling and understanding stories - Understanding and telling jokes or anecdotes</td>
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<tr>
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<td>Understanding summaries and opinions of movies - Understanding and using positive and negative descriptive language - Summarizing a story plot - Choosing movies</td>
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