

Unit Descriptions

TOPIC: Workers and the Workplace

Unit 1: Job and Career Advancement

Alejandro Cordero is an unhappy busboy who works for a difficult and unfair restaurant owner. After experiencing the disappointment of missing a promotion, he must decide whether he should apply for the position of assistant manager in another restaurant and risk the possibility of another disappointment.

Key Vocabulary	Grammar	Language Functions	Workplace / Life Skills
hate want need done promotion hire customer career find apply cover inventory job agency classified ads fill out help wanted job counselor scared confident	Use of simple present verb forms: “want,” “need,” “like,” “hate” + infinitive verb form	Expressing personal tastes and desires Introducing yourself	Identifying resources for new employment Interpreting abbreviations found in job ads Reading a help wanted ad for specific information Applying for a job

TOPIC: Workers and the Workplace
Unit 2: On the Job Health and Safety

Before leaving his old job, Alejandro warns his boss of some potentially hazardous conditions at work. His boss ignores and tries to intimidate Alejandro, an action which may lead to difficulties for everyone.

Key Vocabulary	Grammar	Language Functions	Workplace / Life Skills
appear application courses of course great assistant manager responsibilities pamphlet money celebrate slip job safety congratulations owner dangerous careful shelf loose sign	Future tense: “going to,” “will”	Expressing future plans Making promises and predictions Giving commands and responding to commands Disagreeing	Identifying safety precautions Scanning a pamphlet for specific information Taking responsibility to maintain safe conditions Reporting unsafe conditions in the workplace

TOPIC: Workers and the Workplace
Unit 3: Support Systems for Injured Workers

Alejandro suffers an accident at work and learns about Worker's Compensation. Since his boss refuses to pay, he must appear before a judge who will decide his case. Alejandro must tell the whole truth before the judge can award him his compensation.

Key Vocabulary	Grammar	Language Functions	Workplace / Life Skills
injured happen liar insurance pay quit argue lie court broken blame medical care hurt training death law rights truth fault expenses	Past tense: Simple regular and irregular verbs	Describing past events Responding to a request Answering questions Convincing others	Identifying injured workers' rights and the scope of workers' compensation insurance Filling out an injury report at work Recognizing the roles of people in a courtroom

TOPIC: Workers and the Workplace
Unit 4: Supervisors and Teamwork

As the new assistant manager, Alejandro must be able to effectively supervise other employees, which is not always easy. He must also learn to ask for advice and recognize the benefits of everyone working as a team.

Key Vocabulary	Grammar	Language Functions	Workplace / Life Skills
upset supervisor bring apologize take a break ready unlock good luck be around awful advice teamwork goal uncomfortable younger confusing hectic embarrassed make sure proud	Commands “Let’s” used in teamwork	Making suggestions Asking for and giving advice Giving commands Giving and accepting thanks	Identifying the qualities of a team player and a good supervisor Learning to ask for help and to lead Scanning a work schedule for specific information Writing a to-do list