

# Scope and Sequence

Unit	Theme	Grammar	Topics	Avoid Common Mistakes
<b>PART 1 The Present and Past</b>				
UNIT 1 page 2	First Impressions	Simple Present and Present Progressive	Simple Present vs. Present Progressive (p. 4) Stative Verbs (p. 8) Special Meanings and Uses of Simple Present (p. 12)	Remembering the simple present with stative verbs; avoiding the base form of the verb when using the present progressive
UNIT 2 page 16	Global Marketing	Simple Past and Past Progressive; <i>Used To</i> , <i>Would</i>	Simple Past vs. Past Progressive (p. 18) Time Clauses with Simple Past and Past Progressive (p. 20) <i>Used To</i> and <i>Would</i> (p. 24)	Remembering the base form of the verb after <i>would</i> and <i>used to</i> ; remembering the simple past for specific events in the past; remembering the past progressive for background information
<b>PART 2 The Perfect</b>				
UNIT 3 page 28	Success	Present Perfect and Present Perfect Progressive	Present Perfect (p. 30) Present Perfect vs. Simple Past (p. 34) Present Perfect vs. Present Perfect Progressive (p. 37)	Remembering correct subject-verb agreement with present perfect; remembering <i>been</i> for the present perfect progressive
UNIT 4 page 42	Nature vs. Nurture	Past Perfect and Past Perfect Progressive	Past Perfect (p. 44) Past Perfect with Time Clauses (p. 49) Past Perfect Progressive (p. 52)	Remembering when to use the past perfect or past perfect progressive
<b>PART 3 The Future</b>				
UNIT 5 page 56	Looking Ahead at Technology	<i>Be Going To</i> , Present Progressive, and Future Progressive	<i>Be Going To</i> , Present Progressive, and Simple Present for Future (p. 58) <i>Will</i> and <i>Be Going To</i> (p. 61) Future Progressive (p. 64)	Remembering <i>be</i> with <i>be going to</i> ; remembering when to use the future progressive, the simple present, or the present progressive
UNIT 6 page 68	Business Practices of the Future	Future Time Clauses, Future Perfect, and Future Perfect Progressive	Future Time Clauses (p. 70) Future Perfect vs. Future Perfect Progressive (p. 75)	Avoiding the future form in the time clause; remembering <i>will</i> with the future perfect

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<b>PART 4 Modals and Modal-like Expressions</b>				
UNIT 7 page 80	Learning How to Remember	Social Modals	Modals and Modal-like Expressions of Advice and Regret (p. 82) Modals and Modal-like Expressions of Permission, Necessity, and Obligation (p. 85) Modals and Modal-like Expressions of Ability (p. 90)	Remembering <i>have</i> + the past participle after a modal; remembering <i>be</i> in <i>be allowed to</i> and <i>be supposed to</i>
UNIT 8 page 94	Computers and Crime	Modals of Probability: Present, Future, and Past	Modals of Present Probability (p. 96) Modals of Future Probability (p. 98) Modals of Past Probability (p. 102)	Avoiding <i>must</i> with future probabilities; remembering <i>be</i> + verb + <i>-ing</i> with the progressive with modals
<b>PART 5 Nouns and Pronouns</b>				
UNIT 9 page 106	Attitudes Toward Nutrition	Nouns and Modifying Nouns	Nouns (p. 108) Noncount Nouns as Count Nouns (p. 112) Modifying Nouns (p. 116)	Avoiding plural noncount nouns; remembering plural forms for count nouns
UNIT 10 page 120	Color	Articles and Quantifiers	Indefinite Article, Definite Article, and No Article (p. 122) Quantifiers (p. 125)	Avoiding <i>much</i> with plural nouns; remembering articles before singular occupations
UNIT 11 page 132	Unusual Work Environments	Pronouns	Reflexive Pronouns (p. 134) Pronouns with <i>Other</i> / <i>Another</i> (p. 137) Indefinite Pronouns (p. 140)	Remembering to form reflexive pronouns with object pronouns; remembering to use singular verb forms with indefinite pronouns
<b>PART 6 Gerunds and Infinitives</b>				
UNIT 12 page 144	Getting an Education	Gerunds	Gerunds as Subjects and Objects (p. 146) Gerunds After Prepositions and Fixed Expressions (p. 149) Gerunds After Nouns + <i>of</i> (p. 153)	Remembering to use a gerund after a preposition; remembering to use a singular verb with a gerund subject
UNIT 13 page 156	Innovative Marketing Techniques	Infinitives	Infinitives with Verbs (p. 158) Infinitives vs. Gerunds (p. 161) Infinitives After Adjectives and Nouns (p. 164)	Avoiding verb + <i>that</i> clauses after <i>want</i> ; remembering correct word order with a negative form of an infinitive

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<b>PART 7 Questions and Noun Clauses</b>				
UNIT 14 page 168	Geographic Mobility	Negative Questions and Tag Questions	Negative Questions (p. 170) Tag Questions (p. 172)	Remembering the auxiliary verb + <i>not</i> in negative questions; remembering an auxiliary verb + a pronoun in tag questions
UNIT 15 page 178	Cultural Values	<i>That</i> Clauses	<i>That</i> Clauses (p. 180) Agreement Between <i>That</i> Clauses and Main Clauses (p. 183) <i>That</i> Clauses After Adjectives and Nouns (p. 185)	Avoiding a comma before a <i>that</i> clause; remembering a complete verb in <i>that</i> clauses; remembering a subject in <i>that</i> clauses
UNIT 16 page 190	Inventions They Said Would Never Work	Noun Clauses with <i>Wh</i> - Words and <i>If</i> / <i>Whether</i>	Noun Clauses with <i>Wh</i> - Words (p. 192) Noun Clauses with <i>If</i> / <i>Whether</i> (p. 194) Noun Clauses in Direct and Indirect Questions (p. 197)	Remembering to use statement word order for a noun clause with a <i>wh</i> - word; avoiding using <i>either</i> instead of <i>whether</i>
<b>PART 8 Indirect Speech</b>				
UNIT 17 page 200	Human Motivation	Direct Speech and Indirect Speech	Direct Speech (p. 202) Indirect Speech (p. 205) Indirect Speech Without Tense Shift (p. 208) Other Reporting Verbs (p. 210)	Remembering to change the form of the verb in indirect speech; remembering quotation marks with direct speech
UNIT 18 page 214	Creative Problem Solving	Indirect Questions; Indirect Imperatives, Requests, and Advice	Indirect Questions (p. 216) Indirect Imperatives, Requests, and Advice (p. 218)	Remembering to use infinitives in indirect imperatives; remembering to use an object pronoun or noun after <i>tell</i>
<b>PART 9 The Passive</b>				
UNIT 19 page 222	English as a Global Language	The Passive (1)	Active vs. Passive Sentences (p. 224) Verbs and Objects with the Passive (p. 228) Reasons for Using the Passive (p. 230)	Remembering a form of <i>be</i> in passive sentences; remembering to put <i>be</i> before the subject in questions
UNIT 20 page 234	Food Safety	The Passive (2)	The Passive with <i>Be Going To</i> and Modals (p. 236) <i>Get</i> Passives (p. 239) Passive Gerunds and Infinitives (p. 242)	Avoiding the base form of the verb after <i>be</i> in passive sentences

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<b>PART 10 Relative Clauses (Adjective Clauses)</b>				
UNIT 21 page 246	Alternative Energy Sources	Subject Relative Clauses (Adjective Clauses with Subject Relative Pronouns)	Identifying Subject Relative Clauses (p. 248) Nonidentifying Subject Relative Clauses (p. 251) Subject Relative Clauses with <i>Whose</i> (p. 254)	Using <i>which</i> , <i>that</i> , and <i>who</i> correctly; avoiding a second subject in the relative clause
UNIT 22 page 258	Biometrics	Object Relative Clauses (Adjective Clauses with Object Relative Pronouns)	Identifying Object Relative Clauses (p. 260) Nonidentifying Object Relative Clauses (p. 263) Object Relative Clauses as Objects of Prepositions (p. 264)	Avoiding commas for an identifying object relative clause; avoiding <i>what</i> in relative clauses
UNIT 23 page 268	Millennials	Relative Clauses with <i>Where</i> and <i>When</i> ; Reduced Relative Clauses	Relative Clauses with <i>Where</i> and <i>When</i> (p. 270) Reduced Relative Clauses (p. 274)	Avoiding a preposition before <i>when</i> ; remembering a subject in <i>where</i> clauses
<b>PART 11 Conditionals</b>				
UNIT 24 page 280	Media in the United States	Real Conditionals: Present and Future	Present Real Conditionals (p. 282) Future Real Conditionals (p. 285) Real Conditionals with Modals, Modal-like Expressions, and Imperatives (p. 288)	Remembering the simple present in <i>if</i> clauses in future real conditionals; avoiding <i>when</i> to describe possible future conditions
UNIT 25 page 292	Natural Disasters	Unreal Conditionals: Present, Future, and Past	Present and Future Unreal Conditionals (p. 294) Past Unreal Conditionals (p. 298) Wishes About the Present, Future, and Past (p. 301)	Remembering a subject in <i>if</i> clauses

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<b>PART 12 Connecting Ideas</b>				
UNIT 26 page 304	Globalization of Food	Conjunctions	Connecting Words and Phrases with Conjunctions (p. 306) Connecting Sentences with Coordinating Conjunctions (p. 310) Reducing Sentences with Similar Clauses (p. 314)	Avoiding <i>either</i> when joining ideas with <i>and</i> ; avoiding <i>too</i> after a negative verb
UNIT 27 page 318	Consumerism	Adverb Clauses and Phrases	Subordinators and Adverb Clauses (p. 320) Reducing Adverb Clauses (p. 323) Subordinators to Express Purpose (p. 325)	Remembering to spell <i>even though</i> as two words; avoiding <i>even</i> in adverb clauses
UNIT 28 page 328	Technology in Entertainment	Connecting Information with Prepositions and Transitions	Connecting Information with Prepositions and Prepositional Phrases (p. 330) Connecting Information with Transition Words (p. 333)	Avoiding <i>in the other hand</i>

# Appendices

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