**3. VOCABULARY 1 PRACTICE**

1. confidence
2. selected
3. demonstrated
4. lead to
5. maintain
6. appreciate
7. effective
8. strangers

**4. CRITICAL THINKING VIDEO Identifying a causal chain**

1. one event in the chain causes the next event to occur
2. the main cause
3. There is more demand for jobs in medicine.
4. Time order events don't need the previous event to cause the next one.
5. a cause-effect event
6. When you meet your friend, she asks you how you are. You tell her you have a headache, so she asks if she can help. Since she asked if you needed help, you feel a little better because that makes you think your friend is a good person.
7. I'm having a really bad day today. First, my alarm clock didn't go off. I missed the bus so I had to take a taxi, but the taxi driver got lost and it took a lot longer than it should have to get to work! When I got to my office, my co-workers had just finished eating a complimentary breakfast and there was nothing left. I should just go home.
8. time order series of events

**5. READING COMPREHENSION Professional Email EtiquetteThey are very proud.**

1. basic rules about how to act
2. writing to a friend
3. The subject line should also include the greeting.
4. Information about your interview process
5. Dear Prof. Miller,
6. missing commas or periods
7. edit your entire email
8. Etiquette is important for leaving a good first impression.

**6. READING SKILL Identifying main ideas and supporting details**

|  |  |
| --- | --- |
| **Main Idea** | **Supporting Detail** |
| * A professional email should be complete. * Being professional when you write emails means following certain standards. * Formal emails also need to have correct grammar, spelling, and punctuation. * If you are careful about how you write, you can leave a good first impression. | * Always put a subject in the subject line. * There should always be a greeting in formal emails. * Missing commas or periods might demonstrate to others that you are not careful. * Avoid using slang or abbreviations like *LOL* or *BTW*. |

**8. VOCABULARY 2 PRACTICE**

Ian Thurlby is a school counselor who helps students apply for college. These are some of the most popular questions he has been asked, and the advice he often gives.  
  
**Q:** How can I get into the college I want?  
**A:** Remember that there are many good colleges. If you only apply to one school, you shouldn't expect to get in. You should apply to at least three schools so you have several options.  
  
**Q:** How can I choose the right college for me?  
**A:** Do your research . Read as much as you can about your favorite schools in books or on the Internet. Look for each school’s strengths, but also notice the weaknesses that each has. All schools have pros and cons, even your favorites.  
  
**Q:** How can I make my application strong?  
**A:** Well, you want to sound as authentic as possible so colleges get to know the real you. List all of your accomplishments in and out of school. If you have won any awards, write them down. Colleges consider these very important. If you have a special talent or skill, put it on your application. But remember never to exaggerate. You have to be as honest as possible about what you can and can't do.  
  
**Q:** What do I do during a college interview?  
**A:** First of all, be punctual . Arriving late leaves a terrible impression. The interviewer might think you are not responsible enough to succeed in college if you can’t show up to an interview on time. It is also important to look confident and professional . Wear something nice and not too casual. You want to show that you are serious about college.

**9. VOCABULARY SKILL Using the dictionary to identify word forms**

1. accomplished
2. considerably
3. confident
4. demonstration
5. impression
6. offensive
7. responsibly
8. selective

**10. WRITING SKILL Organizing and developing a paragraph**

1. topic sentence
2. subtopic
3. supporting detail
4. subtopic
5. subtopic
6. supporting detail
7. supporting detail
8. concluding sentence

**11. GRAMMAR Real conditionals: present and future (1)**

1.  If my wife gets a job in the city, we will probably move.

2.  If you don't pay attention to the road, you could have an accident.

3.  If we don't save enough money, we won't be able to buy a new house.

4.  If it doesn't rain soon, the plants will die.

5.  If Mario studies hard for tomorrow's test, he will get a good grade.

6.  If I don't work quickly, I might not finish by 5 o'clock.

7.  If the weather is bad, we won't play soccer.

8.  If Chi isn't careful, he might fall off his bike.

9.  If they leave on time, they'll be home by dinner.

10.  If you buy a new car, you won't miss class so much.

**12. GRAMMAR Real conditionals: present and future (2)**

|  |  |
| --- | --- |
| 1. If you arrive five minutes before the appointment, | you will impress the interviewer. |
| 2. If you forget the receipt, | you are not likely to get a refund from the store. |
| 3. If you do not look directly at him, | he may think you are not confident. |
| 4. If you get a college degree, | you will earn more money. |
| 5. When you exercise, | you will feel accomplished. |
| 6. When you practice singing the song, | you will sound better. |
| 7. When you are kind to others, | they are kind to you. |

**16. TRACK YOUR SUCCESS Vocabulary review**

|  |  |  |
| --- | --- | --- |
| **Nouns** | **Verbs** | **Adjectives** |
| * accomplishment * weakness * slang * confidence * stranger | * consider * expect * select * appreciate * demonstrate | * professional * punctual * authentic * responsible * effective |