

Scope and Sequence

Unit	Topic	Listening & Speaking
1 p1-p10	First Day at Work	Arranging the first day's work; Introducing workplaces
2 p11-p20	Work to the Schedule	Describing work shifts; Talking about work schedules
3 p21-p30	Follow the Procedures	Describing work procedures; Introducing how to operate a machine
4 p31-p40	Workplace Safety	Talking about workplace safety; Describing workplace risks
5 p41-p50	A World Full of Data	Talking about data analysis; Discussing the roles of different charts
6 p51-p60	It's All About Teamwork	Describing team members; Talking about teamwork in the workplace
7 p61-p70	Work with New Technologies	Introducing 3D printing; Talking about new technologies
8 p71-p80	Tell Me About Your Future	Describing career plans; Talking about main concerns when choosing a job
Appendices p81 Notes to the Texts p82-p88		Words and Expressions p89-p93

注：带有◎符号的部分为写作任务。

Reading & Writing	Extended Activities	Culture Corner
Tips for work etiquette ☉ An email	Describing different job responsibilities; Talking about one's first day at work	The spirit of craftsmanship
A weekly production plan ☉ A production plan	Making a project schedule for a printing and packaging company	Gantt chart: a visual reminder of tasks
Procedures for one's job ☉ Workflow	Following correct instructions on operating a lathe	Order is efficiency
A speech on workplace safety ☉ A safety memo	Understanding the rules for workplace safety	What to do when an accident happens at work
An introduction to big data ☉ A mind map	Choosing a proper smart home plan; Understanding a simple product description	Big data in everyday life
A story of teamwork ☉ A speech	Understanding the teamwork in logistics	Cultural diversity in the workplace
Steps in using an automobile fault-diagnostic instrument ☉ A flow chart	Learning about the four industrial revolutions	New technologies in Industry 4.0
A student's resume ☉ An application letter	Describing qualifications for different jobs	Key factors when choosing a job