

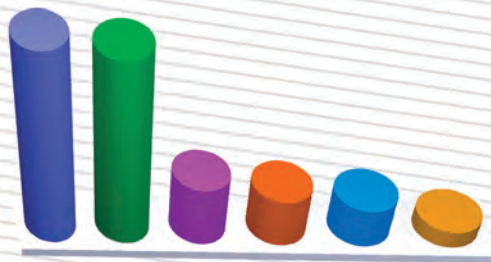
**CAREER
PATHS**

UNIVERSITY Studies

Virginia Evans
Jenny Dooley
J.J. Cassidy

applications

class registration



withdrawals
housing
tuition and fees

Class Registration Form
COURSE TUITION
REGISTRATION



ANNUAL COST FOR FULL-TIME STUDENTS



Express Publishing

**CAREER
PATHS**

UNIVERSITY Studies

Book

1

Virginia Evans

Jenny Dooley

J.J. Cassidy



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Scope and Sequence

Unit	Topic	Reading context	Vocabulary	Function
1	Preparing to Attend a University	Flyer	counselor, curriculum, goal, GPA, grade, high school, preparatory, requirement, score, secondary education	Expressing fear/worry
2	Choosing a University	Letter	college, culture, diverse, location, opportunity, population, private, public, reputation, research, student body, university, visit	Agreeing
3	Applying to a University	Brochure	acceptance, application fee, apply, competitive, deadline, essay, letter of recommendation, submit, transcript, wait list	Asking for information
4	Orientation	Handout	attend, check in, FAQ, guidance, introduce, orientation, paperwork, student ID, tour, transition, welcome	Expressing degrees of certainty
5	Registration 1	Webpage	catalog, co-requisite, enroll, hold, placement test, prerequisite, register, satisfy, sign up, term	Offering assistance
6	Registration 2	Calendar	add, credit, drop, fail, incomplete, pass, pass/fail, permission, prorated, reimburse, withdraw	Asking for permission
7	Academic Planning	Email	advisor, course load, mandatory, outline, petition, progress, schedule, substitute, undeclared, unit	Expressing necessity
8	Tuition and Fees	Catalog	assess, cancellation, dispute, fee, installment, qualify for, past due, rate, refund, residency, tuition	Expressing surprise
9	Financial Aid	Advice column	award, disbursement, financial aid, financial hardship, funds, grant, interest rate, merit-based, scholarship, student loan	Following the discourse
10	Transferring	Email	accredited, applicable, articulation agreement, community college, eligible, equivalency, junior college, minimum, quarter, semester, transfer, waive	Making a suggestion
11	Courses of Study	Memo	declare, elective, general education, independent studies, lower division, major, minor, program, survey, upper division	Expressing opinion
12	Types of Students	Email	audit, dual credit, doctoral, senior, freshman, graduate, junior, sophomore, transfer student, undergraduate	Asking for background information
13	Degrees and Certificates	Job listings	associate's degree, BA, BS, certificate, credential, degree, license, MA, MBA, MS, PhD	Asking for an opinion
14	Departments	Webpage	arts, business, education, engineering, language arts, law, mathematics, medicine, physical sciences, social sciences	Expressing concern
15	Campus Offices	Guide	academic affairs, admissions, bursar, cashier, help desk, parking, records, registrar, student union, ticket office, visitor center	Asking for/giving directions

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**CAREER
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UNIVERSITY Studies

Book

2

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Express Publishing

Scope and Sequence

Unit	Topic	Reading context	Vocabulary	Function
1	The Campus	Bulletin	auditorium, congregate, field, fountain, green, gym, hang out, multi-purpose, parking structure, quad, rally, stadium	Asking about/ expressing intention
2	Meeting People	Advice column	awkward, bulletin board, community, confident, friendly, in common, lounge, make friends, outside one's comfort zone, peer, recreation, social, study group	Offering advice
3	On-Campus Housing	Brochure	amenity, apartment, dorm room, family housing, furnished, housing, intersession, laundry, maintenance, quiet hours, RA, residence hall, Wi-Fi	Making a recommendation
4	Living with Roommates	Poster	adapt, boundary, common area, share, compatible, compromise, conflict, lifestyle, neighbor, privacy, respectful, resolution, roommate, RA	Expressing possibility
5	On-Campus Dining	Guide	allergic, buffet, café, cafeteria, dietary restriction, dining hall, food court, meal plan, mini-mart, menu, vegetarian, vending machine	Making a suggestion
6	Campus Regulations	Report	academic dishonesty, academic standing, conduct, dangerous, damage, disciplinary, dismissal, inappropriate, probation, regulation, suspension, violation	Describing results
7	Campus Safety	Article	emergency services, escort, intruder, officer, police, report, security, self defense, suspicious, target, unattended, witness	Expressing agreement
8	Transportation	Flyer	bicycle, bike lane, bus, bus pass, carpool, commute, drop off, parking pass, pedestrian, rail, shuttle, student rate, transit	Giving/Reacting to advice
9	Balancing School and Life	Handout	cram, dedicated, downtime, flexible, overwhelmed, prioritize, procrastinate, relax, responsibility, stress, time management, to-do list, workload	Asking/Talking about feelings
10	Nutrition	Report	calorie, dehydrated, energy, fat, junk food, maintain, nutrition, produce, regulate, routine, snack, sodium, sugar, whole grain, vitamin	Asking for clarification
11	Health	Webpage	clinic, counseling, doctor, immunization, medical, lab test, nurse, nurse practitioner, outpatient, pharmacy, prescription, primary care, radiology, referral	Inquiring about necessity
12	Fitness	Form	aerobic, cardiovascular, climbing wall, cycling, exercise, fitness, flexible, jogging, personal trainer, swimming, weight lifting, work out, yoga	Offering help
13	Athletics	Article	athletics, cheer on, coach, division, game, intramural, league, mascot, season, sport, team, player, practice, roster, walk-on	Confirming information
14	Extracurricular Activities	Résumé	academic, club, concert, extracurricular, fraternity, leadership, nonacademic, sorority, special interest, student government, supplement, volunteer	Asking sb to exemplify
15	Living Off Campus	Webpage	co-signer, credit check, rent, landlord, lease, property manager, reference, rental agreement, security deposit, sign, tenant, utilities	Requesting/ Agreeing to requests

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**CAREER
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UNIVERSITY Studies

Book

3

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Express Publishing

Scope and Sequence

Unit	Topic	Reading context	Vocabulary	Function
1	Working On Campus	Brochure	commercial, contract, educational affiliation, F-1, full-time, grace period, in excess, part-time, pending, social security number, work-study, work visa	Talking about rules
2	The Bookstore	Webpage	accessories, apparel, bookstore, buyback, copy center, discount, mailing center, packet, PO box, school supplies, special order, textbook	Expressing surprise
3	The Library	Directory	academic journal, check out, circulation desk, database, interlibrary loan, library, library catalog, media, microfilm, periodical, rare, reserves, reference, special collection	Recommending
4	Academic Resources	Email	academic planning, career advising, citation, development, exam preparation, one-on-one, plagiarism, standardized test, support, tutoring, workshop, writing clinic	Asking about preference
5	Campus Publications	Job Listings	advertising, broadcast, editor, journalism, local, newsletter, newspaper, opinion, photographer, radio station, relevant, stream, student-run	Asking about feelings
6	Technology	Poster	access, account, computer lab, facility, information security, interdisciplinary, IT, login, network, password, print, tech support, workstation	Offering assistance
7	Online Learning 1	Email	announcement, blog, calendar, chat, collaborative, download, forum, instant message, integrate, software, thread, VLE	Expressing an opinion
8	Online Learning 2	Advertisement	asynchronous learning, blended, distance learning, e-learning, interactive, off-site, online course, synchronous learning, VoIP, web-based, web conferencing, webinar	Asking for an explanation
9	Studying Abroad	Brochure	direct exchange, duration, exchange student, field-based program, foreign, host country, hybrid program, integrated program, island program, long-term, multicultural, short-term, sponsor	Showing understanding
10	International Students	Checklist	affidavit of support, EFL, embassy, foreign student advisor, form I-20, grant, intensive, proficiency, passport, student visa, TOEFL, valid	Discussing plans
11	Continuing Education	Bulletin	adult education, continuing education, enrichment, evolve, experiential, initiative, non-degree, post-secondary, professional development, self-directed, vocation, workforce	Expressing wants/desires
12	Graduate Studies	Emails	graduate studies, postgraduate, post-doctoral, portable fellowship, institutional fellowship, research assistant, thesis, dissertation, original, peer-reviewed, defend, thesis committee, en route	Offering reassurance
13	Administration and Faculty	Webpage	adjunct professor, administrator, associate professor, chair, chancellor, dean, deputy, distinguished professor, full professor, lecturer, president, provost, TA, tenure	Describing experience
14	Alumni	Newsletter	alma mater, alumni association, alumnus, chapter, donation, dues, events coordinator, network, perk, privilege, reconnect, social networking	Inquiring about/ Expressing interest
15	Graduation	Guide	academic dress, address, cap and gown, commencement, convocation, cum laude, decorum, diploma, graduate, honorary graduate, hood, magna cum laude, summa cum laude	Expressing confusion

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Get ready!

1 Before you read the passage, talk about these questions.

- 1 What information do colleges review before selecting students?
- 2 How can secondary school students prepare for college?

Reading

2 Read the flyer. Then, choose the correct answers.

- 1 What is the main idea of the flyer?
 - A applying to a particular university
 - B deciding whether or not to attend college
 - C becoming familiar with life at a university
 - D preparing for college during secondary school
- 2 Which of the following is NOT a suggestion in the flyer?
 - A Start college classes while still in high school.
 - B Maintain grades through the end of high school.
 - C Research requirements of particular colleges.
 - D Seek advice from a counselor.
- 3 According to the flyer, why should students look at college curriculums?
 - A to determine whether their grades are high enough
 - B to prepare topics to discuss with a counselor
 - C to help them prepare for standardized tests
 - D to find out what the preparatory requirements are



It's never too early to start planning!

Now is the time to prepare for college. Don't wait until your **secondary education** is over! Think about your **goals** for after **high school**.

Remember, it's important to maintain your **grades** up until the very end. Colleges want students with consistent **GPA**s. So earn the highest possible **scores**, especially on standardized tests.

Look at the **curriculums** of colleges that interest you. Find out what **preparatory** classes you need. It's best to do this as early as possible. That way, you can complete the **requirements** in plenty of time.

If you feel confused or stressed, talk to your **counselor**. He or she will help you get on the right path.

Vocabulary

3 Match the words or phrases (1-6) with the definitions (A-F).

- | | |
|-------------------|---------------------------|
| 1 ___ GPA | 4 ___ curriculum |
| 2 ___ score | 5 ___ requirement |
| 3 ___ preparatory | 6 ___ secondary education |
- A a measurement of overall academic performance
 - B a period of schooling before college
 - C a measurement of performance on a test
 - D something that someone must do
 - E something that makes someone ready for something else
 - F the series of courses in a program or institution

4 Read the sentence pairs. Choose which word best fits each blank.

1 grade / goal

A The student got an excellent _____ on the exam.

B The student's _____ is to attend college.

2 high school / counselor

A The _____ advised the student to improve her GPA.

B The student attended a popular preparatory _____.

5 Listen and read the flyer again. How can a student improve his or her chances of being admitted to college?

Listening

6 Listen to a conversation between a counselor and a student. Mark the following statements as true (T) or false (F).

1 ___ The woman is concerned about her grades.

2 ___ The man recommends researching more colleges.

3 ___ The woman did well on her standardized test.

7 Listen again and complete the conversation.

Counselor: Have a seat, Ellen. Let's talk about your college plans.

Student: Okay, Mr. Anderson. I'm feeling a **1** _____.

Counselor: What's bothering you?

Student: I researched some interesting colleges. But I'm worried that my **2** _____ isn't high enough.

Counselor: Actually, your grades are **3** _____. In any case, that's not the only thing colleges look at.

Student: What else is important?

Counselor: Your **4** _____, for instance. Did you take the standardized test yet?

Student: **5** _____ next month.

Counselor: That can make a **6** _____. Just make sure you're prepared.

Speaking

8 With a partner, act out the roles below based on Task 7. Then, switch roles.

USE LANGUAGE SUCH AS:

I'm feeling ...

I'm worried ...

Actually ...

Student A: You are a counselor. Talk to Student B about:

- his or her college plans
- his or her concerns
- how he or she can prepare for college

Student B: You are a student. Talk to Student A about preparing for college.

Writing

9 Use the conversation from Task 8 to fill out the progress report.

SOUTH CANDORY High School

Counselor: _____

Student: _____

What college preparations are already complete?

What college preparations still need to be completed?

1 The Campus

Get ready!

1 Before you read the passage, talk about these questions.

- 1 What are some common outdoor areas around a university campus?
- 2 What are some common buildings on a university campus?



SU — Events for the week of: SEPTEMBER 15

- Monday** Welcome back everyone! Come to the Back-to-Class **rally** on the **quad**. Enjoy some food and music. Or just **hang out** with your friends on the **green**!
- Tuesday** Basketball season starts! Join the march to the **stadium** before the game. You can park at the south **parking structure**. The group will **congregate** there at 7:30 p.m. Wear your SU school colors!
- Wednesday** The athletics department is hosting an orientation for the **gym**. You don't have to be an athlete to get exercise. It meets in the **multi-purpose** room at 6:00 p.m. Then, the group will move to the **field** for outdoor instruction. Learn to keep your body healthy!
- Thursday** Unfortunately, the University **fountain** was damaged over the summer. Help rebuild this popular water feature! The clean-up crew meets at 10:00 a.m.
- Friday** Don't miss the concert of the year! Musician Steve Hound is playing at the Willow Center **auditorium**.

Reading

2 Read the bulletin. Then, choose the correct answers.

- 1 What is the main idea of the bulletin?
 - A changes to the academic calendar
 - B events scheduled for a particular week
 - C several new buildings on campus
 - D a guide to different areas of the school
- 2 Which of the following is NOT happening on the campus?
 - A Students are holding a rally on the quad.
 - B The basketball team is playing at the stadium.
 - C The school is building a new parking structure.
 - D A musician is performing at the auditorium.
- 3 What area had a problem during the summer?
 - A the fountain
 - B the green
 - C the stadium
 - D the field

Vocabulary

3 Match the words or phrases (1-6) with the definitions (A-F).

- | | |
|---------------|--------------------|
| 1 __ quad | 4 __ hang out |
| 2 __ field | 5 __ congregate |
| 3 __ fountain | 6 __ multi-purpose |

- A to gather together in a group
- B having various different uses
- C a large expanse of grass where events occur
- D a structure that features running water
- E an outdoor area surrounded by buildings
- F to be in a place in a casual way

4 Read the sentence pairs. Choose which word or phrase best fits each blank.

1 auditorium / gym

A The _____ is used primarily for athletics.

B Concerts are held in the _____.

2 green / parking structure

A Several students are eating lunch on the _____.

B The professor left his car in the _____.

3 rally / stadium

A The students held a _____ to celebrate the last day of school.

B At the _____, the team played against another university.

5  Listen and read the bulletin again. What is the difference between a stadium and an auditorium?

Listening

6  Listen to a conversation between two students. Mark the following statements as true (T) or false (F).

1 ___ The man plans to attend an athletic event.

2 ___ The woman plans to attend an event at the auditorium.

3 ___ The man and woman will meet at the stadium.

7  Listen again and complete the conversation.

Student 1: Hey, Mark. What are you up to this week?

Student 2: I'm really excited! The **1** _____ starts on Tuesday.

Student 1: So you have a ticket to the game?

Student 2: Yeah. A few of us are congregating **2** _____ first. Then we're going up to the stadium together.

Student 1: That sounds like a lot of fun. **3** _____ I could join you.

Student 2: Are you busy that night?

Student 1: Yes. The Theater and Dance Club is **4** _____ . My friend is one of the dancers.

Student 2: I see. Where are **5** _____ ?

Student 1: At the Willow Center **6** _____ .

Speaking

8 With a partner, act out the roles below based on Task 7. Then, switch roles.

USE LANGUAGE SUCH AS:

What are you up to ...?

That sounds like ...

Are you busy ...?

Student A: You are a student. Talk to Student B about:

- events on campus
- where the events will occur
- which events you are attending

Student B: You are a student.

Talk to Student A about events on campus.

Writing

9 Use the conversation from Task 8 to fill out the poster for a campus event.



What's Happening on Campus?

Event: _____

Location: _____

Description: _____

Parking: _____

Glossary

- academic affairs** [N-UNCOUNT-U15] **Academic affairs** is an office on campus that manages school-related activities occurring on campus.
- acceptance** [N-UNCOUNT-U3] **Acceptance** is the act of allowing someone to join a group or organization.
- accredited** [ADJ-U10] If an institution is **accredited**, it follows certain standards that are set by an official agency, such as a government.
- add** [V-T-U6] To **add** a course is to join it officially.
- admissions** [N-UNCOUNT-U15] **Admissions** is an office on campus that processes applications from potential students.
- advisor** [N-COUNT-U7] An **advisor** is a university administrator or instructor who helps a student determine what courses to take and tracks his or her academic progress.
- applicable** [ADJ-U10] If something is **applicable**, it is functional or useful in a particular situation.
- application fee** [N-COUNT-U3] An **application fee** is an amount of money that someone must pay in order to apply for something.
- apply** [V-I-U3] To **apply** is to formally request to enter or join something, such as a school.
- articulation agreement** [N-COUNT-U10] An **articulation agreement** is a set of standards between two or more universities indicating which courses are considered equivalencies for others.
- arts** [N-COUNT-U14] The **arts** are branches of study that deal with creative expression, and include painting, music, theater, dance, and other fields.
- assess** [V-T-U8] To **assess** a fee is to include it on a bill.
- associate's degree** [N-COUNT-U13] An **associate's degree** is a lower-level degree that is awarded to students who have typically completed a two-year program at a university or community college.
- attend** [V-T-U4] To **attend** something is to go to an official event or institution.
- audit** [V-T-U12] To **audit** a course is to attend the course in order to learn about the subject, but without receiving college credit for attending.
- award** [V-T-U9] To **award** something is to give it to someone officially.
- BA** [N-COUNT-U13] A **BA** (Bachelor of Arts) is an undergraduate degree that is awarded to students who have typically completed a three- to five-year academic program in an area of liberal arts or some sciences.
- BS** [N-COUNT-U13] A **BS** (Bachelor of Sciences) is an undergraduate degree is that awarded to students who have typically completed a three- to five-year academic program in an area of science or other technical studies.
- bursar** [N-COUNT-U15] The **bursar**, also called the cashier, is an office on campus that handles students' payments and other financial matters.
- business** [N-UNCOUNT-U14] **Business** is a branch of study that deals with the practices of earning and managing money.
- cancellation** [N-UNCOUNT-U8] **Cancellation** is the process of stopping something from happening, usually before it begins.
- cashier** [N-COUNT-U15] The **cashier**, also called the bursar, is an office on campus that handles students' payments and other financial matters.
- catalog** [N-COUNT-U5] A **catalog** is a list of all the courses that are offered during an academic term, and typically includes additional information such as class schedule, instructor, and location.
- certificate** [N-COUNT-U13] A **certificate** is an official document stating that someone has completed a course of study for a particular skill or trade and is qualified to perform a particular job.
- check in** [V-I-U4] To **check in** is to report officially that one has arrived at a particular place.
- college** [N-COUNT-U2] A **college** is a school that offers post-secondary education, including undergraduate and possibly graduate degrees.
- community college** [N-COUNT-U10] A **community college**, also called a junior college, is a type of school that offers lower-level post-secondary education, and is usually attended by students who either want two-year associate's degrees or intend to transfer to full four-year colleges.
- competitive** [ADJ-U3] If something is **competitive**, many people desire it and only a few are able to get or do it.
- co-requisite** [N-COUNT-U5] A **co-requisite** is a course that a student must take during the same term as another course.
- counselor** [N-COUNT-U1] A **counselor** is someone who advises students about educational goals and progress.
- course load** [N-COUNT-U7] A **course load** is the number of courses or units that a student takes during a particular term.

**CAREER
PATHS**

UNIVERSITY Studies

Career Paths: University Studies is a new educational resource for university students who want to improve their English communication in a campus environment. Incorporating career-specific vocabulary and contexts, each unit offers step-by-step instruction that immerses students in the four key language components: reading, listening, speaking, and writing. **Career Paths: University Studies** addresses topics including applications, class registration, tuition and fees, withdrawals, and housing.

The series is organized into three levels of difficulty and offers over 400 vocabulary terms and phrases. Every unit includes a test of reading comprehension, vocabulary, and listening skills, and leads students through written and oral production.

Included Features:

- A variety of realistic reading passages
- Career-specific dialogues
- 45 reading and listening comprehension checks
- Over 400 vocabulary terms and phrases
- Guided speaking and writing exercises
- Complete glossary of terms and phrases

The **Teacher's Guide** contains detailed lesson plans, a full answer key and audio scripts.

The **audio CDs** contain all recorded material.



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ISBN 978-1-4715-4549-8



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