Learning Objectives

Top Notch Fundamentals is designed for true beginning students or for students needing the support of a very low-level beginning course. No prior knowledge of English is assumed or necessary.

Unit	Communication Goals	Vocabulary	Grammar	Conversation Strategies	Listening / Pronunciation	Reading / Writing
Names and Occupations page 4	 Tell a classmate your occupation Identify your classmates Spell names 	Occupations The alphabet VOCABULARY BOOSTER More occupations	Verb be: Singular and plural statements, contractions Yes / no questions and short answers Common errors Subject pronouns Articles a / an Nouns: Singular and plural / Common and proper GRAMMAR BOOSTER • Extra practice	 Use <u>And you?</u> to show interest in another person Use <u>Excuse me</u> to initiate a conversation Use <u>Excuse me</u>? to indicate you haven't heard or didn't understand Use <u>Thanks!</u> to acknowledge someone's complying with a request 	Listening task: Circle the letter you hear Identify correct spelling of names Write the name you hear spelled Identify the correct occupation Write the missing information: names and occupations Pronunciation: Syllables	Reading Text: Simple forms and business cards Writing Task: Write affirmative and negative statements about people in a picture
About People page 12	 Introduce people Tell someone your first and last name Get someone's contact information 	Relationships (non-family) Titles First and last names Numbers 0–20 VOCABULARY BOOSTER More relationships	Possessive nouns and adjectives Be from / Questions with Where, common errors Verb be: information questions with What GRAMMAR BOOSTER Extra practice	 Identify someone's relationship to you when making an introduction Use too to reciprocate a greeting Begin a question with And to indicate you want additional information Repeat part of a question to clarify Repeat information to confirm 	Listening task:	Reading Text: Short descriptions of famous people, their occupations, and countries of origin Writing Task: Write sentences about your relationships
Places and How to Get There page 20	 Talk about locations Discuss how to get places Discuss transportation 	 Places in the neighborhood Locations Ways to get places Means of transportation Destinations VOCABULARY BOOSTER More places 	 Verb <u>be</u>: questions with <u>Where</u> Subject pronoun <u>it</u> The imperative <u>By</u> to express means of transportation GRAMMAR BOOSTER • Extra practice	 Use <u>You're welcome</u> to formally acknowledge thanks Use <u>OK</u> to acknowledge advice Use <u>What about you?</u> to show interest in another person 	 Listening task: Write the places you hear Write the directions you hear, using affirmative and negative imperatives Circle the means of transportation Write by phrases, check destinations you hear Pronunciation: Falling intonation for questions with Where 	Reading Texts: Simple maps and diagrams Introductions of people, their relationships and occupations, where they live, and how they get to work Writing Task: Write questions and answers about the places in a complex picture
Family page 28	 Identify people in your family Describe your relatives Talk about your family 	Family relationships Adjectives to describe people Numbers 21–101 VOCABULARY BOOSTER More adjectives	Verb be: Questions with Who and common errors With adjectives Questions with How old Adverbs very and so Verb have / has: affirmative statements GRAMMAR BOOSTER • Extra practice	 Use <u>Well,</u> to indicate one is deciding how to begin a response Use <u>And how about?</u> to ask for more information Use <u>Really?</u> to show interest or mild surprise 	Listening task: Identify the picture of a relative being described Choose the adjective that describes the people mentioned in a conversation Pronunciation: Number contrasts	Reading Texts: A family tree A magazine article about famous actors and their families Writing Task: Write a description of the people in your family
Events and Times page 36	 Confirm that you're on time Talk about the time of an event Ask about birthdays 	What time is it? Early, on time, late Events Days of the week Ordinal numbers Months of the year VOCABULARY BOOSTER More events	 Verb <u>be</u>: questions about time Prepositions <u>in</u>, <u>on</u>, and <u>at</u> for dates and times Common errors GRAMMAR BOOSTER • Extra practice	 Use <u>Uh-oh</u> to indicate you may have made a mistake Use <u>Look</u> to focus someone's attention on something Use <u>Great!</u> to show enthusiasm for an idea Offer someone best wishes on his or her birthday 	Listening task: Identify events and circle the correct times Write the events you hear in a date book Circle the dates you hear Pronunciation: Sentence rhythm	Reading Texts: • A world map with time zones • Events posters • Conversations • A zodiac calendar Writing Task: • Write about events at your school or in your city
G Clothes page 44	 Give and accept a compliment Ask for colors and sizes Describe clothes 	Clothes Colors and sizes Opposite adjectives to describe clothes VOCABULARY BOOSTER More clothes	Demonstratives this, that, these, those The simple present tense: like, want, need, and have: Affirmative and negative statements Questions and short answers Spelling rules and contractions Adjective placement and common errors One and ones GRAMMAR BOOSTER Extra practice	 Acknowledge a compliment with <u>Thank you</u> Apologize with <u>I'm sorry</u> when expressing disappointing information Use <u>That's too bad</u> to express disappointment Use <u>What about you?</u> to ask for someone's opinion Use <u>Well</u> to soften a strong opinion 	Listening task: Confirm details about clothes Determine colors of garments Pronunciation: Plural endings	Reading Text: • A sales flyer from a department store Writing Task: • Write sentences about the clothes you have, need, want, and like
Activities page 52 Units 1-7 Review page 60	 Talk about morning and evening activities Describe what you do in your free time Discuss household chores 	Daily activities at home Leisure activities Household chores VOCABULARY BOOSTER More household chores	The simple present tense: Third-person singular spelling rules Questions with When and What time Questions with How often, time expressions Questions with Who as subject, common errors Frequency adverbs and time expressions: Usage, placement, and common errors GRAMMAR BOOSTER Extra practice	 Say Me? to give yourself time to think of a personal response Use Well to introduce a lengthy response Use So to introduce a conversation topic Use How about you? to ask for parallel information Say Sure to indicate a willingness to answer Begin a response to an unexpected question with Oh 	Listening task: • Match chores to the people who performed them Pronunciation: • Third-person singular verb endings	Reading Text: A review of housekeeping robots Writing Tasks: Write five sentences about robots Describe your typical week, using adverbs of frequency and time expressions

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8 Home and Neighborhood _{page 64}	 Describe your neighborhood Ask about someone's home Talk about furniture and appliances 	Types of buildings Places in the neighborhood Rooms Furniture and appliances VOCABULARY BOOSTER More home and office vocabulary	The simple present tense: Questions with Where, prepositions of place There is and there are: Statements and yes / no questions Contractions and common errors Questions with How many GRAMMAR BOOSTER • Extra practice	 Use <u>Really?</u> to introduce contradictory information Respond positively to a description with <u>Sounds nice!</u> Use <u>Actually</u> to introduce an opinion that might surprise Say <u>I don't know. I'm not sure</u> to avoid making a direct negative statement 	Listening task: Determine the best house or apartment for clients of a real estate company Complete statements about locations of furniture and appliances Pronunciation: Linking sounds	Reading Texts: House and apartment rental listings Descriptions of people and their home Writing Task: Compare and contrast your home wi homes in a complex illustration
9 Activities and Plans page 72	 Describe today's weather Ask about people's activities Discuss plans 	Weather expressions Present and future time expressions VOCABULARY BOOSTER More weather vocabulary	The present continuous: Statements: form and usage Yes / no questions Information questions For future plans The present participle: spelling rules GRAMMAR BOOSTER • Extra practice	 Use <u>Hi</u> and <u>Hey</u> to greet people informally Say <u>No kidding!</u> to show surprise Answer the phone with <u>Hello?</u> Identify yourself with <u>This is</u> on the phone Use <u>Well</u>, <u>actually</u> to begin an excuse Say <u>Oh</u>, <u>I'm sorry</u> after interrupting Say <u>Talk to you later</u> to indicate the end of a phone conversation 	Listening task: Determine weather and temperatures in cities in a weather report Complete statements about people's activities, using the present continuous Pronunciation: Rising and falling intonation of yes / no and information questions	Reading Texts: A daily planner A newspaper column about activities a town Writing Task: Write about plans for the week, using the present continuous
10 Food page 80	 Discuss ingredients for a recipe Offer and ask for foods Invite someone to join you at the table 	Foods and drinks Places to keep food in a kitchen Containers and quantities Cooking verbs VOCABULARY BOOSTER More vegetables and fruits	 Count nouns and non-count nouns: Meaning, form, and common errors Count nouns: How many / Are there any Non-count nouns: How much / Is there any The simple present tense and the present continuous: usage and common errors GRAMMAR BOOSTER • Extra practice 	 Say I'll check to indicate you'll get information for someone Decline an offer politely with No, thanks Use Please pass the to ask for something at the table Say Here you go as you offer something Say Nice to see you to greet someone you already know Use You too to repeat a greeting politely 	Listening task: • Identify the foods discussed in conversations Pronunciation: • Vowel sounds: /i/, /I/, /eI/, /ε/, /æ/	Reading Texts: Recipe cards A weekly schedule Writing Task: Write about what you eat in a typical day
11 Past Events page 88	 Tell someone about a past event Describe past activities Talk about outdoor activities 	Past-time expressions Outdoor activities VOCABULARY BOOSTER More outdoor activities	The past tense of <u>be</u> : Statements, questions, and contractions The simple past tense Regular verbs, irregular verbs Statements, questions, and short answers GRAMMAR BOOSTER Extra practice	 Ask why? to ask for a clearer explanation Use What about? to ask for more information Use just to minimize the importance of an action Use a double question to clarify Say Let me think to gain time to answer Say Oh yeah to indicate you just remembered something 	Listening task: Circle the year you hear Infer the correct day or month Choose activities mentioned in conversations Pronunciation: Simple past tense regular verb endings	Reading Text: • A blog in which people describe what they did the previous weekend Writing Tasks: • Write about the activities of two peoples based on a complex picture • Write about your weekend and what you did
12 Appearance and Health page 96	Describe appearanceShow concern about an injurySuggest a remedy	Adjectives to describe hair The face Parts of the body Accidents and injuries Ailments, remedies VOCABULARY BOOSTER More parts of the body	Describing people with <u>be</u> and <u>have</u> Should + base form for advice GRAMMAR BOOSTER	 Use Oh to indicate you've understood Say I'm sorry to hear that, Oh, no, and That's too bad to express sympathy Use What's wrong? to ask about an illness Use really to intensify advice with should Respond to good advice with Good idea Say I hope you feel better when someone feels sick 	Listening task: Identify the people described in conversations Complete statements about injuries Identify the ailments and remedies suggested in conversations Pronunciation More vowel sounds	Reading Text: A magazine article about two celebrit Writing Task: Write a description of someone you know
13 Abilities and Requests page 104	 Express a wish Politely decline an invitation Ask for and agree to do a favor 	Abilities Adverbs <u>well</u> and <u>badly</u> Reasons for not doing something Favors VOCABULARY BOOSTER More musical instruments	<u>Can</u> and <u>can't</u> for ability <u>Too</u> + adjective, common errors Polite requests with <u>Could you</u> + base form GRAMMAR BOOSTER • Extra practice	 Use <u>I wish I could</u> to express a wish Use <u>But</u> to introduce contrasting information Suggest a shared course of action with <u>Let's</u> Politely decline a suggestion with <u>I'm really sorry but</u> and a reason Accept a refusal with <u>Maybe some other time</u> Use <u>Sure</u> and <u>No problem</u> to agree to someone's request for a favor 	Listening task: • Complete requests for favors Pronunciation • Assimilation of sounds: Could you	Reading Text: • A journal article about infant-toddler development Writing Task: • Describe things people can and can' do when they get old
14 Life Events and Plans page 112 Units 8–14 Review	 Get to know someone's life story Discuss plans Express wishes for the future 	Some life events Academic subjects Leisure activities Life cycle events VOCABULARY BOOSTER More academic subjects More leisure activities	Be going to + base form Would like + infinitive: Statements Questions Short answers Contractions GRAMMAR BOOSTER • Extra practice	 Use <u>Not really</u> to soften a negative response Ask <u>What do you mean?</u> to request clarification Use <u>Well</u> to explain or clarify Use emphatic stress on <u>and</u> to indicate two answers 	Listening task: Choose correct statements Circle correct words or phrases Complete statements about activities, using the present continuous Infer people's wishes for the future and complete statements, using would like Pronunciation Diphthongs	Reading Text: A short biography of Harry Houdini Writing Task: Write your own illustrated life story, including plans and wishes for the future

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