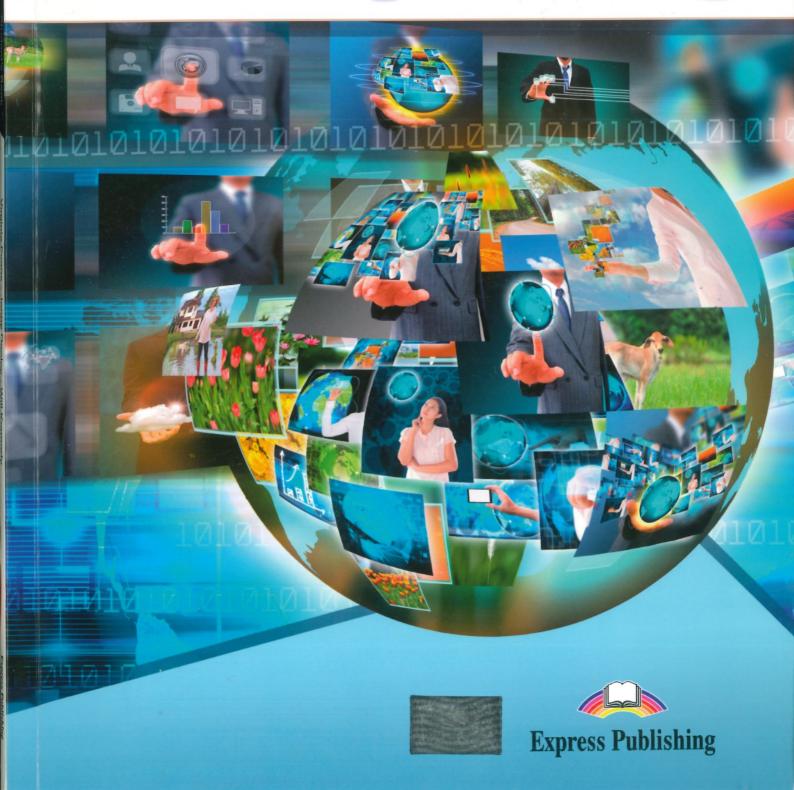
CAREER PATHS

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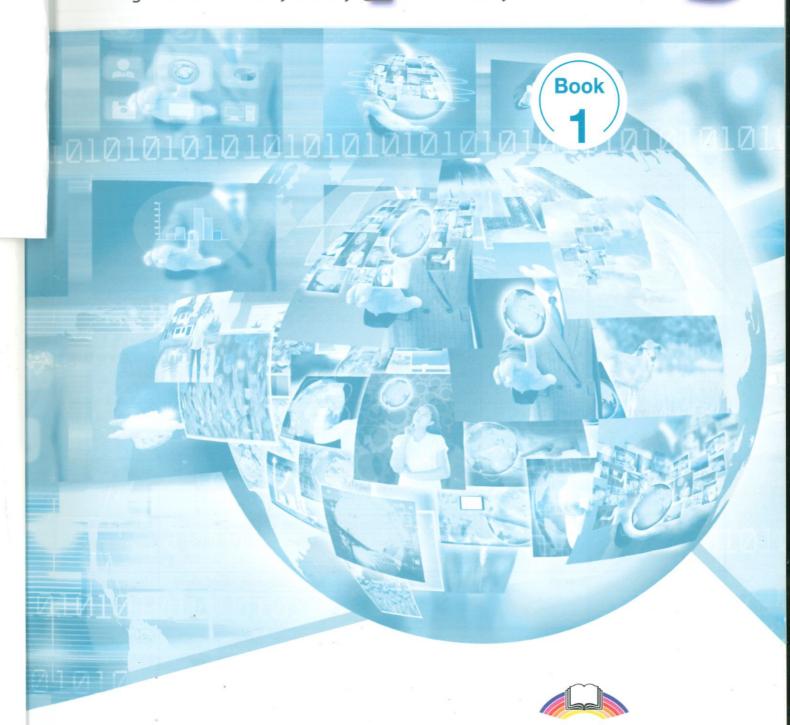
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## **Scope and Sequence**

Unit	Topic	Reading context	Vocabulary	Function
1	Types of Computers	Magazine article	computer, desktop, laptop, notebook, personal computer, portable, power, server, tablet, workstation	Giving a strong response
2	Monitors	Article	aspect ratio, contrast, CRT, display, HD, LCD, monitor, resolution, response time, screen	Pointing out a difference
3	Keyboards	Blog post	Alt key, Caps Lock, Control key, diacritical mark, function key, keyboard, numeric keypad, QWERTY, Shift key, type	Giving instructions
4	Mice	Product listing	ball mouse, click, button, cordless mouse, laser mouse, LED mouse, mouse, scroll, scroll wheel, USB	Making a recommendation
5	Inside the Computer	Magazine article	case, CD drive, disk drive, fan, hard drive, heat sink, motherboard, port, power supply, processor	Describing a problem
6	Memory Storage Devices	Advertisement	burn, capacity, CD-R, flash drive, flash memory, GB, kB, MB, memory	Asking about size
7	Printers	E-mail	cartridge, dpi, ink, inkjet, laser printer, ppm, print, printer, toner, two-sided	Getting someone's attention
8	Scanners	Article	all-in-one, automatic document feeder, color depth, copy, flatbed, optical resolution, ppi, scan, scan area, scanner	Describing benefits
9	Cameras	Advertisement	compression, digital camera, digital zoom, JPEG, megapixel, optical zoom, pixel count, SD card, white balance	Giving a negative opinion
10	Smartphones	User manual	app, built-in feature, cell phone, GPS, MP3 player, service, smartphone, sync, touchscreen	Correcting a mistake
11	The User Interface	User guide	cursor, desktop, dropdown menu, folder, GUI, icon, organize, right-click, select, user	Asking about locations
12	E-mail 1	Article	address book, drafts folder, e-mail, e-mail address, e-mail client, inbox, junk mail, sent folder, trash folder, webmail	Asking about completed tasks
13	E-mail 2	E-mail	attach, Bcc, Cc, create, forward, recipient, reply, reply all, subject	Making an apology
14	E-mail 3	Article	attachment, bounce back, configure, domain name, exceed, maximum, POP3 server, SMTP server, spam, time out, typo	Identifying an error
15	Instant Messaging	E-mail	available, busy, chat, contact list, file transfer, IM, one-to-one, provider, real-time, screen name,	Asking for an opinion

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