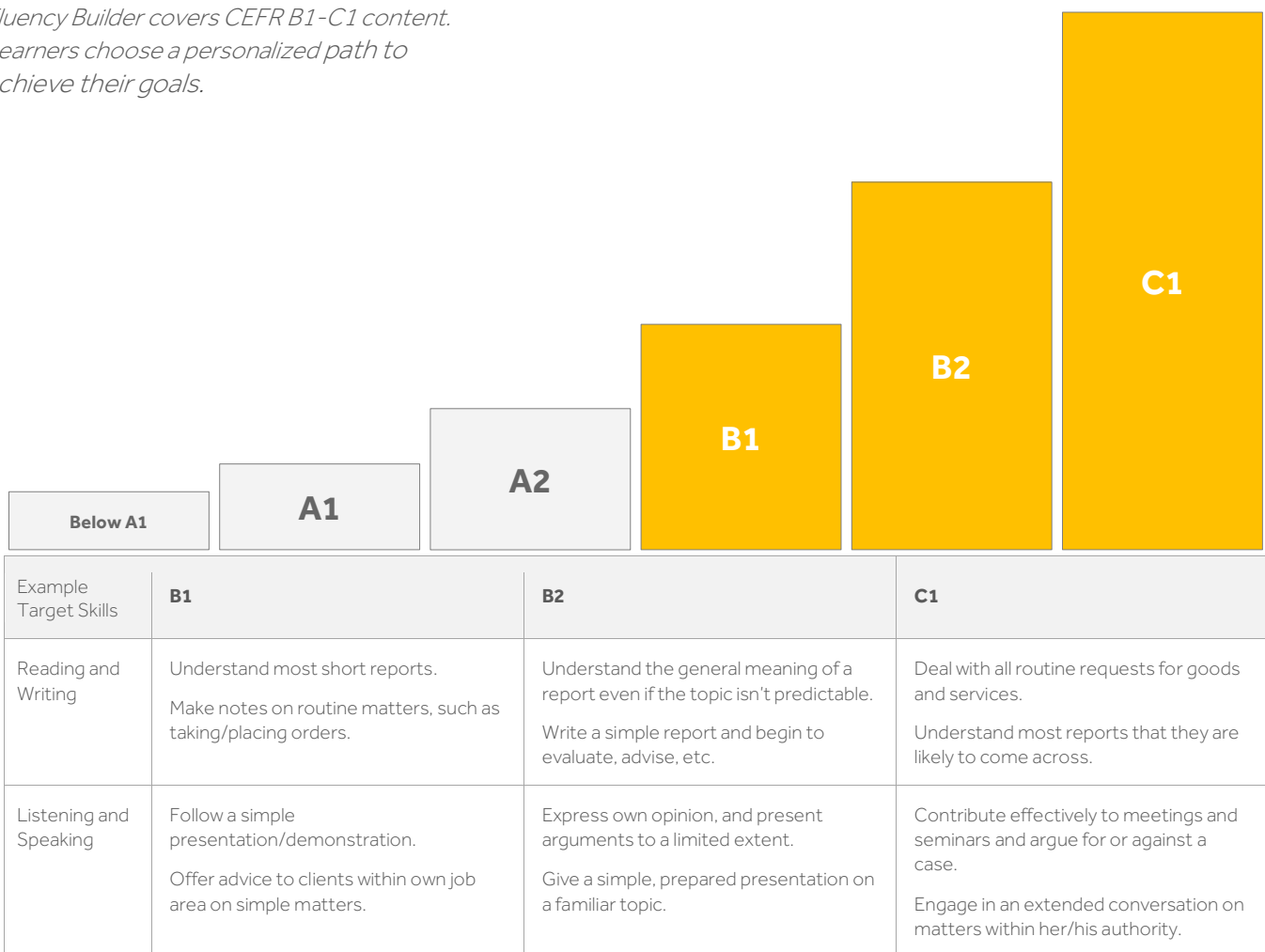


Rosetta Stone® Catalyst®

American English Scope and Sequence
CEFR Level B1-C1 (Fluency Builder)

Hello! Rosetta Stone® offers learners a best-in-class blended learning experience powered by Dynamic Immersion.™ Catalyst's® end-to-end English language learning solution is structured into two distinct learning paths, Foundations and Fluency Builder. Each path is designed to provide learners with courseware and study resources ideal for their language ability. Fluency Builder, the path for those who are independent to proficient (CEFR B1-C1) in their language ability, is organized around goal-driven content and empowers learners to develop career and academic skills while learning a new language.

*Fluency Builder covers CEFR B1-C1 content.
Learners choose a personalized path to
achieve their goals.*



Both industry-specific and skills-based courses are available. During the onboarding process learners identify interests and establish learning goals. Courses are then recommended based on their unique needs.

American English Scope and Sequence

CEFR Level B1-C1 (Fluency Builder)

This document outlines the scope and sequence for American English content in Fluency Builder. Each set of lessons is organized under the target language level and course topic. Please note, the durations listed are suggested only; the actual amount of time needed to complete a lesson will vary based on the learner's first language, knowledge of the target language, and study environment.

Table of Contents

B1: Aviation.....	4
B1: Business Meetings.....	4
B1: Career and Employment.....	5
B1: Culture.....	5
B1: Customer Service.....	6
B1: Electrical Engineering.....	6
B1: Emergency Services.....	7
B1: Everyday Situations.....	7
B1: General Business Communication.....	9
B1: Health and Medicine.....	10
B1: IT and Telecom.....	10
B1: Manufacturing and Logistics.....	11
B1: On the Phone.....	11
B1: People Management.....	11
B1: Reading Skills.....	12
B1: Reports and Presentations.....	13
B1: The Environment and Physical Sciences.....	14
B1: Travel and Hospitality.....	14
Included in All Levels (B1-C1): Administrative Tasks.....	15
Included in All Levels (B1-C1): Architecture and Construction.....	15
Included in All Levels (B1-C1): Automotive.....	16
Included in All Levels (B1-C1): Aviation.....	16
Included in All Levels (B1-C1): Culture.....	18
Included in All Levels (B1-C1): Customer Service.....	18
Included in All Levels (B1-C1): Education.....	18
Included in All Levels (B1-C1): Energy & Fuel.....	19

Included in All Levels (B1-C1): Ethics.....	19
Included in All Levels (B1-C1): Finance and Insurance	19
Included in All Levels (B1-C1): Government.....	20
Included in All Levels (B1-C1): Health and Medicine	21
Included in All Levels (B1-C1): Human Resources.....	24
Included in All Levels (B1-C1): IT & Telecom.....	24
Included in All Levels (B1-C1): Law Enforcement and Military	25
Included in All Levels (B1-C1): Legal	27
Included in All Levels (B1-C1): Manufacturing and Logistics.....	27
Included in All Levels (B1-C1): Sales and Marketing.....	27
Included in All Levels (B1-C1): The Environment and Physical Sciences.....	28
Included in All Levels (B1-C1): Travel and Hospitality.....	29
Included in Levels B2-C1: Electrical Engineering	30
B2: Aviation.....	31
B2: Business Meetings.....	31
B2: Career and Employment.....	32
B2: Culture.....	32
B2: Customer Service	32
B2: Emergency Services.....	33
B2: Energy Sector.....	33
B2: Everyday Situations	33
B2: General Business Communication	34
B2: Health and Medicine	36
B2: IT and Telecom	36
B2: Manufacturing and Logistics.....	36
B2: On the Phone	36
B2: People Management.....	37
B2: Reading Skills	37
B2: Reports and Presentations	38
B2: Travel and Hospitality.....	39
C1: Aviation.....	40
C1: Business Meetings.....	40
C1: Career and Employment	41
C1: Customer Service.....	41
C1: Emergency Services.....	42

C1: General Business Communication.....	42
C1: Health and Medicine.....	43
C1: IT and Telecom.....	43
C1: Manufacturing and Logistics	44
C1: On the Phone.....	44
C1: People Management	44
C1: Reading Skills.....	45
C1: Reports and Presentations.....	46
C1: The Environment and Physical Sciences.....	47
C1: Travel and Hospitality.....	47

B1: Aviation

Lesson title	Targeted skills*	Duration
Daily Schedule	Listening, Speaking, Reading	0:30:00
Preflight	Speaking, Reading, Writing	0:30:00

B1: Business Meetings

Lesson title	Targeted skills*	Duration
Following a Meeting, Part I	Listening, Speaking, Reading	0:30:00
Following a Meeting, Part II	Listening, Speaking, Reading	0:30:00
Having Successful Meetings, Part I	Speaking, Reading, Writing	0:30:00
Having Successful Meetings, Part II	Listening, Reading, Writing	0:30:00
Important People, Part I	Speaking, Reading, Writing	0:30:00
Important People, Part II	Listening, Speaking, Reading	0:30:00
Informal Business Meetings, Part I	All 4 Skills	0:30:00
Informal Business Meetings, Part II	Listening, Speaking, Reading	0:30:00
One-on-One Meetings, Part I	All 4 Skills	0:30:00
One-on-One Meetings, Part II	All 4 Skills	0:30:00
Polite Behavior, Part I	All 4 Skills	0:30:00
Polite Behavior, Part II	Listening, Speaking, Reading	0:30:00
Stating your Opinions, Part I	All 4 Skills	0:30:00
Stating your Opinions, Part II	All 4 Skills	0:30:00
Types of Meetings, Part I	Speaking, Reading	0:30:00
Types of Meetings, Part II	Listening, Reading, Writing	0:30:00

About the Presentation	All 4 Skills	0:56:00
Advice	Writing, Reading	0:34:00
Asset Management	All 4 Skills	0:33:00
Delays	All 4 Skills	0:41:00
Explanation of a Procedure	All 4 Skills	0:28:00
Instructions	Speaking, Listening	0:28:00
The Leaving Party	Reading	0:23:00
The Production Process	All 4 Skills	0:44:00

B1: Career and Employment

Lesson title	Targeted skills*	Duration
Accepting an Interview, Part I	All 4 Skills	0:30:00
Accepting an Interview, Part II	Speaking, Reading	0:30:00
Application & Cover Letter, Part I	Listening, Reading, Writing	0:30:00
Application & Cover Letter, Part II	Listening, Reading, Writing	0:30:00
Job Fairs, Part I	Speaking, Reading, Writing	0:30:00
Job Fairs, Part II	Speaking, Reading	0:30:00
Job Searching, Part I	Listening, Speaking, Reading	0:30:00
Job Searching, Part II	All 4 Skills	0:30:00
Preparing for an Interview, Part I	All 4 Skills	0:30:00
Preparing for an Interview, Part II	Speaking, Reading, Writing	0:30:00
Résumés, Part I	Reading, Writing	0:30:00
Résumés, Part II	Listening, Speaking, Reading	0:30:00
Skills and Interests, Part I	Listening, Reading, Writing	0:30:00
Skills and Interests, Part II	All 4 Skills	0:30:00
The Perfect Job, Part I	Speaking, Reading, Writing	0:30:00
The Perfect Job, Part II	Speaking, Reading, Writing	0:30:00
Work History, Part I	Reading, Writing	0:30:00
Work History, Part II	All 4 Skills	0:30:00

B1: Culture

Lesson title	Targeted skills*	Duration
Fast Food	Reading	0:07:00
Jazz: Made in the U.S.A.	Reading	0:07:00

B1: Customer Service

Lesson title	Targeted skills*	Duration
A Customer Service Mindset, Part I	All 4 Skills	0:30:00
A Customer Service Mindset, Part II	Listening, Speaking, Reading	0:30:00
Asking for Clarification, Part I	All 4 Skills	0:30:00
Asking for Clarification, Part II	Listening, Speaking, Reading	0:30:00
Closing A Conversation, Part I	Speaking, Reading, Writing	0:30:00
Closing A Conversation, Part II	Speaking, Reading	0:30:00
Greeting the Customer, Part I	Listening, Speaking, Reading	0:30:00
Greeting the Customer, Part II	Listening, Speaking, Reading	0:30:00
Identifying the Concern, Part I	Listening, Speaking, Reading	0:30:00
Identifying the Concern, Part II	Speaking, Reading, Writing	0:30:00
Listening for Details, Part I	All 4 Skills	0:30:00
Listening for Details, Part II	Listening, Reading, Writing	0:30:00
Making Suggestions, Part I	All 4 Skills	0:30:00
Making Suggestions, Part II	All 4 Skills	0:30:00
Practicing Conversations, Part I	Speaking, Reading	0:30:00
Practicing Conversations, Part II	Reading, Writing	0:30:00

B1: Electrical Engineering

Lesson title	Targeted skills*	Duration
Conveyor motor gearbox: Operating vocabulary	Listening, Speaking, Reading	0:15:00-0:20:00
Control module: Reading a product brochure	Listening, Speaking, Reading	0:15:00-0:20:00
Automation station: Operating characteristics	Listening, Speaking, Reading	0:15:00-0:20:00
Cabin management system: Understanding a layout	Listening, Speaking, Reading	0:15:00-0:20:00
Automated control system: HVAC automation station components	Listening, Speaking, Reading	0:15:00-0:20:00
Electrical wiring: Symbols, Part 1	Listening, Speaking, Reading	0:15:00-0:20:00
Electrical wiring: Symbols, Part 2	Listening, Speaking, Reading	0:15:00-0:20:00
Coolant pump controls: Essential components	Listening, Speaking, Reading	0:15:00-0:20:00
Arc quenching: Understanding a system design	Listening, Speaking, Reading	0:15:00-0:20:00
Refrigerant control system: Understanding a diagram	Listening, Speaking, Reading	0:15:00-0:20:00
Emergency power system: Backup power and switching	Listening, Speaking, Reading	0:15:00-0:20:00
Uninterruptable power supply: Understanding a system design	Listening, Speaking, Reading	0:15:00-0:20:00

Product testing: TBD	Listening, Speaking, Reading	0:15:00-0:20:00
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B1: Emergency Services

Lesson title	Targeted skills*	Duration
Comforting People	Speaking, Reading	0:30:00
Managing Crowds	Listening, Speaking, Reading	0:30:00

B1: Everyday Situations

Lesson title	Targeted skills*	Duration
An Emergency (All Skills)	All 4 Skills	0:51:00
At the Doctor's Office (All Skills)	All 4 Skills	0:47:00
At the Post Office (All Skills)	All 4 Skills	0:56:00
Banks and ATMs (All Skills)	All 4 Skills	0:56:00
Breakfast Menus (All Skills)	All 4 Skills	0:55:00
Correspondence (All Skills)	All 4 Skills	0:47:00
Desserts (All Skills)	All 4 Skills	0:40:00
Paying a Bill (All Skills)	All 4 Skills	0:55:00
Still Hungry?' (All Skills)	All 4 Skills	0:54:00
The Fitting Room (All Skills)	All 4 Skills	0:47:00
The Menu (All Skills)	All 4 Skills	0:58:00
Window-shopping (All Skills)	All 4 Skills	0:59:00
An Emergency (Grammar)	Speaking, Reading, Listening	0:51:00
At the Doctor's Office (Grammar)	Speaking, Reading, Listening	0:47:00
At the Post Office (Grammar)	Speaking, Reading, Listening	0:56:00
Banks and ATMs (Grammar)	Speaking, Reading, Listening	0:56:00
Breakfast Menus (Grammar)	Speaking, Reading, Listening	0:55:00
Correspondence (Grammar)	Speaking, Reading, Listening	0:47:00
Desserts (Grammar)	Speaking, Reading, Listening	0:40:00
Paying a Bill (Grammar)	Speaking, Reading, Listening	0:55:00
Still Hungry?' (Grammar)	Speaking, Reading, Listening	0:54:00
The Fitting Room (Grammar)	Speaking, Reading, Listening	0:47:00
The Menu (Grammar)	Speaking, Reading, Listening	0:58:00
Window-shopping (Grammar)	Speaking, Reading, Listening	0:59:00
An Emergency (Vocabulary)	Speaking, Reading, Listening	0:51:00
At the Doctor's Office (Vocabulary)	Speaking, Reading, Listening	0:47:00

At the Post Office (Vocabulary)	Speaking, Reading, Listening	0:56:00
Banks and ATMs (Vocabulary)	Speaking, Reading, Listening	0:56:00
Breakfast Menus (Vocabulary)	Speaking, Reading, Listening	0:55:00
Correspondence (Vocabulary)	Speaking, Reading, Listening	0:47:00
Desserts (Vocabulary)	Speaking, Reading, Listening	0:40:00
Paying a Bill (Vocabulary)	Speaking, Reading, Listening	0:55:00
Still Hungry?' (Vocabulary)	Speaking, Reading, Listening	0:54:00
The Fitting Room (Vocabulary)	Speaking, Reading, Listening	0:47:00
The Menu (Vocabulary)	Speaking, Reading, Listening	0:58:00
Window-shopping (Vocabulary)	Speaking, Reading, Listening	0:59:00
An Emergency (Reading & Writing)	Writing, Reading	0:51:00
At the Doctor's Office (Reading & Writing)	Writing, Reading	0:47:00
At the Post Office (Reading & Writing)	Writing, Reading	0:56:00
Banks and ATMs (Reading & Writing)	Writing, Reading	0:56:00
Breakfast Menus (Reading & Writing)	Writing, Reading	0:55:00
Correspondence (Reading & Writing)	Writing, Reading	0:47:00
Desserts (Reading & Writing)	Writing, Reading	0:40:00
Paying a Bill (Reading & Writing)	Writing, Reading	0:55:00
Still Hungry?' (Reading & Writing)	Writing, Reading	0:54:00
The Fitting Room (Reading & Writing)	Writing, Reading	0:47:00
The Menu (Reading & Writing)	Writing, Reading	0:58:00
Window-shopping (Reading & Writing)	Reading, Listening	0:59:00
An Emergency (Speaking & Listening)	Speaking, Listening	0:51:00
At the Doctor's Office (Speaking & Listening)	Speaking, Listening	0:47:00
At the Post Office (Speaking & Listening)	Speaking, Listening	0:56:00
Banks and ATMs (Speaking & Listening)	Speaking, Listening	0:56:00
Breakfast Menus (Speaking & Listening)	Speaking, Listening	0:55:00
Correspondence (Speaking & Listening)	Speaking, Listening	0:47:00
Desserts (Speaking & Listening)	Speaking, Listening	0:40:00
Paying a Bill (Speaking & Listening)	Speaking, Listening	0:55:00
Still Hungry?' (Speaking & Listening)	Speaking, Listening	0:54:00
The Fitting Room (Speaking & Listening)	Speaking, Listening	0:47:00
The Menu (Speaking & Listening)	Speaking, Listening	0:58:00
Window-shopping (Speaking & Listening)	Speaking, Listening	0:59:00

B1: General Business Communication

Lesson title	Targeted skills*	Duration
A Sensitive Topic, Part I	Speaking, Reading	0:30:00
A Sensitive Topic, Part II	Speaking, Reading, Writing	0:30:00
Checking for Understanding, Part I	Listening, Speaking, Reading	0:30:00
Checking for Understanding, Part II	Listening, Speaking, Reading	0:30:00
Continuing a Conversation, Part I	All 4 Skills	0:30:00
Continuing a Conversation, Part II	All 4 Skills	0:30:00
Cultural Differences, Part I	All 4 Skills	0:30:00
Cultural Differences, Part II	All 4 Skills	0:30:00
Ending a Conversation, Part I	Speaking, Reading, Writing	0:30:00
Ending a Conversation, Part II	Speaking, Reading, Writing	0:30:00
Interrupting, Part I	Speaking, Reading, Writing	0:30:00
Interrupting, Part II	Listening, Speaking, Reading	0:30:00
Responding Appropriately, Part I	Listening, Speaking, Reading	0:30:00
Responding Appropriately, Part II	All 4 Skills	0:30:00
Starting a Conversation, Part I	Listening, Speaking, Reading	0:30:00
Starting a Conversation, Part II	All 4 Skills	0:30:00
Being Clear, Part I	Reading, Writing	0:30:00
Being Clear, Part II	Reading, Writing	0:30:00
E-mail Etiquette, Part I	Reading, Writing	0:30:00
E-mail Etiquette, Part II	Speaking, Reading, Writing	0:30:00
Expressing Yourself, Part I	Reading, Writing	0:30:00
Expressing Yourself, Part II	Listening, Reading, Writing	0:30:00
Knowing When to Email, Part I	Speaking, Reading	0:30:00
Knowing When to Email, Part II	Listening, Speaking, Reading	0:30:00
Looking at the Language, Part I	Listening, Reading, Writing	0:30:00
Looking at the Language, Part II	Listening, Reading, Writing	0:30:00
Sending Letters, Part I	Reading, Writing	0:30:00
Sending Letters, Part II	Listening, Reading, Writing	0:30:00
The Letter and Envelope, Part I	Speaking, Reading, Writing	0:30:00
The Letter and Envelope, Part II	Listening, Reading, Writing	0:30:00
Appointment Setup	All 4 Skills	0:53:00
Before the Visit	All 4 Skills	0:49:00

Contract Settlements	Speaking, Listening	0:27:00
Itinerary Organization	All 4 Skills	0:38:00
Prospective Customer	All 4 Skills	0:40:00
Sales Contact	All 4 Skills	0:36:00
Security Rules	Writing, Reading	0:37:00
The Welcome Desk	All 4 Skills	0:54:00
A Business Lunch	Writing, Speaking, Listening	0:48:00
About the Project	All 4 Skills	0:37:00
At the Airport	Speaking, Reading, Listening	0:46:00
Company History	All 4 Skills	0:39:00
Company Presentation	All 4 Skills	0:37:00
Customer Service	Writing, Speaking, Listening	0:47:00
First Negotiations	Writing, Listening	0:37:00
Job Application	Reading	0:23:00
Job Interview	Speaking, Listening	0:34:00
Letter of Recommendation	Reading	0:29:00
Letter to Human Resources	Reading	0:29:00

B1: Health and Medicine

Lesson title	Targeted skills*	Duration
Doing a Basic Procedure	Listening, Speaking, Reading	0:30:00
People Doing their Part	Listening, Speaking, Reading	0:30:00
The Bottle	Listening, Speaking, Reading	0:30:00
The Cold	Speaking, Reading, Writing	0:30:00

B1: IT and Telecom

Lesson title	Targeted skills*	Duration
IT Support	Listening, Speaking, Reading	0:30:00
Networking	Listening, Speaking, Reading	0:30:00
Sales	Listening, Speaking, Reading	0:30:00
Working Together	Speaking, Reading, Writing	0:30:00

B1: Manufacturing and Logistics

Lesson title	Targeted skills*	Duration
Protecting and Reporting	Listening, Speaking, Reading	0:30:00
Understanding Safety Guidelines	Listening, Speaking, Reading	0:30:00

B1: On the Phone

Lesson title	Targeted skills*	Duration
Asking for Help, Part I	Listening, Speaking, Reading	0:30:00
Asking for Help, Part II	Speaking, Reading, Writing	0:30:00
Being Polite on the Phone, Part I	Speaking, Reading	0:30:00
Being Polite on the Phone, Part II	All 4 Skills	0:30:00
Getting More Information, Part I	Listening, Speaking, Reading	0:30:00
Getting More Information, Part II	All 4 Skills	0:30:00
Leaving a Voicemail	Speaking, Reading	0:30:00
Preparing to Call Someone, Part I	Listening, Speaking, Reading	0:30:00
Preparing to Call Someone, Part II	Listening, Speaking, Reading	0:30:00
Starting a Call, Part I	Speaking, Reading, Writing	0:30:00
Starting a Call, Part II	Listening, Speaking, Reading	0:30:00
Taking a Message	Listening, Speaking, Reading	0:30:00
A Special Offer	All 4 Skills	0:37:00
A Telephone Survey	All 4 Skills	0:37:00
Directions	All 4 Skills	0:40:00
Fair Registration	All 4 Skills	0:41:00
Registration	All 4 Skills	0:38:00
The Survey	Writing, Reading	0:34:00

B1: People Management

Lesson title	Targeted skills*	Duration
Cultural Differences, Part I	Speaking, Reading, Writing	0:30:00
Cultural Differences, Part II	Listening, Speaking, Reading	0:30:00
Dealing with Problems, Part I	All 4 Skills	0:30:00
Dealing with Problems, Part II	All 4 Skills	0:30:00
Expectations, Part I	All 4 Skills	0:30:00

Expectations, Part II	Listening, Speaking, Reading	0:30:00
Giving Feedback, Part I	All 4 Skills	0:30:00
Giving Feedback, Part II	Listening, Speaking, Reading	0:30:00
Hiring People, Part I	Speaking, Reading	0:30:00
Hiring People, Part II	All 4 Skills	0:30:00
Management Styles, Part I	Speaking, Reading, Writing	0:30:00
Management Styles, Part II	Speaking, Reading, Writing	0:30:00
Organizing People, Part I	Reading, Writing	0:30:00
Organizing People, Part II	All 4 Skills	0:30:00
Team Building, Part I	Reading, Writing	0:30:00
Team Building, Part II	Speaking, Reading, Writing	0:30:00

B1: Reading Skills

Lesson title	Targeted skills*	Duration
A Challenging Expansion	Speaking, Reading, Writing	0:30:00
A New Direction	Speaking, Reading, Writing	0:30:00
A Question of Location	Speaking, Reading, Writing	0:30:00
Advertising That Knows You	Speaking, Reading, Writing	0:30:00
Are We Doing Too Much?	All 4 Skills	0:30:00
Changing Fitness	Speaking, Reading, Writing	0:30:00
Changing Times for Cities	Speaking, Reading, Writing	0:30:00
Computer Policies	Speaking, Reading, Writing	0:30:00
Confusing Humor Slows Business	Speaking, Reading, Writing	0:30:00
Dealing with Stress at Work	Speaking, Reading, Writing	0:30:00
Don't Try This at Work	Speaking, Reading, Writing	0:30:00
Flexible Work Arrangements	Speaking, Reading, Writing	0:30:00
Garden Redesign	Speaking, Reading, Writing	0:30:00
Job Perks	Speaking, Reading, Writing	0:30:00
More Money: Will it Help?	Speaking, Reading, Writing	0:30:00
New Options for Business Travel	Speaking, Reading, Writing	0:30:00
Playing for Success	Speaking, Reading, Writing	0:30:00
Preparing for a Job Interview	Speaking, Reading, Writing	0:30:00
Product Not as Described	All 4 Skills	0:30:00
The Cost of Social Networking	Speaking, Reading, Writing	0:30:00
The Human Cost of Technology	Speaking, Reading, Writing	0:30:00

The Man Behind McDonald's	Speaking, Reading, Writing	0:30:00
Time to Pay	Speaking, Reading, Writing	0:30:00
Tourist Troubles	Speaking, Reading, Writing	0:30:00
What Makes a Great Boss?	Speaking, Reading, Writing	0:30:00

B1: Reports and Presentations

Lesson title	Targeted skills*	Duration
A Persuasive Presentation, Part I	Speaking, Reading, Writing	0:30:00
A Persuasive Presentation, Part II	Speaking, Reading	0:30:00
A Training Presentation, Part I	Listening, Speaking, Reading	0:30:00
A Training Presentation, Part II	Listening, Speaking, Reading	0:30:00
An Interactive Presentation, Part I	Listening, Speaking, Reading	0:30:00
An Interactive Presentation, Part II	Listening, Speaking, Reading	0:30:00
Asking Questions, Part I	Speaking, Reading	0:30:00
Asking Questions, Part II	All 4 Skills	0:30:00
Attending a Workshop, Part I	Listening, Speaking, Reading	0:30:00
Attending a Workshop, Part II	Speaking, Reading, Writing	0:30:00
Following a Presentation, Part I	All 4 Skills	0:30:00
Following a Presentation, Part II	All 4 Skills	0:30:00
Following Instructions, Part I	All 4 Skills	0:30:00
Following Instructions, Part II	Speaking, Reading, Writing	0:30:00
Social Expectations, Part I	Listening, Speaking, Reading	0:30:00
Social Expectations, Part II	All 4 Skills	0:30:00
An Action Plan, Part I	Speaking, Reading	0:30:00
An Action Plan, Part II	Speaking, Reading, Writing	0:30:00
Comparing Things, Part I	Reading, Writing	0:30:00
Comparing Things, Part II	Speaking, Reading	0:30:00
Evaluating Information, Part I	Speaking, Reading, Writing	0:30:00
Evaluating Information, Part II	Listening, Speaking, Reading	0:30:00
Recognizing Pros and Cons, Part I	Reading, Writing	0:30:00
Recognizing Pros and Cons, Part II	Listening, Reading, Writing	0:30:00
Recommending, Part I	Speaking, Reading	0:30:00
Recommending, Part II	Listening, Reading, Writing	0:30:00
Starting an Assignment, Part I	Speaking, Reading, Writing	0:30:00
Starting an Assignment, Part II	Speaking, Reading	0:30:00

Visuals, Part I	Speaking, Reading	0:30:00
Visuals, Part II	Speaking, Reading, Writing	0:30:00
Writing a Memo, Part I	Reading, Writing	0:30:00
Writing a Memo, Part II	All 4 Skills	0:30:00

B1: The Environment and Physical Sciences

Lesson title	Targeted skills*	Duration
Energy Trends	Speaking, Reading, Writing	0:30:00
Environmental Concerns	Listening, Speaking, Reading	0:30:00
Generating Electricity	All 4 Skills	0:30:00
Health and Safety	Speaking, Reading	0:30:00
Oil and Gas Basics	Listening, Speaking, Reading	0:30:00
Refining Oil	Speaking, Reading	0:30:00
Types of Oil Rigs	Listening, Reading, Writing	0:30:00

B1: Travel and Hospitality

Lesson title	Targeted skills*	Duration
Changing Your Flight, Part I	All 4 Skills	0:30:00
Changing Your Flight, Part II	Listening, Speaking, Reading	0:30:00
Getting There, Part I	Speaking, Reading, Writing	0:30:00
Getting There, Part II	Speaking, Reading, Writing	0:30:00
Getting to the Plane, Part I	All 4 Skills	0:30:00
Getting to the Plane, Part II	Listening, Speaking, Reading	0:30:00
Ground Transportation	Listening, Speaking, Reading	0:30:00
Handling Travel Problems, Part I	Speaking, Reading	0:30:00
Handling Travel Problems, Part II	Speaking, Reading, Writing	0:30:00
Making Airline Reservations, Part I	All 4 Skills	0:30:00
Making Airline Reservations, Part II	Listening, Speaking, Reading	0:30:00
Making Hotel Reservations, Part I	All 4 Skills	0:30:00
Making Hotel Reservations, Part II	Listening, Speaking, Reading	0:30:00
Staying in a Hotel, Part I	Listening, Speaking, Reading	0:30:00
Staying in a Hotel, Part II	Speaking, Reading, Writing	0:30:00
Tips on Tipping	Listening, Speaking, Reading	0:30:00

Included in All Levels (B1-C1): Administrative Tasks

Lesson title	Targeted skills*	Duration
Letter Template	Reading	0:28:00
Minutes	Reading	0:28:00
Travel Itinerary	Reading	0:27:00

Included in All Levels (B1-C1): Architecture and Construction

Lesson title	Targeted skills*	Duration
Architecture and Construction A	Reading	0:06:00
Architecture and Construction B	Reading	0:06:00
Architecture and Construction C	Reading	0:06:00
Architecture and Construction D	Reading	0:06:00
Architecture and Construction E	Reading	0:06:00
Architecture and Construction F	Reading	0:06:00
Architecture and Construction G	Reading	0:06:00
Architecture and Construction H	Reading	0:06:00
Architecture and Construction I-K	Reading	0:06:00
Architecture and Construction L	Reading	0:06:00
Architecture and Construction M	Reading	0:06:00
Architecture and Construction N-O	Reading	0:06:00
Architecture and Construction P	Reading	0:06:00
Architecture and Construction Q-R	Reading	0:06:00
Architecture and Construction S	Reading	0:06:00
Architecture and Construction T	Reading	0:06:00
Architecture and Construction U-V	Reading	0:06:00
Architecture and Construction W	Reading	0:06:00
Architecture and Construction X-Z	Reading	0:06:00
A Dynamic Skyscraper	Reading, Listening	0:29:00
Home Construction and the Housing Market	Reading, Listening	0:25:00
Home Recycling	Reading, Listening	0:27:00
e	Reading, Listening	0:28:00
White House Construction	Reading, Listening	0:27:00

Included in All Levels (B1-C1): Automotive

Lesson title	Targeted skills*	Duration
Electric Cars: Promise or Fantasy?	Reading, Listening	0:25:00
Luxury Hybrid Car	Reading, Listening	0:30:00
Meet Shelley, an Autonomous Vehicle	Reading, Listening	0:26:00
Recall Notice	Reading	0:28:00
Vehicle Inspection	Reading	0:28:00
Vehicle Registration	Reading	0:28:00

Included in All Levels (B1-C1): Aviation

Lesson title	Targeted skills*	Duration
Air Navigation A	Reading, Listening	0:06:00
Air Navigation B	Reading, Listening	0:06:00
Air Navigation C	Reading, Listening	0:06:00
Air Navigation D	Reading, Listening	0:06:00
Air Navigation E-F	Reading, Listening	0:06:00
Air Navigation G	Reading, Listening	0:06:00
Air Navigation H	Reading, Listening	0:06:00
Air Navigation I-K	Reading, Listening	0:06:00
Air Navigation L	Reading, Listening	0:06:00
Air Navigation M	Reading, Listening	0:06:00
Air Navigation N-O	Reading, Listening	0:06:00
Air Navigation P-Q	Reading, Listening	0:06:00
Air Navigation R	Reading, Listening	0:06:00
Air Navigation S	Reading, Listening	0:06:00
Air Navigation T	Reading, Listening	0:06:00
Air Navigation U-Z	Reading, Listening	0:06:00
Air Crew and Ground Staff A	Reading, Listening	0:06:00
Air Crew and Ground Staff B	Reading, Listening	0:06:00
Air Crew and Ground Staff C	Reading, Listening	0:06:00
Air Crew and Ground Staff D-E	Reading, Listening	0:06:00
Air Crew and Ground Staff F	Reading, Listening	0:06:00
Air Crew and Ground Staff G-I	Reading, Listening	0:06:00
Air Crew and Ground Staff J-L	Reading, Listening	0:06:00

Air Crew and Ground Staff M-O	Reading, Listening	0:06:00
Air Crew and Ground Staff P	Reading, Listening	0:06:00
Air Crew and Ground Staff Q-R	Reading, Listening	0:06:00
Air Crew and Ground Staff S	Reading, Listening	0:06:00
Air Crew and Ground Staff T-V	Reading, Listening	0:06:00
Air Crew and Ground Staff W-Z	Reading, Listening	0:06:00
Airport Stress: Causes and Solutions	Reading, Listening	0:27:00
Fantastic Folding Plane	Reading, Listening	0:25:00
Flight Information	Writing, Speaking, Listening	0:52:00
GPS Air Traffic System	Reading, Listening	0:27:00
Paperless Boarding	Reading, Listening	0:27:00
Robotic Helicopters Mimic Flights	Reading, Listening	0:25:00
Slower Flights to Save Fuel	Reading, Listening	0:25:00
The Plastic Plane's First Flight	Reading, Listening	0:26:00
Ultrafast Helicopters	Reading, Listening	0:27:00
The Airport A	Reading, Listening	0:06:00
The Airport B	Reading, Listening	0:06:00
The Airport C	Reading, Listening	0:06:00
The Airport D-E	Reading, Listening	0:06:00
The Airport F	Reading, Listening	0:06:00
The Airport G-H	Reading, Listening	0:06:00
The Airport I-L	Reading, Listening	0:06:00
The Airport M-O	Reading, Listening	0:06:00
The Airport P	Reading, Listening	0:06:00
The Airport R	Reading, Listening	0:06:00
The Airport S	Reading, Listening	0:06:00
The Airport T	Reading, Listening	0:06:00
The Airport U-V	Reading, Listening	0:06:00
The Airport W-Z	Reading, Listening	0:06:00
The Space Flight A	Reading, Listening	0:06:00
The Space Flight B-C	Reading, Listening	0:06:00
The Space Flight D	Reading, Listening	0:06:00
The Space Flight E-F	Reading, Listening	0:06:00
The Space Flight G-K	Reading, Listening	0:06:00
The Space Flight L	Reading, Listening	0:06:00
The Space Flight M	Reading, Listening	0:06:00

The Space Flight N-O	Reading, Listening	0:06:00
The Space Flight P-Q	Reading, Listening	0:06:00
The Space Flight R	Reading, Listening	0:06:00
The Space Flight S (salvage-solar generator)	Reading, Listening	0:06:00
The Space Flight S (solar panel-space junk)	Reading, Listening	0:06:00
The Space Flight S (space lab-spy satellite)	Reading, Listening	0:06:00
The Space Flight S (stage-swiveling nozzle)	Reading, Listening	0:06:00
The Space Flight T	Reading, Listening	0:06:00
The Space Flight U-Z	Reading, Listening	0:06:00

Included in All Levels (B1-C1): Culture

Lesson title	Targeted skills*	Duration
Collectible Cars	Reading, Listening	0:22:00
Fourth of July Fireworks	Reading, Listening	0:23:00
Guardian Angel of Route 66	Reading, Listening	0:22:00
Mardi Gras and the Float Business in New Orleans	Reading, Listening	0:22:00
Memorial to Martin Luther King Jr.	Reading, Listening	0:23:00
The Art of American Portraiture	Reading, Listening	0:23:00
The Statue of Liberty: A Stirring Symbol	Reading, Listening	0:22:00
White House Halloween	Reading, Listening	0:21:00

Included in All Levels (B1-C1): Customer Service

Lesson title	Targeted skills*	Duration
Customer Survey Assessment	Reading	0:28:00
Letter of Complaint	Reading	0:28:00
Warranty and Return Policy	Reading	0:28:00

Included in All Levels (B1-C1): Education

Lesson title	Targeted skills*	Duration
Charter School	Reading, Listening	0:23:00
Chemistry Kids	Reading, Listening	0:24:00
Classroom Clickers	Reading, Listening	0:25:00
Science Fair Sparks Kids' Interest	Reading, Listening	0:26:00

Included in All Levels (B1-C1): Energy & Fuel

Lesson title	Targeted skills*	Duration
A Clean Energy Revolution	Reading, Listening	0:29:00
Algae: A Fuel Alternative	Reading, Listening	0:24:00
Coal: Pros and Cons	Reading, Listening	0:26:00
Fuel Efficiency	Reading, Listening	0:31:00
Natural Gas Speculation	Reading, Listening	0:28:00
Wave Energy	Reading, Listening	0:27:00

Included in All Levels (B1-C1): Ethics

Lesson title	Targeted skills*	Duration
Environment: Global Issues	Reading	0:06:00
Global Economics	Reading	0:06:00
Global Politics	Reading	0:06:00
Global Society	Reading	0:06:00
International Relations	Reading	0:06:00
Ethics and Fair Trade A-D	Reading	0:06:00
Ethics and Fair Trade E	Reading	0:06:00
Ethics and Fair Trade F-M	Reading	0:06:00
Ethics and Fair Trade N-Z	Reading	0:06:00

Included in All Levels (B1-C1): Finance and Insurance

Lesson title	Targeted skills*	Duration
Balance Sheet	Reading	0:28:00
Consolidated Income Statement	Reading	0:28:00
Credit Terms	Reading	0:28:00
Banking and Finance A-B	Reading	0:06:00
Banking and Finance C-E	Reading	0:06:00
Banking and Finance F-L	Reading	0:06:00
Banking and Finance M-R	Reading	0:06:00
Banking and Finance S-Z	Reading	0:06:00
A Loan Modification Program	Reading, Listening	0:30:00
Federal Open Market Committee Report	Reading, Listening	0:29:00

Pharmaceutical Buyout	Reading, Listening	0:27:00
Regulatory Reform Testimony	Reading, Listening	0:25:00
Unemployment Rate Analysis	Reading, Listening	0:27:00
World Markets	Reading, Listening	0:26:00
Certificate of Insurance	Reading	0:28:00
Insurance & Banking	Writing, Speaking, Listening	0:55:00
Promissory Note	Reading	0:27:00
Travel Insurance	Reading	0:28:00

Included in All Levels (B1-C1): Government

Lesson title	Targeted skills*	Duration
Canine Political Action Committee	Reading, Listening	0:24:00
Federal Government Jobs	Reading, Listening	0:23:00
Mayor's Election Victory Speech	Reading, Listening	0:22:00
New York Term Limits	Reading, Listening	0:25:00
Local and Regional Authorities A	Reading	0:06:00
Local and Regional Authorities B	Reading	0:06:00
Local and Regional Authorities C	Reading	0:06:00
Local and Regional Authorities D	Reading	0:06:00
Local and Regional Authorities E	Reading	0:06:00
Local and Regional Authorities F	Reading	0:06:00
Local and Regional Authorities G	Reading	0:06:00
Local and Regional Authorities H	Reading	0:06:00
Local and Regional Authorities I-K	Reading	0:06:00
Local and Regional Authorities L	Reading	0:06:00
Local and Regional Authorities M	Reading	0:06:00
Local and Regional Authorities N	Reading	0:06:00
Local and Regional Authorities O	Reading	0:06:00
Local and Regional Authorities P-Q	Reading	0:06:00
Local and Regional Authorities R	Reading	0:06:00
Local and Regional Authorities S	Reading	0:06:00
Local and Regional Authorities T	Reading	0:06:00
Local and Regional Authorities U-V	Reading	0:06:00
Local and Regional Authorities W-Z	Reading	0:06:00

Included in All Levels (B1-C1): Health and Medicine

Lesson title	Targeted skills*	Duration
Admission to the ER	Reading, Listening	0:24:00
Anesthesia	Reading, Listening	0:58:00
Blood Withdrawal and Drip Preparation	Reading, Listening	0:31:00
Childbirth Procedure	Reading, Listening	0:42:00
Clinical Dermatology	Reading, Listening	0:28:00
Clinical Oncology	Reading, Listening	0:56:00
Dialysis Care	Reading, Listening	0:27:00
Drug Administration	Reading, Listening	0:36:00
Foot Examinations	Reading, Listening	0:24:00
Hospital Instruments and Hygiene	Reading	0:26:00
In the Operating Room	Reading	0:30:00
Intensive Care	Reading, Listening	0:29:00
Medical Imaging: Techniques and Risks	Reading	0:30:00
Surgical Biopsies	Reading, Listening	0:25:00
Treatment of Sprains, Strains, and Fractures	Reading, Listening	0:26:00
Ultrasound Scans	Reading, Listening	0:30:00
Autism Ruling	Reading, Listening	0:24:00
Clinical Trial	Reading	0:28:00
Fact Sheet	Reading	0:28:00
Generic Drugs on the Rise	Reading, Listening	0:27:00
Painkiller Safety	Reading, Listening	0:28:00
Patient Package Insert	Reading	0:27:00
Pharmaceutical Case Study	Reading	0:28:00
Press Release	Reading	0:28:00
Vaccines: Interest and Investment	Reading, Listening	0:26:00
A Hospital Visit	Reading, Listening	0:35:00
Blood Pressure: Measurement, Disorders, and Treatment	Reading	0:28:00
Diabetes and Insulin Care	Reading	0:37:00
Diabetes: An Opportunity	Reading, Listening	0:23:00
Gastrointestinal and Digestive Disorders	Reading	0:29:00
Geriatric Care	Reading	0:36:00
Gynecology	Reading, Listening	0:26:00

Hospital Admissions	Reading, Listening	0:25:00
In-Home Care	Reading	0:26:00
Mental Health and Disorders	Reading, Listening	0:29:00
Nosocomial Infections	Reading	0:31:00
Oxygen Administration	Reading, Listening	0:25:00
Pain Assessment	Reading, Listening	0:29:00
Pain Management	Reading, Listening	0:27:00
Palliative and End-of-Life Care	Reading, Listening	0:28:00
Patient Medical History	Reading, Listening	0:30:00
Patient's Hospital Room	Reading, Listening	0:28:00
Pediatrics	Reading, Listening	0:36:00
Physical Therapy	Reading, Listening	0:33:00
Podiatric Pathology	Reading, Listening	0:28:00
Preoperative and Postoperative Care	Reading, Listening	0:27:00
Preventive Care	Reading, Listening	0:29:00
Rehabilitation Therapies	Reading, Listening	0:31:00
Respiratory Medicine	Reading, Listening	0:28:00
Scope and Practices of Physical Medicine and Rehabilitation	Reading	0:29:00
Sexually Transmitted Infections	Reading	0:25:00
Treatment and Prevention of Heart Diseases	Reading	0:30:00
Debate on a Scientific Article	Reading	0:30:00
Medical Innovations	Reading, Listening	0:24:00
Medical Poster Presentation	Reading, Listening	0:35:00
Medical Research: Material and Methods	Reading	0:26:00
Medical Study Results	Reading	0:22:00
Public Health	Reading	0:28:00
Scientific Abstracts	Reading	0:25:00
Scientific Writing	Reading	0:30:00
Medical, Humanitarian & Peacekeeping Missions A	Reading	0:06:00
Medical, Humanitarian & Peacekeeping Missions B	Reading	0:06:00
Medical, Humanitarian & Peacekeeping Missions C	Reading	0:06:00
Medical, Humanitarian & Peacekeeping Missions D	Reading	0:06:00
Medical, Humanitarian & Peacekeeping Missions E	Reading	0:06:00
Medical, Humanitarian & Peacekeeping Missions F	Reading	0:06:00
Medical, Humanitarian & Peacekeeping Missions G	Reading	0:06:00
Medical, Humanitarian & Peacekeeping Missions H	Reading	0:06:00

Medical, Humanitarian & Peacekeeping Missions I-L	Reading	0:06:00
Medical, Humanitarian & Peacekeeping Missions M	Reading	0:06:00
Medical, Humanitarian & Peacekeeping Missions N-O	Reading	0:06:00
Medical, Humanitarian & Peacekeeping Missions P-Q	Reading	0:06:00
Medical, Humanitarian & Peacekeeping Missions R	Reading	0:06:00
Medical, Humanitarian & Peacekeeping Missions S	Reading	0:06:00
Medical, Humanitarian & Peacekeeping Missions T	Reading	0:06:00
Medical, Humanitarian & Peacekeeping Missions U	Reading	0:06:00
Medical, Humanitarian & Peacekeeping Missions V	Reading	0:06:00
Medical, Humanitarian & Peacekeeping Missions W-Z	Reading	0:06:00
Accessibility Lab	Reading, Listening	0:27:00
Angioplasty Alternatives	Reading, Listening	0:28:00
Cancer Testing: A Promising Method	Reading, Listening	0:26:00
High-Tech Hospital for Animals	Reading, Listening	0:24:00
Pandemic Readiness	Reading	0:27:00
Salmonella Outbreak	Reading, Listening	0:28:00
Sixteen Weeks Premature	Reading, Listening	0:28:00
Split-Liver Transplant	Reading, Listening	0:26:00
Wearable Health Sensors	Reading, Listening	0:25:00
The Central Nervous System	Reading, Listening	0:53:00
The Circulatory System	Reading, Listening	1:02:00
The Digestive System	Reading, Listening	0:57:00
The Endocrine System	Reading, Listening	1:05:00
The Muscular System	Reading, Listening	0:56:00
The Peripheral Nervous System	Reading, Listening	0:52:00
The Reproductive System	Reading, Listening	0:58:00
The Respiratory System	Reading, Listening	1:04:00
The Skeletal System	Reading, Listening	0:45:00
The Urinary System	Reading, Listening	0:59:00
Arms, Shoulders, Pelvis, and Legs	Reading, Listening	0:36:00
Back and Torso	Reading, Listening	0:35:00
Circulation	Reading, Listening	0:32:00
Hands and Feet	Reading, Listening	0:36:00
Head and Neck	Reading, Listening	0:36:00
Organs and Their Parts	Reading, Listening	0:34:00
Podiatry: Anatomy of the Foot	Reading, Listening	0:34:00

Reproduction	Reading, Listening	0:31:00
The Face	Reading, Listening	0:37:00
Throughout the Body	Reading, Listening	0:34:00
Conflict Resolution	Reading, Listening	0:49:00
Effective Communication with Patients	Reading, Listening	0:38:00
Health Care and Social Inclusion	Reading	0:25:00
Substance Abuse and Addiction	Reading, Listening	0:29:00

Included in All Levels (B1-C1): Human Resources

Lesson title	Targeted skills*	Duration
Employee Handbook	Reading	0:28:00
Fair Labor Standards Act	Reading	0:27:00
Job Candidate Evaluation	Reading	0:28:00
Job Offer Letter	Reading	0:28:00
Notice of Dismissal	Reading	0:27:00
Personnel Requisition Form	Reading	0:28:00

Included in All Levels (B1-C1): IT & Telecom

Lesson title	Targeted skills*	Duration
Accessibility Lab	Reading, Listening	0:27:00
Communication Technology: A Look Back	Reading, Listening	0:27:00
Cybersecurity	Reading, Listening	0:28:00
GPS and Broadband: At Odds?	Reading, Listening	0:27:00
Network Venture	Reading, Listening	0:25:00
On the Road to a Smart Society	Reading, Listening	0:28:00
Over-the-Limit Notifications	Reading, Listening	0:27:00
Robotic Helicopters Mimic Flights	Reading, Listening	0:25:00
Social Networks	Reading, Listening	0:28:00
Technical Problems	Writing, Speaking, Listening	0:52:00
Wearable Health Sensors	Reading, Listening	0:25:00
Windows Makeover	Reading, Listening	0:26:00
Wireless Memory Cards	Reading, Listening	0:25:00
IT A-C	Reading	0:06:00
IT D-E	Reading	0:06:00
IT F-L	Reading	0:06:00

IT M-R	Reading	0:06:00
IT S-Z	Reading	0:06:00
Installation Guide	Reading	0:27:00
Server Description	Reading	0:27:00
Thread Safety Issues	Reading	0:27:00

Included in All Levels (B1-C1): Law Enforcement and Military

Lesson title	Targeted skills*	Duration
A Caller's Complaint	Reading, Listening	0:26:00
A Police Interview	Reading, Listening	0:27:00
Administrative Forms and Information	Reading, Listening	0:30:00
At the Police Reception Desk	Reading, Listening	0:30:00
Directions from an Officer	Reading, Listening	0:38:00
Domestic Violence	Reading, Listening	0:25:00
Illegal Parking	Reading, Listening	0:31:00
Stolen Items	Reading, Listening	0:32:00
Street Crimes	Reading, Listening	0:32:00
The Criminal Court Calendar	Reading, Listening	0:28:00
The Officer's Assistance	Reading, Listening	0:26:00
The Victim's Feelings	Reading, Listening	0:27:00
The Witness's Description	Reading, Listening	0:27:00
Traffic Laws	Reading, Listening	0:31:00
Military and Joint Forces A	Reading, Listening	0:06:00
Military and Joint Forces B	Reading, Listening	0:06:00
Military and Joint Forces C	Reading, Listening	0:06:00
Military and Joint Forces D	Reading, Listening	0:06:00
Military and Joint Forces E	Reading, Listening	0:06:00
Military and Joint Forces F	Reading, Listening	0:06:00
Military and Joint Forces G	Reading, Listening	0:06:00
Military and Joint Forces H	Reading, Listening	0:06:00
Military and Joint Forces I	Reading, Listening	0:06:00
Military and Joint Forces J-K	Reading, Listening	0:06:00
Military and Joint Forces L	Reading, Listening	0:06:00
Military and Joint Forces M	Reading, Listening	0:06:00
Military and Joint Forces N	Reading, Listening	0:06:00

Military and Joint Forces O	Reading, Listening	0:06:00
Military and Joint Forces P	Reading, Listening	0:06:00
Military and Joint Forces Q-R	Reading, Listening	0:06:00
Military and Joint Forces S	Reading, Listening	0:06:00
Military and Joint Forces T	Reading, Listening	0:06:00
Military and Joint Forces U-V	Reading, Listening	0:06:00
Military and Joint Forces W-Z	Reading, Listening	0:06:00
Detection Hardware	Reading, Listening	0:26:00
Naval Drones in Pursuit	Reading, Listening	0:25:00
On the Job with a Homeland Security Agent	Reading, Listening	0:25:00
Shipping Squads from Sea to Shore	Reading, Listening	0:26:00
Security A	Reading, Listening	0:06:00
Security B	Reading, Listening	0:06:00
Security C	Reading, Listening	0:06:00
Security D	Reading, Listening	0:06:00
Security E	Reading, Listening	0:06:00
Security F	Reading, Listening	0:06:00
Security G	Reading, Listening	0:06:00
Security H	Reading, Listening	0:06:00
Security I	Reading, Listening	0:06:00
Security J-K	Reading, Listening	0:06:00
Security L	Reading, Listening	0:06:00
Security M	Reading, Listening	0:06:00
Security N	Reading, Listening	0:06:00
Security O	Reading, Listening	0:06:00
Security P	Reading, Listening	0:06:00
Security Q-R	Reading, Listening	0:06:00
Security S	Reading, Listening	0:06:00
Security T	Reading, Listening	0:06:00
Security U	Reading, Listening	0:06:00
Security V	Reading, Listening	0:06:00
Security W-Z	Reading, Listening	0:06:00

Included in All Levels (B1-C1): Legal

Lesson title	Targeted skills*	Duration
A Long Legal Battle	Reading, Listening	0:24:00
Accusations in California	Reading, Listening	0:23:00
An Alleged Conspiracy	Reading, Listening	0:23:00
Foreclosure Proceedings	Reading, Listening	0:25:00
International Court Conviction	Reading, Listening	0:25:00
Attorney's Letter	Reading	0:27:00
Corporate Bylaws	Reading	0:27:00
General Contract for Services	Reading	0:29:00
Patent Law	Reading	0:27:00

Included in All Levels (B1-C1): Manufacturing and Logistics

Lesson title	Targeted skills*	Duration
Algae: A Fuel Alternative	Reading, Listening	0:24:00
Coal's Journey from Mine to Sea	Reading, Listening	0:24:00
Deliveries, Transportation, and Order Management	Reading, Listening	0:30:00
Documentation and Procedures	Reading, Listening	0:30:00
Inside a Factory	Reading, Listening	0:23:00
Inventory Management	Reading, Listening	0:29:00
London Taxis Made in China	Reading, Listening	0:22:00
Packaging, Transport Planning, and Preparations	Reading, Listening	0:28:00
Performance Measurement	Reading, Listening	0:34:00
Production Basics	Reading, Listening	0:27:00
Purchasing and Procurement	Reading, Listening	0:37:00
Sharing Best Practices	Reading, Listening	0:30:00
The Work of a Material Planner	Reading, Listening	0:31:00
Warehousing and Storage	Reading, Listening	0:30:00

Included in All Levels (B1-C1): Sales and Marketing

Lesson title	Targeted skills*	Duration
Advertising and Marketing A-B	Reading	0:06:00

Advertising and Marketing C-F	Reading	0:06:00
Advertising and Marketing G-M	Reading	0:06:00
Advertising and Marketing N-R	Reading	0:06:00
Advertising and Marketing S-Z	Reading	0:06:00
Case Study	Reading	0:28:00
China's Luxury Shopper	Reading, Listening	0:23:00
Cold Call Script	Reading	0:24:00
Fashion Brands in Superstores	Reading, Listening	0:24:00
Holiday Shopping	Reading, Listening	0:25:00
Internal Memo	Reading	0:28:00
L.A.'s Signage Sprawl	Reading, Listening	0:28:00
Luxury Shopping in a Tough Economy	Reading, Listening	0:22:00
Marketing Strategy	Reading	0:28:00
Sales Results Presentation	Reading	0:27:00
Times Square's Newest Name	Reading, Listening	0:28:00
Trade Show Marketing Strategies	Reading, Listening	0:27:00
Warranty and Return Policy	Reading	0:28:00
When Advertising Is Too Successful	Reading, Listening	0:28:00

Included in All Levels (B1-C1): The Environment and Physical Sciences

Lesson title	Targeted skills*	Duration
Environmental Issues A-E	Reading	0:06:00
Environmental Issues F-O	Reading	0:06:00
Environmental Issues P-Z	Reading	0:06:00
Meteorology A	Reading	0:06:00
Meteorology B	Reading	0:06:00
Meteorology C	Reading	0:06:00
Meteorology D	Reading	0:06:00
Meteorology E-F	Reading	0:06:00
Meteorology G-H	Reading	0:06:00
Meteorology I-K	Reading	0:06:00
Meteorology L-M	Reading	0:06:00
Meteorology N-O	Reading	0:06:00
Meteorology P	Reading	0:06:00
Meteorology Q-R	Reading	0:06:00

Meteorology S (sand-sleet)	Reading	0:06:00
Meteorology S (slight-stifling)	Reading	0:06:00
Meteorology S (storm-swirl)	Reading	0:06:00
Meteorology T	Reading	0:06:00
Meteorology U-V	Reading	0:06:00
Meteorology W-Z	Reading	0:06:00
A Concrete Solution for Global Warming	Reading, Listening	0:23:00
Almanac Predictions	Reading, Listening	0:23:00
Changes in the Antarctic Ocean	Reading, Listening	0:23:00
Heat Advisory	Reading, Listening	0:22:00
Methods without Means: A Texas Water Plan	Reading, Listening	0:24:00
Weather Preparations	Reading, Listening	0:23:00
A Powerful Laser for Clean Energy	Reading, Listening	0:23:00
Liquid Scanners	Reading, Listening	0:22:00
The Hunt for the Higgs Boson	Reading, Listening	0:28:00

Included in All Levels (B1-C1): Travel and Hospitality

Lesson title	Targeted skills*	Duration
The Airport A	Reading, Listening	0:06:00
The Airport B	Reading, Listening	0:06:00
The Airport C	Reading, Listening	0:06:00
The Airport D-E	Reading, Listening	0:06:00
The Airport F	Reading, Listening	0:06:00
The Airport G-H	Reading, Listening	0:06:00
The Airport I-L	Reading, Listening	0:06:00
The Airport M-O	Reading, Listening	0:06:00
The Airport P	Reading, Listening	0:06:00
The Airport R	Reading, Listening	0:06:00
The Airport S	Reading, Listening	0:06:00
The Airport T	Reading, Listening	0:06:00
The Airport U-V	Reading, Listening	0:06:00
The Airport W-Z	Reading, Listening	0:06:00
Banquet	Speaking, Reading, Listening	2:39:00
Cafeteria	Speaking, Reading, Listening	2:24:00
Cruising the Seas on the World's Biggest Ship	Reading, Listening	0:26:00

General Vocabulary	Speaking, Reading, Listening	3:13:00
Public Areas	Speaking, Reading, Listening	2:36:00
Service Culture	Speaking, Reading, Listening	2:33:00
Smart Restaurants: Tables and Tablets	Reading, Listening	0:27:00
Supersized Hotels	Reading, Listening	0:27:00
Flight Reservations	Reading, Listening	0:06:00
Flight Safety	Reading, Listening	0:06:00
Luggage	Reading, Listening	0:06:00
Schedules and Itineraries	Reading, Listening	0:06:00
The Flight	Reading, Listening	0:06:00
Travel Documents and Formalities	Reading, Listening	0:06:00

Included in Levels B2-C1: Electrical Engineering

Conveyor motor gearbox: Operating vocabulary	Listening, Speaking, Reading	0:15:00-0:20:00
Conveyor motor gearbox: Troubleshooting an issue	Listening, Speaking, Reading	0:15:00-0:20:00
Control module: Reading a product brochure	Listening, Speaking, Reading	0:15:00-0:20:00
Control module: Describing a product	Listening, Speaking, Reading	0:15:00-0:20:00
Automation station: Operating characteristics	Listening, Speaking, Reading	0:15:00-0:20:00
Automation station: Asking about operating details	Listening, Speaking, Reading	0:15:00-0:20:00
Cabin management system: Understanding a layout	Listening, Speaking, Reading	0:15:00-0:20:00
Cabin management system: Meeting a deadline	Listening, Speaking, Reading	0:15:00-0:20:00
Automated control system: HVAC automation station components	Listening, Speaking, Reading	0:15:00-0:20:00
Automated control system: Making recommendations	Listening, Speaking, Reading	0:15:00-0:20:00
Electrical wiring: Symbols, Part 1	Listening, Speaking, Reading	0:15:00-0:20:00
Electrical wiring: Identifying an issue	Listening, Speaking, Reading	0:15:00-0:20:00
Electrical wiring: Symbols, Part 2	Listening, Speaking, Reading	0:15:00-0:20:00
Electrical wiring: Discussing a project challenge	Listening, Speaking, Reading	0:15:00-0:20:00
Coolant pump controls: Essential components	Listening, Speaking, Reading	0:15:00-0:20:00
Coolant pump controls: Troubleshooting a new controls installation	Listening, Speaking, Reading	0:15:00-0:20:00
Arc quenching: Understanding a system design	Listening, Speaking, Reading	0:15:00-0:20:00
Arc quenching: Planning a system design	Listening, Speaking, Reading	0:15:00-0:20:00
Refrigerant control system: Understanding a diagram	Listening, Speaking, Reading	0:15:00-0:20:00
Refrigerant control system: Meeting with a new team member	Listening, Speaking, Reading	0:15:00-0:20:00
Emergency power system: Backup power and switching	Listening, Speaking, Reading	0:15:00-0:20:00

Emergency power system: Planning a system design	Listening, Speaking, Reading	0:15:00-0:20:00
Uninterruptable power supply: Understanding a system design	Listening, Speaking, Reading	0:15:00-0:20:00
Uninterruptable power supply: Identifying datacenter power requirements	Listening, Speaking, Reading	0:15:00-0:20:00

B2: Aviation

Lesson title	Targeted skills*	Duration
Finding the Problem	Speaking, Reading, Writing	0:30:00
Reporting on Finished Work	All 4 Skills	0:30:00

B2: Business Meetings

Lesson title	Targeted skills*	Duration
Being Polite in Meetings, Part I	Listening, Speaking, Reading	0:30:00
Being Polite in Meetings, Part II	All 4 Skills	0:30:00
Decision-Making Meetings, Part I	Speaking, Reading, Writing	0:30:00
Decision-Making Meetings, Part II	All 4 Skills	0:30:00
Evaluative Meetings, Part I	Speaking, Reading	0:30:00
Evaluative Meetings, Part II	Listening, Speaking, Reading	0:30:00
Managing Meetings, Part I	Listening, Speaking, Reading	0:30:00
Managing Meetings, Part II	Listening, Speaking, Reading	0:30:00
Running Meetings, Part I	Reading, Writing	0:30:00
Running Meetings, Part II	Listening, Reading, Writing	0:30:00
Starting Meetings, Part I	Reading, Writing	0:30:00
Starting Meetings, Part II	Listening, Speaking, Reading	0:30:00
Status-Update Meetings, Part I	All 4 Skills	0:30:00
Status-Update Meetings, Part II	Listening, Speaking, Reading	0:30:00
Strategic Planning Meetings, Part I	Reading, Writing	0:30:00
Strategic Planning Meetings, Part II	Listening, Speaking, Reading	0:30:00
A Project Update	Speaking, Listening	0:30:00
Company Strategy	All 4 Skills	0:55:00
Executive Committee Meeting	Reading	0:26:00
Policies	Speaking, Listening	0:29:00
Site Visit	Speaking, Listening	0:28:00
The Year in Review	Writing, Reading	0:36:00

B2: Career and Employment

Lesson title	Targeted skills*	Duration
First Day on the Job, Part I	Speaking, Reading	0:30:00
First Day on the Job, Part II	Listening, Speaking, Reading	0:30:00
Human Resources, Part I	Speaking, Reading	0:30:00
Human Resources, Part II	Speaking, Reading, Writing	0:30:00
Interview Follow Up, Part I	Reading, Writing	0:30:00
Interview Follow Up, Part II	Reading, Writing	0:30:00
Interview Preparation, Part I	Speaking, Reading	0:30:00
Interview Preparation, Part II	Speaking, Reading	0:30:00
Interview, Part I	Listening, Speaking, Reading	0:30:00
Interview, Part II	Speaking, Reading	0:30:00
Second Interview, Part I	Listening, Reading, Writing	0:30:00
Second Interview, Part II	Speaking, Reading	0:30:00
What to Ask in an Interview, Part I	Listening, Speaking, Reading	0:30:00
What to Ask in an Interview, Part II	All 4 Skills	0:30:00
Work Schedule, Part I	Listening, Reading, Writing	0:30:00
Work Schedule, Part II	Listening, Speaking, Reading	0:30:00

B2: Culture

Lesson title	Targeted skills*	Duration
As American As Apple Pie	Reading	0:07:00
The American Revolutionary War	Reading	0:07:00

B2: Customer Service

Lesson title	Targeted skills*	Duration
Calming an Angry Customer, Part I	Reading, Writing	0:30:00
Calming an Angry Customer, Part II	Speaking, Reading	0:30:00
Finding the Best Solution, Part I	Speaking, Reading, Writing	0:30:00
Finding the Best Solution, Part II	Speaking, Reading, Writing	0:30:00
Following Up, Part I	Listening, Reading, Writing	0:30:00
Following Up, Part II	Speaking, Reading, Writing	0:30:00

Helping the Customer, Part I	Listening, Speaking, Reading	0:30:00
Helping the Customer, Part II	All 4 Skills	0:30:00
Putting it all Together, Part I	Listening, Speaking, Reading	0:30:00
Putting it all Together, Part II	Reading, Writing	0:30:00
The Right Tone, Part I	Speaking, Reading	0:30:00
The Right Tone, Part II	Speaking, Reading	0:30:00
Transferring the Customer, Part I	Speaking, Reading, Writing	0:30:00
Transferring the Customer, Part II	Speaking, Reading, Writing	0:30:00
Understanding the Problem, Part I	Speaking, Reading	0:30:00
Understanding the Problem, Part II	Speaking, Reading, Writing	0:30:00

B2: Emergency Services

Lesson title	Targeted skills*	Duration
Explaining Local Laws	Listening, Speaking, Reading	0:30:00
Interviewing Witnesses	Speaking, Reading, Writing	0:30:00

B2: Energy Sector

Lesson title	Targeted skills*	Duration
Detailing Your Experience	All 4 Skills	0:30:00
Innovations	All 4 Skills	0:30:00
Maintaining Machines	Speaking, Reading, Writing	0:30:00
Offshore Drilling	Speaking, Reading, Writing	0:30:00
Pipelines	Speaking, Reading, Writing	0:30:00
Preventing Fires	Speaking, Reading	0:30:00
Surveying	Speaking, Reading, Writing	0:30:00

B2: Everyday Situations

Lesson title	Targeted skills*	Duration
As American As Apple Pie	Reading	0:07:00
Insurance & Banking (All Skills)	All 4 Skills	0:53:00
Living in America (All Skills)	All 4 Skills	0:58:00
Seeing the USA (All Skills)	All 4 Skills	0:47:00
Seminar Planning (All Skills)	All 4 Skills	0:57:00

The Post Office (All Skills)	All 4 Skills	0:46:00
Insurance & Banking (Grammar)	Speaking, Reading, Listening	0:53:00
Living in America (Grammar)	Speaking, Reading, Listening	0:58:00
Seeing the USA (Grammar)	Speaking, Reading, Listening	0:47:00
Seminar Planning (Grammar)	Speaking, Reading, Listening	0:57:00
The Post Office (Grammar)	Speaking, Reading, Listening	0:46:00
Insurance & Banking (Vocabulary)	Speaking, Reading, Listening	0:53:00
Living in America (Vocabulary)	Speaking, Reading, Listening	0:58:00
Seeing the USA (Vocabulary)	Speaking, Reading, Listening	0:47:00
Seminar Planning (Vocabulary)	Speaking, Reading, Listening	0:57:00
The Post Office (Vocabulary)	Speaking, Reading, Listening	0:46:00
Insurance & Banking (Reading & Writing)	Writing, Reading	0:53:00
Living in America (Reading & Writing)	Writing, Reading	0:58:00
Seeing the USA (Reading & Writing)	Writing, Reading	0:47:00
Seminar Planning (Reading & Writing)	Writing, Reading	0:57:00
The Post Office (Reading & Writing)	Writing, Reading	0:46:00
Insurance & Banking (Speaking & Listening)	Speaking, Listening	0:53:00
Living in America (Speaking & Listening)	Speaking, Listening	0:58:00
Seeing the USA (Speaking & Listening)	Speaking, Listening	0:47:00
Seminar Planning (Speaking & Listening)	Speaking, Listening	0:57:00
The Post Office (Speaking & Listening)	Speaking, Listening	0:46:00

B2: General Business Communication

Lesson title	Targeted skills*	Duration
Analyzing and Evaluating, Part I	All 4 Skills	0:30:00
Analyzing and Evaluating, Part II	All 4 Skills	0:30:00
Cause and Effect, Part I	Listening, Speaking, Reading	0:30:00
Cause and Effect, Part II	Speaking, Reading, Writing	0:30:00
Describing Experiences, Part I	Listening, Speaking, Reading	0:30:00
Describing Experiences, Part II	All 4 Skills	0:30:00
Describing Hopes, Part I	All 4 Skills	0:30:00
Describing Hopes, Part II	Listening, Speaking, Reading	0:30:00
Describing Plans, Part I	Speaking, Reading, Writing	0:30:00
Describing Plans, Part II	Speaking, Reading, Writing	0:30:00
Expressing Emotions, Part I	Listening, Speaking, Reading	0:30:00

Expressing Emotions, Part II	Listening, Speaking, Reading	0:30:00
Expressing Interest, Part I	Speaking, Reading	0:30:00
Expressing Interest, Part II	Speaking, Reading	0:30:00
Starting a Conversation, Part I	Speaking, Reading	0:30:00
Starting a Conversation, Part II	Speaking, Reading	0:30:00
E-mails and Letters, Part I	Speaking, Reading	0:30:00
E-mails and Letters, Part II	Speaking, Reading, Writing	0:30:00
Formatting and Closing Well, Part I	Speaking, Reading, Writing	0:30:00
Formatting and Closing Well, Part II	Speaking, Reading, Writing	0:30:00
Forwarding with Care	Reading, Writing	0:30:00
Online Conversations, Part I	Speaking, Reading, Writing	0:30:00
Online Conversations, Part II	Reading, Writing	0:30:00
Spelling and Word Choice, Part I	All 4 Skills	0:30:00
Spelling and Word Choice, Part II	Reading, Writing	0:30:00
Starting Strong, Part I	Speaking, Reading, Writing	0:30:00
Starting Strong, Part II	Speaking, Reading, Writing	0:30:00
Understanding Attachments	All 4 Skills	0:30:00
Writing Short E-mails, Part I	Listening, Reading, Writing	0:30:00
Writing Short E-mails, Part II	Listening, Reading	0:30:00
An Overdue Payment	All 4 Skills	0:34:00
At the Restaurant	All 4 Skills	0:30:00
Business Negotiations	All 4 Skills	0:27:00
Comparing Products	Writing, Speaking, Listening	0:34:00
Delivery Time	All 4 Skills	0:33:00
History of a Business - Part 1	Writing, Speaking, Listening	0:51:00
History of a Business - Part 2	Writing, Speaking, Listening	0:42:00
Hotel Brochure	Writing, Reading	0:31:00
Questions about Berlin - Part 1	Writing, Speaking, Listening	0:58:00
Questions about Berlin - Part 2	Writing, Speaking, Listening	0:53:00
The Company Stand	Writing, Speaking, Listening	0:41:00
The Order	All 4 Skills	0:31:00
The Resignation	Writing, Reading	0:32:00
The Trade Show	All 4 Skills	0:42:00
A Busy Thursday Morning	All 4 Skills	0:43:00
A Defective Product	All 4 Skills	0:31:00
A Difficult Visitor	All 4 Skills	0:53:00

A Meeting to Reschedule	All 4 Skills	0:28:00
An Order Problem	All 4 Skills	0:38:00
Service Problems	All 4 Skills	0:32:00
The Complaint	Reading	0:24:00
The Response	Writing, Reading	0:31:00

B2: Health and Medicine

Lesson title	Targeted skills*	Duration
Helping a Patient	All 4 Skills	0:30:00
Medical Abbreviations	Speaking, Reading, Writing	0:30:00
Antibiotics	Speaking, Reading, Writing	0:30:00
Side Effects	Listening, Speaking, Reading	0:30:00

B2: IT and Telecom

Lesson title	Targeted skills*	Duration
Developing Software	All 4 Skills	0:30:00
Information Security	All 4 Skills	0:30:00
Installations	Reading, Writing	0:30:00
Network Problems	Listening, Speaking, Reading	0:30:00

B2: Manufacturing and Logistics

Lesson title	Targeted skills*	Duration
Noticing a Safety Risk	Listening, Speaking, Reading	0:30:00
Responding to an Emergency	Listening, Speaking, Reading	0:30:00

B2: On the Phone

Lesson title	Targeted skills*	Duration
A Voice Mail Greeting, Part I	Speaking, Reading	0:30:00
A Voice Mail Greeting, Part II	Speaking, Reading, Writing	0:30:00
Disagreeing Politely, Part I	Listening, Reading, Writing	0:30:00
Disagreeing Politely, Part II	Speaking, Reading, Writing	0:30:00
Ending a Call, Part I	All 4 Skills	0:30:00
Ending a Call, Part II	All 4 Skills	0:30:00

Getting to the Point, Part I	All 4 Skills	0:30:00
Getting to the Point, Part II	All 4 Skills	0:30:00
Making Sure, Part I	Listening, Speaking, Reading	0:30:00
Making Sure, Part II	All 4 Skills	0:30:00
Returning a Call, Part I	Listening, Speaking, Reading	0:30:00
Returning a Call, Part II	Speaking, Reading, Writing	0:30:00
Using Cell Phones for Work, Part I	Listening, Speaking, Reading	0:30:00
Using Cell Phones for Work, Part II	Speaking, Reading	0:30:00
Webinars, Part I	Speaking, Reading, Writing	0:30:00
Webinars, Part II	Listening, Speaking, Reading	0:30:00

B2: People Management

Lesson title	Targeted skills*	Duration
Analyzing Results, Part I	Reading, Writing	0:30:00
Analyzing Results, Part II	Listening, Speaking, Reading	0:30:00
Assigning Tasks, Part I	Listening, Speaking, Reading	0:30:00
Assigning Tasks, Part II	Listening, Speaking, Reading	0:30:00
Creating a Budget, Part I	All 4 Skills	0:30:00
Creating a Budget, Part II	Listening, Speaking, Reading	0:30:00
Delivering the Project, Part I	Speaking, Reading	0:30:00
Delivering the Project, Part II	Speaking, Reading, Writing	0:30:00
Handling Time Lines, Part I	Reading, Writing	0:30:00
Handling Time Lines, Part II	Listening, Speaking, Reading	0:30:00
Monitoring Projects, Part I	Listening, Speaking, Reading	0:30:00
Monitoring Projects, Part II	Listening, Reading, Writing	0:30:00
Planning Projects, Part I	All 4 Skills	0:30:00
Planning Projects, Part II	Listening, Speaking, Reading	0:30:00
Project Needs, Part I	Reading, Writing	0:30:00
Project Needs, Part II	Listening, Reading, Writing	0:30:00

B2: Reading Skills

Lesson title	Targeted skills*	Duration
A Family Name	Speaking, Reading, Writing	0:30:00
A Pricing Decision	Speaking, Reading, Writing	0:30:00

A Rule of Thumb	Speaking, Reading, Writing	0:30:00
Apple's Rise to Fame	Speaking, Reading, Writing	0:30:00
Building Customer Loyalty	All 4 Skills	0:30:00
Considering a Company Relocation	Speaking, Reading, Writing	0:30:00
Considering Company Culture	Speaking, Reading, Writing	0:30:00
Cover Letters That Open Doors	Speaking, Reading, Writing	0:30:00
Cultural Considerations	Speaking, Reading, Writing	0:30:00
Directing from a Distance	Speaking, Reading, Writing	0:30:00
Evaluating Your Performance	Speaking, Reading, Writing	0:30:00
Howard Schultz: Coffee's Main Man	Speaking, Reading, Writing	0:30:00
Improving Job-Safety Awareness	Speaking, Reading, Writing	0:30:00
Keeping Employees Happy	Speaking, Reading, Writing	0:30:00
Lease Agreement	Speaking, Reading, Writing	0:30:00
Making Decisions that Matter	Speaking, Reading, Writing	0:30:00
New Farmers' Market Location	Speaking, Reading, Writing	0:30:00
Offsites: Dull to Dynamic	Speaking, Reading, Writing	0:30:00
Ready for an Interview	All 4 Skills	0:30:00
Reporting on a Conference	Speaking, Reading, Writing	0:30:00
Social Media Marketing Concerns	Speaking, Reading, Writing	0:30:00
Surprising Buying Habits	Speaking, Reading, Writing	0:30:00
The Financial Effects of the Flu	Speaking, Reading, Writing	0:30:00
Travel Advice from HR	All 4 Skills	0:30:00
Understanding a Service Contract	Speaking, Reading, Writing	0:30:00

B2: Reports and Presentations

Lesson title	Targeted skills*	Duration
An Interesting Presentation, Part I	Speaking, Reading, Writing	0:30:00
An Interesting Presentation, Part II	All 4 Skills	0:30:00
Audience and Task, Part I	Listening, Speaking, Reading	0:30:00
Audience and Task, Part II	Listening, Speaking, Reading	0:30:00
Being Interrupted, Part I	Listening, Speaking, Reading	0:30:00
Being Interrupted, Part II	All 4 Skills	0:30:00
Closing a Presentation, Part I	All 4 Skills	0:30:00
Closing a Presentation, Part II	Speaking, Reading	0:30:00

Introducing Your Topic, Part I	Speaking, Reading	0:30:00
Introducing Your Topic, Part II	Speaking, Reading, Writing	0:30:00
Preparing a Presentation, Part I	Speaking, Reading, Writing	0:30:00
Preparing a Presentation, Part II	All 4 Skills	0:30:00
Taking Questions, Part I	Listening, Speaking, Reading	0:30:00
Taking Questions, Part II	Speaking, Reading, Writing	0:30:00
Using Visual Aids, Part I	Speaking, Reading, Writing	0:30:00
Using Visual Aids, Part II	Speaking, Reading	0:30:00
Formatting a Report, Part I	All 4 Skills	0:30:00
Formatting a Report, Part II	Listening, Reading, Writing	0:30:00
Looking at the Language, Part I	Listening, Reading, Writing	0:30:00
Looking at the Language, Part II	All 4 Skills	0:30:00
Organizing a Report, Part I	Reading, Writing	0:30:00
Organizing a Report, Part II	Listening, Reading, Writing	0:30:00
Revising, Part I	Speaking, Reading, Writing	0:30:00
Revising, Part II	Speaking, Reading, Writing	0:30:00
Writing the End, Part I	Speaking, Reading, Writing	0:30:00
Writing the End, Part II	All 4 Skills	0:30:00
Writing the Introduction, Part I	All 4 Skills	0:30:00
Writing the Introduction, Part II	Reading, Writing	0:30:00
Writing the Main Body, Part I	All 4 Skills	0:30:00
Writing the Main Body, Part II	All 4 Skills	0:30:00
Writing the Other Parts, Part I	Listening, Reading, Writing	0:30:00
Writing the Other Parts, Part II	All 4 Skills	0:30:00

B2: Travel and Hospitality

Lesson title	Targeted skills*	Duration
Ending a Conversation, Part I	Listening, Speaking, Reading	0:30:00
Ending a Conversation, Part II	Listening, Speaking, Reading	0:30:00
Entertaining a Guest, Part I	All 4 Skills	0:30:00
Entertaining a Guest, Part II	Speaking, Reading, Writing	0:30:00
Entertaining a Guest, Part III	Listening, Speaking, Reading	0:30:00
Meeting at a Restaurant, Part I	All 4 Skills	0:30:00
Meeting at a Restaurant, Part II	Speaking, Reading, Writing	0:30:00

Meeting at the Office, Part I	All 4 Skills	0:30:00
Meeting at the Office, Part II	Speaking, Reading, Writing	0:30:00
Organizing Large Events, Part I	Reading, Writing	0:30:00
Organizing Large Events, Part II	Listening, Reading, Writing	0:30:00
Sharing Social Stories	Listening, Speaking, Reading	0:30:00
Suggesting Activities, Part I	Speaking, Reading	0:30:00
Suggesting Activities, Part II	Listening, Speaking, Reading	0:30:00

C1: Aviation

Lesson title	Targeted skills*	Duration
Completing New Tasks	Speaking, Reading, Writing	0:30:00
Identifying Problems	Speaking, Reading, Writing	0:30:00

C1: Business Meetings

Lesson title	Targeted skills*	Duration
Bringing it Together, Part I	All 4 Skills	0:30:00
Bringing It Together, Part II	All 4 Skills	0:30:00
Contributing in Meetings, Part I	Listening, Speaking, Reading	0:30:00
Contributing in Meetings, Part II	Listening, Speaking, Reading	0:30:00
Giving Feedback, Part I	All 4 Skills	0:30:00
Giving Feedback, Part II	Listening, Speaking, Reading	0:30:00
Running Meetings, Part I	Listening, Speaking, Reading	0:30:00
Running Meetings, Part II	All 4 Skills	0:30:00
Taking Notes, Part I	All 4 Skills	0:30:00
Taking Notes, Part II	All 4 Skills	0:30:00
Working through Problems, Part I	All 4 Skills	0:30:00
Working through Problems, Part II	All 4 Skills	0:30:00
A Green Challenge - Part 1	Writing, Speaking, Listening	0:57:00
A Green Challenge - Part 2	Writing, Speaking, Listening	0:48:00
A Recruitment Strategy - Part 1	Writing, Speaking, Listening	0:53:00
A Recruitment Strategy - Part 2	Writing, Speaking, Listening	0:46:00
Customer Service Objectives - Part 1	Writing, Speaking, Listening	0:48:00
Customer Service Objectives - Part 2	Writing, Speaking, Listening	0:38:00
Employee Incentives - Part 1	Writing, Speaking, Listening	0:53:00
Employee Incentives - Part 2	Writing, Speaking, Listening	0:29:00

End-of-Year Summary - Part 1	Writing, Speaking, Listening	0:54:00
End-of-Year Summary - Part 2	Writing, Speaking, Listening	0:45:00
Project Risks - Part 1	Writing, Speaking, Listening	0:56:00
Project Risks - Part 2	Writing, Speaking, Listening	0:47:00
A Salary Negotiation - Part 1	Writing, Speaking, Listening	0:35:00
A Salary Negotiation - Part 2	Writing, Speaking, Listening	0:40:00
An Advertising Strategy - Part 1	Writing, Speaking, Listening	0:51:00
An Advertising Strategy - Part 2	Writing, Speaking, Listening	0:41:00
Technical Explanations - Part 1	Writing, Speaking, Listening	0:54:00
Technical Explanations - Part 2	Writing, Speaking, Listening	0:43:00

C1: Career and Employment

Lesson title	Targeted skills*	Duration
Cover Letters, Part I	Listening, Reading, Writing	0:30:00
Cover Letters, Part II	Listening, Reading, Writing	0:30:00
Interviewing, Part I	Listening, Speaking, Reading	0:30:00
Interviewing, Part II	Speaking, Reading, Writing	0:30:00
Organizational Charts, Part I	All 4 Skills	0:30:00
Organizational Charts, Part II	Listening, Speaking, Reading	0:30:00
Professional Aspirations, Part I	All 4 Skills	0:30:00
Professional Aspirations, Part II	Listening, Speaking, Reading	0:30:00
Résumés, Part I	Listening, Reading, Writing	0:30:00
Résumés, Part II	Listening, Reading, Writing	0:30:00

C1: Customer Service

Lesson title	Targeted skills*	Duration
Describing Products, Part I	Listening, Reading, Writing	0:30:00
Describing Products, Part II	All 4 Skills	0:30:00
Handling a Customer, Part I	Speaking, Reading, Writing	0:30:00
Handling a Customer, Part II	All 4 Skills	0:30:00
Identifying Customer Needs, Part I	Listening, Reading, Writing	0:30:00
Identifying Customer Needs, Part II	All 4 Skills	0:30:00
Responding to a Complaint, Part I	Listening, Speaking, Reading	0:30:00
Responding to a Complaint, Part II	All 4 Skills	0:30:00

Writing to Customers, Part I	Listening, Reading, Writing	0:30:00
Writing to Customers, Part II	All 4 Skills	0:30:00

C1: Emergency Services

Lesson title	Targeted skills*	Duration
Organizing First Responders	Listening, Speaking, Reading	0:30:00
Writing an Incident Report	Reading, Writing	0:30:00

C1: General Business Communication

Lesson title	Targeted skills*	Duration
Building Relationships, Part I	Listening, Speaking, Reading	0:30:00
Building Relationships, Part II	All 4 Skills	0:30:00
Communication Styles, Part I	All 4 Skills	0:30:00
Communication Styles, Part II	Listening, Reading, Writing	0:30:00
Negotiating, Part I	Speaking, Reading, Writing	0:30:00
Negotiating, Part II	All 4 Skills	0:30:00
Persuading Others, Part I	All 4 Skills	0:30:00
Persuading Others, Part II	All 4 Skills	0:30:00
Summarizing, Part I	All 4 Skills	0:30:00
Summarizing, Part II	Listening, Speaking, Reading	0:30:00
Teamwork, Part I	Listening, Speaking, Reading	0:30:00
Teamwork, Part II	All 4 Skills	0:30:00
Making Announcements, Part I	Listening, Reading, Writing	0:30:00
Making Announcements, Part II	Reading, Writing	0:30:00
Netiquette, Part I	Reading, Writing	0:30:00
Netiquette, Part II	Listening, Speaking, Reading	0:30:00
Organizing Your Message, Part I	Listening, Reading, Writing	0:30:00
Organizing Your Message, Part II	Speaking, Reading	0:30:00
Typical Letters, Part I	Listening, Reading, Writing	0:30:00
Typical Letters, Part II	Listening, Reading, Writing	0:30:00
When Not to E-mail, Part I	Reading, Writing	0:30:00
When Not to E-mail, Part II	Listening, Reading, Writing	0:30:00
A Disagreement - Part 1	Writing, Speaking, Listening	0:44:00
A Disagreement - Part 2	Writing, Speaking, Listening	0:32:00
An Unexpected Change	All 4 Skills	0:47:00

Between Meetings	All 4 Skills	0:54:00
Client Negotiations	Speaking, Listening	0:30:00
Department Restructure	Speaking, Listening	0:28:00
Legal Advice	Speaking, Listening	0:36:00
Product Analysis	Speaking, Listening	0:31:00
The Decision	Speaking, Listening	0:28:00
The Economy	Speaking, Listening	0:39:00
The Press Article	Reading	0:24:00
The Project	Speaking, Listening	0:35:00
A Convincing Argument - Part 1	Writing, Speaking, Listening	0:45:00
A Convincing Argument - Part 2	Writing, Speaking, Listening	0:27:00
A New Scanner	All 4 Skills	0:38:00
Artistic Differences - Part 1	Writing, Speaking, Listening	0:34:00
Artistic Differences - Part 2	Writing, Speaking, Listening	0:56:00
Colleagues from Abroad	All 4 Skills	0:45:00
Information Security	All 4 Skills	0:31:00
Sales Training Analysis - Part 1	Writing, Speaking, Listening	0:52:00
Sales Training Analysis - Part 2	Writing, Speaking, Listening	0:35:00
Sales Training Negotiation - Part 1	Writing, Speaking, Listening	0:51:00
Sales Training Negotiation - Part 2	Writing, Speaking, Listening	0:41:00
Technical Assistance	All 4 Skills	0:37:00

C1: Health and Medicine

Lesson title	Targeted skills*	Duration
Encouraging a Patient	Listening, Speaking, Reading	0:30:00
Treating a Patient	Listening, Speaking, Reading	0:30:00
Prescriptions	All 4 Skills	0:30:00
Responsibilities	All 4 Skills	0:30:00

C1: IT and Telecom

Lesson title	Targeted skills*	Duration
Managing Data	All 4 Skills	0:30:00
The Software Life Cycle	All 4 Skills	0:30:00
Dealing with an Angry Customer	Listening, Reading, Writing	0:30:00

Reporting	Reading, Writing	0:30:00
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C1: Manufacturing and Logistics

Lesson title	Targeted skills*	Duration
Doing a Risk Assessment	All 4 Skills	0:30:00
Rights and Responsibilities	Listening, Speaking, Reading	0:30:00

C1: On the Phone

Lesson title	Targeted skills*	Duration
Difficult Phone Calls, Part I	All 4 Skills	0:30:00
Difficult Phone Calls, Part II	Listening, Speaking, Reading	0:30:00
Evaluating Actions, Part I	Speaking, Reading	0:30:00
Evaluating Actions, Part II	Listening, Speaking, Reading	0:30:00
Interrupting, Part I	All 4 Skills	0:30:00
Interrupting, Part II	All 4 Skills	0:30:00
Phone Etiquette, Part I	Listening, Speaking, Reading	0:30:00
Phone Etiquette, Part II	Listening, Speaking, Reading	0:30:00
Video Calls, Part I	All 4 Skills	0:30:00
Video Calls, Part II	Listening, Speaking, Reading	0:30:00

C1: People Management

Lesson title	Targeted skills*	Duration
Budgeting, Part I	Listening, Speaking, Reading	0:30:00
Budgeting, Part II	All 4 Skills	0:30:00
Building collaborative teams, Part I	All 4 Skills	0:30:00
Building collaborative teams, Part II	Listening, Reading, Writing	0:30:00
Meetings and Reports, Part I	All 4 Skills	0:30:00
Meetings and Reports, Part II	Speaking, Reading, Writing	0:30:00
Project Management, Part I	Listening, Speaking, Reading	0:30:00
Project Management, Part II	Listening, Speaking, Reading	0:30:00
Setting Clear Objectives, Part I	Reading, Writing	0:30:00
Setting Clear Objectives, Part II	Listening, Reading, Writing	0:30:00
Strategic Planning, Part I	Speaking, Reading, Writing	0:30:00

Strategic Planning, Part II	Listening, Speaking, Reading	0:30:00
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C1: Reading Skills

Lesson title	Targeted skills*	Duration
A Cross-Cultural Merger	Speaking, Reading, Writing	0:30:00
A Dream Pricing Model	Speaking, Reading, Writing	0:30:00
A Healthy Dilemma	Speaking, Reading, Writing	0:30:00
A Self-Made Man	Speaking, Reading, Writing	0:30:00
Advertising Among Friends	Speaking, Reading, Writing	0:30:00
An Invitation to Advancement	Speaking, Reading, Writing	0:30:00
Announcing Success	Speaking, Reading, Writing	0:30:00
Brand: An Immeasurable Asset	All 4 Skills	0:30:00
Business Financing Options	Speaking, Reading, Writing	0:30:00
Deciding How to Grow	Speaking, Reading, Writing	0:30:00
Give Parents a Break	Speaking, Reading, Writing	0:30:00
Global Challenges	Speaking, Reading, Writing	0:30:00
Green Sales	All 4 Skills	0:30:00
Helping Seniors Stay Active	Speaking, Reading, Writing	0:30:00
Improving Coworker Communication	All 4 Skills	0:30:00
Information Security Policy	Speaking, Reading, Writing	0:30:00
Is Being Great a Good Idea?	Speaking, Reading, Writing	0:30:00
Letter to Shareholders	Speaking, Reading, Writing	0:30:00
New Frontiers in Customer Service	Speaking, Reading, Writing	0:30:00
Non-Compete Agreement	Speaking, Reading, Writing	0:30:00
Official Vacation Policy	Speaking, Reading, Writing	0:30:00
Powerful Mentors	Speaking, Reading, Writing	0:30:00
Project Estimation	Speaking, Reading, Writing	0:30:00
Reading in the Corner Office	Speaking, Reading, Writing	0:30:00
Reflecting on a Project	Speaking, Reading, Writing	0:30:00
Report to Investors	Speaking, Reading, Writing	0:30:00
Responding to a Security Breach	Speaking, Reading, Writing	0:30:00
Responding to an Environmental Concern	All 4 Skills	0:30:00
Road Construction Woes	Speaking, Reading, Writing	0:30:00
Selling Your Service	Speaking, Reading, Writing	0:30:00
Skills for Every Job	Speaking, Reading, Writing	0:30:00

Small Orders, Big Business?	Speaking, Reading, Writing	0:30:00
Staying Relevant	Speaking, Reading, Writing	0:30:00
Struggling to Sell	Speaking, Reading, Writing	0:30:00
Success without University	Speaking, Reading, Writing	0:30:00
Successful Failures	Speaking, Reading, Writing	0:30:00
The Cost of Collaboration	Speaking, Reading, Writing	0:30:00
The End of Performance Reviews	Speaking, Reading, Writing	0:30:00
The End of the Month Crunch	Speaking, Reading, Writing	0:30:00
The Mighty Headhunter	Speaking, Reading, Writing	0:30:00
The Oversold Open Office	Speaking, Reading, Writing	0:30:00
Tracking Money on Tour	Speaking, Reading, Writing	0:30:00
Translating Dollars and Cents	Speaking, Reading, Writing	0:30:00
Understanding a User Guide	All 4 Skills	0:30:00
Understanding Workers' Compensation	All 4 Skills	0:30:00
Voting on Trade	Speaking, Reading, Writing	0:30:00
Who Has What It Takes?	Speaking, Reading, Writing	0:30:00
Work Hard, Sleep Hard	Speaking, Reading, Writing	0:30:00
Working Abroad	Speaking, Reading, Writing	0:30:00
Working Across Teams	Speaking, Reading, Writing	0:30:00

C1: Reports and Presentations

Lesson title	Targeted skills*	Duration
Coordinating and Collaborating, Part I	All 4 Skills	0:30:00
Coordinating and Collaborating, Part II	Speaking, Reading	0:30:00
Expert Presenters, Part I	Listening, Speaking, Reading	0:30:00
Expert Presenters, Part II	All 4 Skills	0:30:00
Knowing your Audience, Part I	Speaking, Reading, Writing	0:30:00
Knowing your Audience, Part II	Speaking, Reading, Writing	0:30:00
Looking the Part, Part I	Speaking, Reading, Writing	0:30:00
Looking the Part, Part II	All 4 Skills	0:30:00
Reframing Problems, Part I	All 4 Skills	0:30:00
Reframing Problems, Part II	Speaking, Reading, Writing	0:30:00
Securing Funding, Part I	Speaking, Reading	0:30:00
Securing Funding, Part II	Speaking, Reading	0:30:00

Evaluating Reports, Part I	All 4 Skills	0:30:00
Evaluating Reports, Part II	All 4 Skills	0:30:00
Presenting a Report, Part I	Listening, Speaking, Reading	0:30:00
Presenting a Report, Part II	Reading, Writing	0:30:00
Proposals, Part I	All 4 Skills	0:30:00
Proposals, Part II	Speaking, Reading, Writing	0:30:00
Recommendation Reports, Part I	All 4 Skills	0:30:00
Recommendation Reports, Part II	All 4 Skills	0:30:00
Status Update, Part I	All 4 Skills	0:30:00
Status Update, Part II	All 4 Skills	0:30:00

C1: The Environment and Physical Sciences

Lesson title	Targeted skills*	Duration
Aging Rigs	All 4 Skills	0:30:00
Low-Carbon Energy	All 4 Skills	0:30:00
Natural Gas	Listening, Speaking, Reading	0:30:00
Project Planning	All 4 Skills	0:30:00
Technical Presentations	All 4 Skills	0:30:00
Transferable Skills	Listening, Speaking, Reading	0:30:00
Transportation Safety	Speaking, Reading	0:30:00

C1: Travel and Hospitality

Lesson title	Targeted skills*	Duration
Adapting to Local Culture, Part I	Listening, Speaking, Reading	0:30:00
Adapting to Local Culture, Part II	All 4 Skills	0:30:00
Arranging Hotels for Events, Part I	All 4 Skills	0:30:00
Arranging Hotels for Events, Part II	All 4 Skills	0:30:00
Cross Cultural Communication, Part I	Speaking, Reading, Writing	0:30:00
Cross Cultural Communication, Part II	Listening, Speaking, Reading	0:30:00
Dealing with the Unexpected, Part I	Listening, Reading, Writing	0:30:00
Dealing with the Unexpected, Part II	All 4 Skills	0:30:00
Managing a Large Event, Part I	Speaking, Reading	0:30:00
Managing a Large Event, Part II	Speaking, Reading	0:30:00

*Note: "All 4 Skills" refers to Speaking, Listening, Reading and Writing.