

- READING ► reading charts, graphs, and tables
- VOCABULARY ► modifying nouns
- WRITING ► using correct paragraph structure
- GRAMMAR ► sentences with *because*



UNIT QUESTION

Why is vacation important?

A Discuss these questions with your classmates.

1. How much vacation do you get? Which jobs give more vacation? Which jobs give less?
2. Look at the photo. Is this a vacation you would take? Why or why not?



B Listen to *The Q Classroom* online. Then answer these questions.

1. Sophy says that we work hard when we come back from vacation. Why?
2. Marcus says that vacation makes people healthier. Why?
3. Felix says that vacation is a time to make important decisions. Why?

iQ ONLINE



C Go to the Online Discussion Board to discuss the Unit Question with your classmates.



UNIT
OBJECTIVE



Read the articles. Gather information and ideas to write a short paragraph explaining how much vacation time you need and why.





D Work with a partner. Look at the photos. Which vacation activities do you like best? Take turns telling your partner about your favorite activities.



going to the beach



hiking in the mountains



visiting famous places



visiting theme parks

E Complete the chart for yourself and a partner.

	Me	My Partner
1. How often do you take a vacation?		
2. How long is your vacation usually?		
3. What do you do on vacation?		
4. Who do you go on vacation with?		



READING

READING 1 | Vacation Policy

UNIT OBJECTIVE

You are going to read an email about a vacation policy at a business. Use the email to gather information and ideas for your Unit Assignment.

PREVIEW THE READING

A. VOCABULARY Here are some words from Reading 1. Read the paragraphs. Then write each underlined word next to the correct definition.



wooden toys

Toys Inc. is a small toy company. It produces beautiful wooden toys. There are 36 employees at Toys Inc. Most of the employees have special woodworking skills.

Toys Inc. competes with many other toy companies. Some times of year are very busy, and the employees work very long hours. They work an average of 50 hours a week. Recently, several employees left the company. They left because they were stressed by the long hours.

The company president wants to improve employees' experience at work. She believes employees are likely to work better when they take time to rest and relax. The president will write a new vacation policy so that more Toys Inc. employees take vacation from work.

1. (*verb*) to make or grow something
2. (*verb*) to relax, to sleep, to do nothing
3. (*verb*) to try to do something better than someone else
4. (*verb*) to become better or to make something better
5. (*noun*) people who work for someone else
6. (*noun*) the plans of a government, organization, or company
7. (*adjective*) probably
8. (*noun*) the normal or usual amount



B. Go online for more practice with the vocabulary.



C. PREVIEW Skim the email header. Answer the questions.

1. Who is the email from?

2. Who is the email to?

3. What is the email about?

D. QUICK WRITE What do you know about vacation policies? Write a few sentences. Remember to use this section for your Unit Assignment.

WORK WITH THE READING



A. Read the email and gather information about why vacation is important.

Tip for Success

Underline the most important information in a reading text. After you read the text, study the parts you underlined. This helps you remember the information in the text.

From: Christine Drake, President
To: Employees of Toys Inc.
Subject: Vacation Policy

At Toys Inc. we want you to be happy, healthy, and successful **employees**. We know you work hard, and we believe vacations are the best way for you to **rest** and relax. Many of you, however, do not use all your vacation days. Some of you don't take vacation at all! This year employees used an **average** of only four vacation days.

Not taking vacation hurts you and the company.

Vacation Time Employees Use Each Year

Vacation Days	Percentage
1-5 days	50%
6-10 days	25%
no vacation	25%

Source: Toys Inc. Department of Human Resources

Tired employees are more **likely** to have accidents and get hurt. Tired employees are more likely to feel stress and get sick. Every time an employee gets hurt or sick, we **produce** less. Every time a person gets hurt or sick, your co-workers need to work harder to do your work, too.

Tired employees are more likely to be unhappy and leave the job. You are very skilled woodworkers. We don't want to lose you!

Vacations **improve** the work you do. You have more energy. You produce more. Vacations are good for business because they are good for employees.

Next year we will start a new vacation **policy** because you need to take your vacations. We want to know which policy works best for you. Please read about the two policies. Then check (✓) the one you like best. Please return your email with your choice by the end of the day Friday. I will decide on the policy after I hear from you.

Policy A: Close the company for two weeks every year.

With Policy A, we close our business for two weeks every year: one week in the summer and one week in the winter. All employees take their vacation during those two weeks. Many companies around the world have this policy.

Reasons for and against Policy A:

Many employees go on vacation, but they don't stop thinking about work. They call the company during their vacation. They check the company email. Closing the company solves this problem. Everyone gets a real vacation.

The big summer and winter holidays already slow down business. Many employees take vacation around the holidays. This means half the employees are away, and the other half are working too hard. By closing the doors, everyone takes time to relax.



This policy does have a problem. Toys Inc. is number 1 in wooden toys. We might lose business if we close for two weeks. It will be difficult to **compete** if we close our doors.

Policy B: Use your vacation days or lose them.

In Policy B, employees need to use their 10 vacation days each year. If you do not use the days, you lose the days. You cannot save the days and use them the next year. Many companies now have this vacation policy.

Reasons for and against Policy B:

Employees can decide when to use the vacation days. You can plan a vacation around your family's work and school schedules.

Many employees like to take several short vacations during the year. This policy lets you take a couple of days off now and then to take short vacations.

This policy works well for the company. However, when employees take vacations at different times, their co-workers need to work harder to do the extra work. This creates stress for employees who are not on vacation.

 **B. Which policy do these statements describe: A or B? Check (✓) the correct box.**

	Policy A	Policy B
1. Employees take their vacation any time.	<input type="checkbox"/>	<input type="checkbox"/>
2. Employees take their vacation at the same time.	<input type="checkbox"/>	<input type="checkbox"/>
3. The company closes for two weeks a year.	<input type="checkbox"/>	<input type="checkbox"/>
4. The company stays open all year long.	<input type="checkbox"/>	<input type="checkbox"/>

C. Write the letter of the answer that best completes each statement.

- | | |
|---|--|
| 1. Several employees left Toys Inc. <input type="checkbox"/> . | a. because employees were not taking vacation. |
| 2. Toys Inc. is starting a new vacation policy <input type="checkbox"/> . | b. because happy employees produce more. |
| 3. Tired employees produce less <input type="checkbox"/> . | c. because they get sick more often. |
| 4. Vacations are good for business <input type="checkbox"/> . | d. because they were stressed and tired. |

D. Complete the chart with reasons for and against each policy. Use information from the Reading.

all employees get a real vacation
 difficult to compete with other companies
 flexible vacation time
 more co-worker stress
 no one calls into work while on vacation
 several short vacations

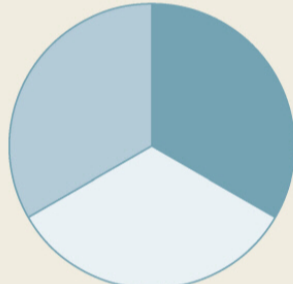
Reasons for Policy A	Reason Against Policy A
Reasons for Policy B	Reason Against Policy B

E. Look back at your Quick Write on page 50. Add new information about vacation policies that you learned from the reading.

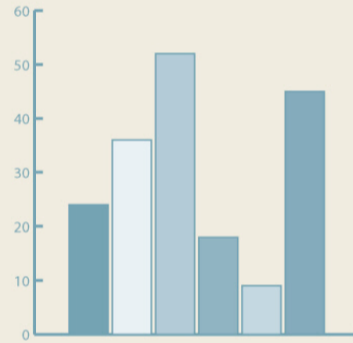


Reading Skill Reading charts, graphs, and tables

Many texts you read have **charts**, **graphs**, or **tables** in them. Charts, graphs, and tables are very useful because they give a lot of information in a small space. They also make it easier to understand a text.



a pie chart



a bar graph

	XXXXX	XXXXX
1		
2		
3		
4		

a table

It's important to look at charts, graphs, and tables when you *preview* and *skim*, a text. Here are some tips.

- Read the title and headings to get the main idea.
- Look at the numbers. To find details, scan for only the numbers that you want to know about.

A. Look at the pie chart in Reading 1 on page 50. Answer the questions.

1. What is the title?
2. What percentage of employees at Toys Inc. take 1–5 vacation days?
3. What percentage of employees at Toys Inc. do not take any vacation?

B. Look at the table and answer the questions below.

Critical Thinking Tip

Activities A, B, and C ask you to **interpret** a table or a graph. To interpret, you have to take information in one form and change it into another form. In these activities, you have to use numbers to understand ideas.

Vacation Days per Year			
	Average Number of Vacation Days Employers Give	Average Number of Vacation Days Employees Take	Average Number of Vacation Days Employees Do Not Use
Brazil	30	30	0
France	30	30	0
Japan	18	7	11
Malaysia	17	14	3
Mexico	12	10	2
United Kingdom	25	25	0
United States	14	10	4

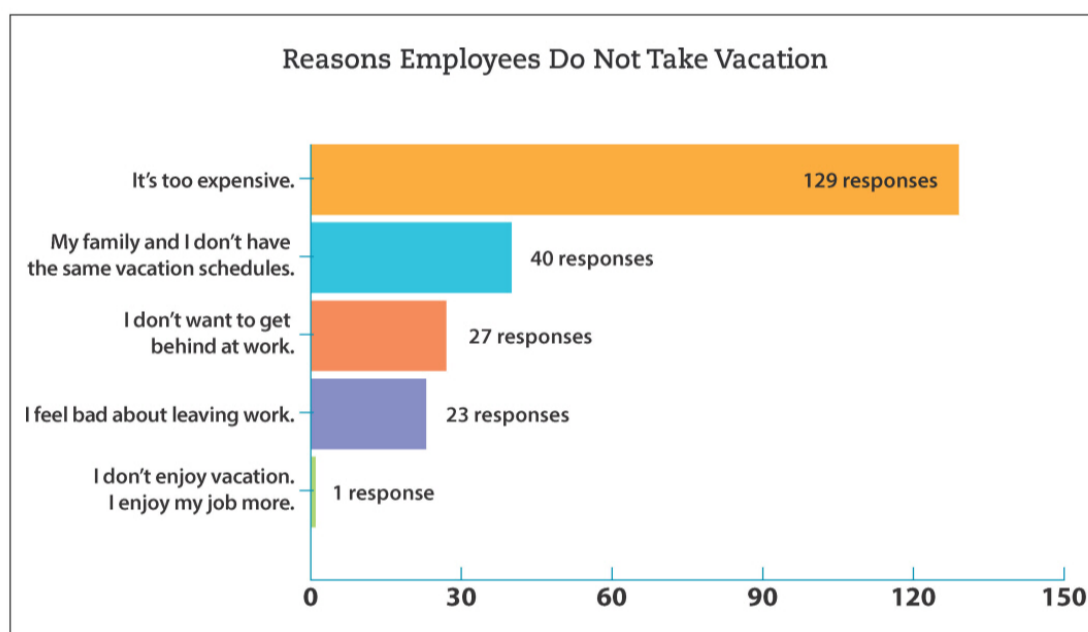
1. What is the title of the table?
2. In which countries do people take the most vacation?
and
3. How many vacation days do employers give in the United States?
4. How many vacation days do people take in the United States?
5. How many vacation days do employers give in the United Kingdom?
6. How many days of vacation do employees take in the United Kingdom?



7. What do you think? Why don't people in the United States, Mexico, and Japan take all their vacation days?

8. What do you think? Why do people in Brazil and France take all their vacation days?

C. Look at the bar graph and answer the questions.



1. What is the title?

2. What is the number-one reason people do not take vacation?

3. How many people don't enjoy vacation?

4. How many people cannot take vacation at the same time as their family?



D. Go online for more practice reading charts, graphs, and tables.



WRITE WHAT YOU THINK

A. Discuss the questions in a group.

1. The President of Toys Inc. wants employees to take vacations. How do the two policies get employees to use their vacation time? What are other ways to get employees to use their vacation time?
2. Are vacations the only way to rest and relax? What are other ways employees can rest and relax?

B. Choose one of the questions from Exercise A and write a response. Look back at your Quick Write on page 50 as you think about what you learned.

Question:

My response: _____

READING 2 | Managing Life and Work with Dr. Sanders



You are going to read a blog post about vacations. Use the blog to gather information and ideas for your Unit Assignment.

PREVIEW THE READING

Vocabulary Skill Review

In Unit 2, you learned about word roots. The root of the word *benefits* is *bene*. Use a dictionary to find the meaning of *bene*. What are some other words with the same root?

A. VOCABULARY Here are some words from Reading 2. Read the sentences. Circle the answer that best matches the meaning of each underlined word.

1. In the summer I travel abroad to learn new languages and try new experiences.
 - a. to other countries
 - b. in my country
2. She has a good attitude about work. She believes work is important but it is not everything.
 - a. way of thinking
 - b. way of reading
3. Exercise has many benefits. You lose weight and get healthy.
 - a. bad results
 - b. good results



4. If you pay attention, you can **discover** new things every day.
 - a. forget about
 - b. learn about
5. His trip to Turkey was a **positive** experience. He was happy he went.
 - a. bad
 - b. good
6. On vacations, I **connect** with my family. We have fun together.
 - a. feel close to
 - b. feel distant from
7. People come back from vacation more relaxed. Vacations **reduce** stress.
 - a. increase
 - b. lower



B. Go online for more practice with the vocabulary.

C. PREVIEW Look at the headings in the blog and answer the questions.

1. Who writes the blog?
2. What is the name of the blog?
3. What is the title of this blog post?

D. QUICK WRITE What are the benefits of a short vacation? What are the benefits of a long vacation? Write a few sentences. Remember to use this section for your Unit Assignment.

WORK WITH THE READING

A. Read the article and gather information about why vacation is important.

↶ ↷ 🔍
☰

Managing Life and Work with Dr. Sanders

Is a short vacation better than a long one?

1 We all know vacations are good for our health. Indeed, regular vacations **reduce** heart attacks in men by 30% and in women by 50%. But which

kind of vacation is better: one long vacation, or several short ones?

2 Here is information from research studies. Read about the **benefits** of each kind of vacation. Then decide which kind of vacation is best for you.

The Benefits of a Long Vacation

- 3 International travel makes a vacation longer, but the benefits are big. Several studies show that people who spend their vacations **abroad** are more creative when they come back home. When people spend time in other countries, they **discover** different ways people live. This results in more creative thinking and better problem solving.
- 4 Many studies show that people do not get good quality sleep until day two or three of their vacation. After day two or day three, they continue to sleep well for the whole vacation. They also sleep well for one week after vacation. A long vacation means better sleep for more days.
- 5 Traveling on vacation can be stressful. It takes time and money to travel. If you spend more time on your vacation, you get more days of relaxation for your days of travel stress.
- 6 If there is a problem at work, and you are away on a long vacation, your co-workers are more likely to take care of the problem. They are not likely to wait for you to come back from vacation. The result? You have less work waiting for you when you get back to work.

The Benefits of Short Vacations

- 7 Several studies discovered that people enjoy planning for their vacation as much as they enjoy taking the vacation. If you plan four short vacations a year, you can experience the fun of planning the vacation four different times in one year.
- 8 Many people do NOT call the office when they are away on a short vacation. People on long vacations are more likely to check email and worry about work. For example, France has the highest number of vacation days (30 days a year), and also the highest number of vacationers who check their work email (93%).
- 9 Vacations improve our **attitude** about our lives, our families, and ourselves. When we get back to work, we quickly forget all those **positive** feelings. Taking several short vacations a year helps you feel positive about your life more often.
- 10 We all have very busy lives. Family, school, and work schedules are full. It is difficult to find a whole week when everyone can go on vacation. A short vacation is easier to fit in to our busy schedules. The busier we are, the more important it is to **connect** with friends and family on vacation.

 **B. What is the main idea of the blog? Check (✓) one.**

- Short vacations are better than long vacations.
- Long vacations are better than short vacations.
- Short and long vacations have different benefits.
- All vacations have the same benefits.

C. Which statements support short vacations? Which statements support long vacations? Write *S* (short) or *L* (long) next to each statement.

- 1. People enjoy planning vacations as much as they enjoy taking vacations.
- 2. Traveling abroad makes a person more creative.
- 3. People on long vacations call in to work more often.
- 4. People quickly lose the benefits of vacation.
- 5. Families have very busy schedules.
- 6. Co-workers take care of problems at work when an employee is away for several weeks.
- 7. It takes a few days of relaxation to improve sleep quality.
- 8. Travel has benefits, but it is stressful.



People quickly lose the benefits of vacation.

D. Which do you prefer, long or short vacations? Why? Choose one reason from the article to support your answer.

E. Look back at your Quick Write on **page 58. Add anything you learned about the benefits of taking vacations.**

F. Go online to read *Tourism in France* and check your comprehension.





WRITE WHAT YOU THINK

A. Discuss the questions in a group. Look back at your Quick Write on page 58 as you think about what you learned.

1. The blog talks about the benefits of taking a vacation. What benefits do you hope for when you take a vacation? Circle 3 and discuss your choices.
 - a. discover new places
 - b. get better sleep
 - c. connect with family
 - d. reduce heart attacks
 - e. feel good about yourself and your life
 - f. get away from work or school
2. What is your idea of a great vacation? Where do you want to go? What do you want to do?



B. Go online to watch the video about children and summer school. Then check your comprehension.

farm (*n.*) land and building where people keep animals and grow plants for food
majority (*n.*) more than half of something
year-round (*adj.*) all through the year

VIDEO VOCABULARY

Writing Tip

Remember to support your main idea with several supporting sentences.

C. Think about the unit video, Reading 1, and Reading 2 as you discuss the questions. Then choose one question and write a response.

1. What is better for children: one long vacation or several short vacations? Why?
2. Do you think people should take more vacations? Why or why not?

Question:

My response: _____



We often put two nouns together to form a **modifying noun**. The first noun describes the second noun. It acts like an adjective.

classroom time = time in a classroom

family needs = needs of a family

summer vacation = vacation during the summer

Knowing how to use modifying nouns correctly increases your vocabulary and helps you sound more natural.

When a noun acts like an adjective, it cannot be plural.

✓ classroom time

✗ classrooms time

✓ family needs

✗ families needs

A. Change each phrase into a modifying noun.

1. experiences in life = life experiences
2. experience in work =
3. time for relaxation =
4. time for work =
5. stress in a job =
6. stress in families =
7. vacation in the summer =
8. policy for vacations =
9. year of school =
10. schedule for work =
11. president of a company =
12. email from work =

B. Order the words. Write a question.

1. your / How long / year / is / school

How long is your school year?

2. do you / vacation / How many / get / days of

?

3. your / What / vacation / do you / on / summer / do

?

4. your / What are / vacation / this year / plans

?

5. How often / from home / your / do you / check / email / work

?

6. What / vacation / your / is / policy / employer's

?

7. your / What time / you / do / take / break / lunch

?

8. favorite / your / is / spot / What / vacation

?

C. Compare your answers for Activity B with a partner. Then take turns asking and answering the questions.



D. Go online for more practice with modifying nouns.



WRITING

UNIT OBJECTIVE

At the end of this unit, you will write a paragraph about how much vacation you need. Your paragraph will include specific information from the readings and your own ideas.

Writing Skill Using correct paragraph structure

A **paragraph** is a group of sentences about one main idea. Paragraphs for school and university work usually have the following parts.

- **A topic sentence:** This sentence tells the main idea of the whole paragraph. It is usually the first or second sentence in the paragraph.
- **Supporting sentences:** These sentences explain the main idea. They often give examples and details.
- **A concluding sentence:** This sentence ends the paragraph. Sometimes it tells the reader the main idea again. Some paragraphs, especially short ones, do not have a concluding sentence.

A strong paragraph is important for good writing.

Note: At the beginning of a paragraph, the writer indents the first line. This means the line starts after five letter spaces.

A. WRITING MODEL Read the model paragraphs. Underline the topic sentence, the three supporting sentences, and the concluding sentence. Then write *TS* (topic sentence), *SS* (supporting sentence), or *CS* (concluding sentence) above each sentence.

TS

1. Vacations are not the right answer to worker stress. First of all, one or two vacations a year cannot reduce the stress of many days of long work hours. Also, vacations can actually be very stressful because they are expensive. Finally, people lived for thousands of years without vacations. Vacations are not necessary.
2. In many countries, workers don't have much vacation time, but in some countries in Europe, long summer vacations are the law. In Sweden and Finland employers must give employees a four-week-long summer vacation. In Norway and Denmark employees have 15 to 18 days

off at a time in the summer. In Greece all workers get two complete weeks off in the summer. In Europe, long summer vacations are part of the work calendar.

3. Long vacations are good for my health, my family, and my work. I can really relax and sleep better because I'm not thinking about schedules and work. Also my family connects better because we are not busy and worried about what is next. Finally, I come back to work with better and more creative ideas. For these reasons, I take long vacations with my family every summer.

B. Read the sentences in each group. Put the sentences into the order of a paragraph. Number them 1–5.

1. Chinese Golden Week

- Finally, with the Golden Week policy, a worker is sure to have a vacation with pay every year.
- First of all, many Chinese people work far away from their hometowns, and Golden Week gives them enough time to travel back home.
- For these three reasons, the Golden Week policy is a good idea.
- Many people in China like the Golden Week vacation policy because it improves workers' lives in the following ways.
- Also, the Golden Week policy makes it easy to plan a big family celebration because everyone has a vacation at the same time.



Chinese families spend time together during Golden Week.



2. The Truth about Summer Vacations

- Long summer vacations are not learning opportunities.
- Children just watch TV and play video games for months in the summer.
- First of all, most parents work, so children are alone at home.
- For these reasons, most children do not learn new skills in the summer.
- Because it is dangerous to go outside without an adult, children stay inside their homes.

3. Summer Learning Opportunities

- First of all, children can discover nature by hiking in the mountains or going to beaches.
- Finally, as they get older, teenagers can get work experience in the summer.
- Summer vacation is an opportunity to learn about the world.
- All these experiences are possible on long summer vacations.
- Also, they can travel abroad to learn new languages.

C. Write the sentences from one of the topics in B in the form of a paragraph.



D. Go online for more practice using correct paragraph structure.

You can combine two sentences with *because*. *Because* introduces the reason for a situation or state.

Bob is a doctor. (reason) → He cannot take long vacations. (situation)
Bob cannot take long vacations **because** he is a doctor.
Because Bob is a doctor, he cannot take long vacations.

I worked many hours yesterday. (reason) → I am tired. (state)
I am tired **because** I worked many hours yesterday.
Because I worked many hours yesterday, I am tired.

- There is no comma when *because* is in the middle of the sentence. There is a comma when the sentence begins with *because*.
- When the subject in both parts of the sentence is the same, use a pronoun in the second part of the sentence.

✓ **Lucy** is tired because **she** worked many hours yesterday.
✗ **Lucy** is tired because **Lucy** worked many hours yesterday.

A. Write two sentences with *because*. Remember that *because* introduces the reason.

1. People need a break from work. → People take vacations.

a. People take vacations because they need a break from work.

b. Because people need a break from work, they take vacations.

2. Truck drivers work long hours. → Truck drivers have a lot of job stress.

a.

b.

3. Some employees don't have paid vacation. → Some employees don't take vacations.

a.

b.



4. Some employees have family needs. → Some employees have special schedules.

a.

b.

5. Children worked on farms. → Children had long summer vacations.

a.

b.

B. Complete each sentence with your own idea. Read your sentences to a partner.

1. I like to go on vacation in the summer because _____

2. Today, people have a lot of work stress because _____



C. Go online for more practice combining sentences with *because*.

D. Go online for the grammar expansion.



Vacations give families time to spend together.

Unit Assignment Write a paragraph giving reasons

UNIT
OBJECTIVE



In this assignment, you are going to write a paragraph to answer the question, “How much vacation do you need?” As you prepare your paragraph, think about the Unit Question, “Why is vacation important?” Use information from Reading 1, Reading 2, the unit video, and your work in this unit to support your paragraph. Refer to the Self-Assessment checklist on [page 70](#).



Go to the Online Writing Tutor for a writing model and alternate Unit Assignments.

PLAN AND WRITE

A. BRAINSTORM Complete the activities.

1. Discuss the question with a partner. How many vacation days do you need in a year? Why do you need that number of vacation days?
2. Write four reasons you need vacation time.
I need to spend time with my family.
3. Choose the three best reasons. You will use them in Activity B.

Tip for Success

The commas in the sentences in Activity B all come after an introductory word or phrase (*First of all, Finally, For these three reasons*). Remember to use commas after introductory phrases.

B. PLAN Write your ideas. Complete the sentences.

Topic sentence: I need vacation days each year.

Reason 1: First of all, I need vacation days because

Reason 2: I also need them because _____

Reason 3: Finally, I really need that many days because _____

Concluding sentence: For these three reasons, I need at least vacation days.





C. WRITE Use your **PLAN** notes to write your paragraph. Go to *iQ Online* to use the Online Writing Tutor.

1. Write your paragraph. Remember to indent the first line.
2. Look at the Self-Assessment checklist to guide your writing.

REVISE AND EDIT



A. PEER REVIEW Read your partner’s paragraph. Then go online and use the Peer Review worksheet. Discuss the review with your partner.

B. REWRITE Based on your partner’s review, revise and rewrite your paragraph.

C. EDIT Complete the Self-Assessment checklist as you prepare to write the final draft of your paragraph. Be prepared to hand in your work or discuss it in class.

SELF-ASSESSMENT		
Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Does your topic sentence give the main idea of your paragraph?
<input type="checkbox"/>	<input type="checkbox"/>	Do your supporting sentences give examples and details to support your main idea?
<input type="checkbox"/>	<input type="checkbox"/>	Does your paragraph have a concluding sentence?
<input type="checkbox"/>	<input type="checkbox"/>	Do you use the word <i>because</i> correctly to give reasons?
<input type="checkbox"/>	<input type="checkbox"/>	Is the first line of your paragraph indented?
<input type="checkbox"/>	<input type="checkbox"/>	Does every sentence begin with a capital letter and end with final punctuation?
<input type="checkbox"/>	<input type="checkbox"/>	Does the paragraph include vocabulary from the unit?
<input type="checkbox"/>	<input type="checkbox"/>	Did you check a dictionary for correct spelling?



D. REFLECT Go to the Online Discussion Board to discuss these questions.

1. What is something new you learned in this unit?
2. Look back at the Unit Question—Why is vacation important? Is your answer different now than when you started the unit? If yes, how is it different? Why?



TRACK YOUR SUCCESS

Circle the words you have learned in this unit.

Nouns

- attitude **AWL**
- average
- benefit **AWL**
- employee
- policy **AWL**

Verbs

- compete
- connect
- discover
- improve
- produce
- reduce
- rest

Adjectives

- abroad
- likely
- positive **AWL**

Oxford 2000 keywords

AWL Academic Word List

Check (✓) the skills you learned. If you need more work on a skill, refer to the page(s) in parentheses.

READING	<input type="checkbox"/>	I can read charts, graphs, and tables. (p. 54)
VOCABULARY	<input type="checkbox"/>	I can recognize and use modifying nouns. (p. 62)
WRITING	<input type="checkbox"/>	I can use correct paragraph structure. (p. 64)
GRAMMAR	<input type="checkbox"/>	I can write sentences with <i>because</i> . (p. 67)
UNIT OBJECTIVE	<input type="checkbox"/>	I can gather information and ideas to write a paragraph explaining how much vacation time I need and why.

