

**Houghton Mifflin Harcourt
Avancemos Spanish 4 © 2018**

correlated to the

**NCSSFL – ACTFL Can-Do Statements (2015),
Intermediate Mid, Intermediate High, Advanced Low**

Standards	Page References
Intermediate Mid	
Interpersonal Communication	
I can participate in conversations on familiar topics using sentences and series of sentences. I can handle short social interactions in everyday situations by asking and answering a variety of questions. I can usually say what I want to say about myself and my everyday life.	
I can start, maintain, and end a conversation on a variety of familiar topics.	
I can be the first to start a conversation.	SE: 10, 15, 18
I can ask for information, details, and explanations during a conversation.	SE: 6, 7, 9, 25, 27, 29, 30, 31, 32, 37, 39, 42, 45, 52, 61, 63, 70
I can bring a conversation to a close.	SE: 10, 15, 18
I can interview someone for a project or a publication.	SE: 10, 15, 18

Standards	Page References
I can _____	SE: 6, 7, 9, 25, 27, 29, 30, 31, 32, 37, 39, 42, 45, 52, 61, 63, 70
I can talk about my daily activities and personal preferences.	
I can talk about my daily routine.	SE: 28, 34, 35, 39
I can talk about my interests and hobbies.	SE: 41, 43, 47
I can give reasons for my preferences.	SE: 41, 43, 47
I can give some information about activities I did.	SE: 61, 18
I can give some information about something I plan to do.	SE: 2, 3, 19
I can talk about my favorite music, movies, and sports.	SE: 32, 37, 38, 39, 42
I can _____	SE: 6, 7, 9, 25, 27, 29, 30, 31, 32, 37, 39, 42, 45, 52, 61, 63, 70
I can use my language to handle tasks related to my personal needs.	
I can request services, such as repair for a phone, computer, or car.	SE: 28, 29, 43, 54
I can schedule an appointment.	SE: 18, 23
I can inquire about membership in an organization or club.	SE: 47
I can _____	SE: 6, 7, 9, 25, 27, 29, 30, 31, 32, 37, 39, 42, 45, 52, 61,

Standards	Page References
	63, 70
I can exchange information about subjects of special interest to me.	
I can talk about artists from other countries.	SE: 46, 53, 66, 70
I can talk about historical events.	SE: 18, 34, 35, 37
I can talk about a mathematics, technology, or science project.	SE: 55, 56, 59, 61
I can _____	SE: 27, 36, 42, 45
Presentational Speaking	
I can make presentations on a wide variety of familiar topics using connected sentences.	
I can make a presentation about my personal and social experiences.	
I can describe a childhood or past experience.	SE: 19, 44, 46, 49
I can report on a social event that I attended.	SE: 22, 23, 27
I can make a presentation on something new I learned.	SE: 31, 39, 44
I can make a presentation about my plans for the future.	SE: 21, 27, 39
I can _____	SE: 7, 9, 15, 19, 24, 25, 26, 27, 35, 37, 43, 46, 51, 53, 62, 63, 65, 67
I can make a presentation on something I have learned or researched.	

Standards	Page References
I can give a short presentation on a current event.	SE: 22, 23, 27
I can present about a topic from an academic subject, such as science, math, art, etc.	SE: 31, 39, 44
I can describe how to plan and carry out an event, such as a party or family reunion.	SE: 21, 27, 39
I can give a short presentation on a famous person, landmark, or cultural event.	SE: 18, 34, 35, 37
I can _____	SE: 7, 9, 15, 19, 24, 25, 26, 27, 35, 37, 43, 46, 51, 53, 62, 63, 65, 67
I can make a presentation about common interests and issues and state my viewpoint.	
I can give a presentation about a favorite movie or song and tell why I like it.	SE: 55, 56, 59, 61
I can give a presentation about a famous person or historical figure and tell why he/she is important.	SE: 27, 36, 42, 45
I can share my reactions about a current event and explain why the event is in the news.	SE: 28, 31, 34
I can _____	SE: 7, 9, 15, 19, 24, 25, 26, 27, 35, 37, 43, 46, 51, 53, 62, 63, 65, 67
Presentational Writing	
I can write on a wide variety of familiar topics using connected sentences.	
I can write messages and announcements.	
I can write a message to explain or clarify something.	SE: 22, 23, 27

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Standards	Page References
I can write about common events and daily routines.	SE: 31, 39, 44
I can write an autobiographical statement for a contest, study abroad or other special program, or job application.	SE: 21, 27, 39
I can write an invitation or flyer about an event I am planning.	SE: 19, 44, 46, 49
I can _____	SE: 7, 9, 15, 19, 24, 25, 26, 27, 35, 37, 43, 46, 51, 53, 62, 63, 65, 67
I can write short reports about something I have learned or researched.	
I can write a short article on a current event.	SE: 22, 23, 27
I can write about an academic subject, such as science, math, art, etc.	SE: 31, 39, 44
I can write the minutes or a debrief from a club or other meeting.	SE: 21, 27, 39
I can _____	SE: 22, 23, 27, 31, 39, 44
I can compose communications for public distribution.	
I can create a flyer for an upcoming event at my school or at work.	SE: 34, 38, 39
I can write a review of a movie, book, play, exhibit, etc.	SE: 26, 27, 29
I can post an entry to a blog or a discussion forum.	SE: 44, 47, 48
I can compose a simple letter, response, or article for a publication.	
I can contribute to a school or work publication.	SE: 55, 59, 63

Standards	Page References
I can _____	SE: 26, 27, 29, 34, 38, 39
Interpretive Listening	
I can understand the main idea in messages and presentations on a variety of topics related to everyday life and personal interests and studies. I can understand the main idea in conversations that I overhear.	
I can understand basic information in ads, announcements, and other simple recordings.	
I can understand when, where, and who is playing in a concert from a radio advertisement.	SE: 14, 19, 22
I can understand the main message of an e-card greeting.	SE: 22, 24, 27
I can understand what service is being offered in a TV ad.	SE: 36, 37, 49, 53
I can identify the type of film from a movie preview.	SE: 36, 37, 49, 53
I can _____	SE: 14, 19, 22, 27, 36, 37, 49, 53
I can understand the main idea of what I listen to for personal enjoyment.	
I can understand basic questions or statements during a video conference.	SE: 34, 36, 37, 41
I can understand a short YouTube clip.	SE: 26, 27, 31
I can understand peers’ recorded descriptions about themselves or their avatars.	SE: 42, 44, 45, 50, 53, 61
I can _____	SE: 7, 10, 15, 19, 26, 27, 31, 34, 36, 37, 41, 42, 44, 45, 50, 53, 61, 62, 63, 68, 69

Standards	Page References
I can understand messages related to my everyday life.	
I can understand a voice message about the time and place of meeting.	Opportunities to address this standard may be found on the following pages: SE: 32, 37, 41
I can understand a box-office recording about the times of the performances or events.	Opportunities to address this standard may be found on the following pages: SE: 32, 37, 41
I can understand that an event is being postponed or cancelled.	Opportunities to address this standard may be found on the following pages: SE: 32, 37, 41
I can _____	Opportunities to address this standard may be found on the following pages: SE: 32, 37, 41
Interpretive Reading	
I can understand the main idea of texts related to everyday life and personal interests or studies.	
I can understand simple personal questions.	
I can understand the questions asked on a career preference survey.	SE: 10, 25, 34, 39, 44, 46, 51, 53, 59, 60
I can understand what is asked for on a simple, popular magazine questionnaire.	SE: 32, 34, 37, 39
I can understand the personal questions to complete a profile on a social media site.	Opportunities to address this standard may be found on the following pages: SE: 24, 27, 29

Standards	Page References
I can _____	SE: 10, 25, 34, 39, 44, 46, 51, 53, 59, 60
I can understand basic information in ads, announcements, and other simple texts.	
I can understand the information in birth and wedding announcements.	Opportunities to address this standard may be found on the following pages: SE: 62, 63
I can understand the information in sales ads.	SE: 23, 27, 29, 35
I can understand basic information on travel brochures.	SE: 33, 37, 39, 42
I can understand basic information on food labels.	SE: 55
I can _____	SE: 23, 27, 29, 33, 35, 37, 39, 42
I can understand the main idea of what I read for personal enjoyment.	
I can understand updates in entertainment magazines.	SE: 13, 24, 25, 26, 29, 33
I can understand postings in blogs on familiar topics.	SE: 24, 27, 29, 43
I can understand postcards from friends.	SE: 41, 43, 46
I can _____	SE: 13, 24, 25, 26, 27, 29, 33, 43, 46
I can read simple written exchanges between other people.	

Standards	Page References
I can understand the main idea of personal messages exchanged in chat rooms.	SE: 28, 32, 36
I can understand the main idea of a biographical interview with a celebrity.	SE: 11, 14, 15, 16, 17, 18, 19
I can _____	SE: 11, 14, 15, 16, 17, 18, 19
Intermediate High	
Interpersonal Communication	
I can participate with ease and confidence in conversations on familiar topics. I can usually talk about events and experiences in various time frames. I can usually describe people, places, and things. I can handle social interactions in everyday situations, sometimes even when there is an unexpected complication.	
I can exchange information related to areas of mutual interest.	
I can ask for and provide information about specific events.	SE: 4, 12, 13
I can ask for and provide information about a hobby or lifestyle, such as bicycling, vegetarianism, video games, or sports.	SE: 5, 6, 9
I can ask for and provide descriptions of places I know and also places I would like to visit.	SE: 27, 29, 31, 34
I can talk about my family history.	SE: 22, 26, 27, 28, 29
I can talk about jobs and career plans.	SE: 2, 3, 19
I can _____	SE: 6, 7, 9, 25, 27, 29, 30, 31, 32, 37, 39, 42, 45, 52, 61, 63, 70
I can use my language to do a task that requires multiple steps.	

Standards	Page References
I can give the basic rules of a game or sport and answer questions about them.	SE: 48, 53
I can ask for, follow, and give instructions for preparing food.	Opportunities to address this standard may be found on the following pages: SE: 29, 37
I can ask for and follow directions to get from one place to another.	SE: 24, 28, 29, 34
I can tell someone how to access information online.	Opportunities to address this standard may be found on the following pages: SE: 42, 56, 57
I can explain basic rules, policies, or laws that affect us and answer questions about them.	SE: 2, 3, 19
I can _____	SE: 6, 7, 9, 25, 27, 29, 30, 31, 32, 37, 39, 42, 45, 52, 61, 63, 70
I can use my language to handle a situation that may have a complication.	
I can arrange for a make-up exam or reschedule an appointment.	Opportunities to address this standard may be found on the following pages: SE: 29, 37
I can return an item I have purchased to a store.	Opportunities to address this standard may be found on the following pages: SE: 42, 56, 57
I can plan an outing with a group of friends.	SE: 24, 28, 29, 34

Standards	Page References
I can _____	SE: 24, 28, 29, 34
Presentational Speaking	
I can present information on academic and work topics.	
I can present ideas about something I have learned, such as a historical event, a famous person, or a current environmental issue.	
I can explain a series of steps needed to complete a task or experiment.	SE: 2, 3, 19
I can explain to someone who was absent what took place in class or on the job.	SE: 13, 14, 16
I can present my qualifications and goals for an academic program, training, or job.	SE: 32, 37, 38, 39, 42
I can _____	SE: 7, 9, 15, 19, 24, 25, 26, 27, 35, 37, 43, 46, 51, 53, 62, 63, 65, 67
I can make a presentation on events, activities, and topics of particular interest.	
I can present on something I learned from the media.	SE: 18, 34, 35, 37
I can make a presentation about an interesting person.	SE: 28, 33, 47, 49, 55, 57
I can summarize a personal, historical, or cultural event.	SE: 34, 39, 47, 56, 61
I can give a presentation about my interests, hobbies, lifestyle, or preferred activities.	SE: 22, 27, 29, 32
I can make a presentation about the history or current status, of a school, organization, or company.	SE: 22, 27, 29, 32
I can make a presentation about future plans.	SE: 22, 27, 29, 32

Standards	Page References
I can _____	SE: 7, 9, 15, 19, 24, 25, 26, 27, 35, 37, 43, 46, 51, 53, 62, 63, 65, 67
I can present my point of view and provide reasons to support it.	
I can make a presentation on rules or policies such as cell phone use, dress code, or requirements for driving and explain my viewpoint.	SE: 13, 18, 19, 35, 47
I can share and justify my opinion on common issues such as allowances for children, curfews for teenagers, budget-related topics, etc.	SE: 13, 18, 19, 35, 47
I can explain my point of view on current event topics such as recycling, nutrition and exercise, the food supply, conserving energy resources, extreme weather events, etc.	SE: 13, 18, 19, 35, 47
I can _____	SE: 7, 9, 15, 19, 24, 25, 26, 27, 35, 37, 43, 46, 51, 53, 62, 63, 65, 67
Presentational Writing	
I can write on topics related to school, work, and community in a generally organized way.	
I can write some simple paragraphs about events and experiences in various time frames.	
I can write about school and academic topics.	
I can write a simple summary about something I have learned.	SE: 31, 34, 39, 43
I can write a series of steps needed to complete a task, such as for an experiment.	SE: 4, 6, 29, 39, 47, 48
I can prepare notes for someone who was absent from class or school.	SE: 22, 29
I can write the content for a multi-media presentation, a handout, a synopsis, etc.	SE: 31, 34, 39, 43
I can _____	SE: 4, 6, 22, 29, 31, 34, 39, 43, 47, 48

Standards	Page References
I can write about work and career topics.	
I can write a simple summary about an assignment or task that I've been asked to do.	SE: 36, 37, 49, 53
I can document the series of steps needed to complete a task or project.	SE: 36, 37, 49, 53
I can prepare notes for someone who is new or has been absent from a project, team, or work meeting.	SE: 31, 34, 36, 37, 39, 43, 49, 53
I can draft a work plan.	Opportunities to address this standard may be found on the following pages: SE: 45, 49
I can write the content for a multi-media presentation, a handout, a synopsis, etc.	SE: 34, 39, 46
I can _____	SE: 26, 27, 29, 35
I can write about community topics and events.	
I can write a simple summary about something I have researched.	SE: 17, 27, 34
I can write the content for a multi-media presentation, a handout, a synopsis, etc.	SE: 17, 26, 27, 29, 34, 35, 39, 45, 46, 49
I can write the series of steps needed to complete a task, such as for a community event or a fund raiser.	SE: 14, 19, 26, 27
I can summarize what has been happening in the community for someone who is new or has been away.	SE: 32, 33, 38
I can _____	SE: 14, 19, 26, 27, 32, 33, 38

Standards	Page References
I can write about an entertainment or social event.	
I can summarize a conversation or interview that I had with someone.	SE: 23, 27, 28, 29
I can describe an event that I participated in or witnessed.	SE: 23, 27, 28, 29
I can write a brief summary of the plot of a movie or an episode of a TV show.	SE: 22, 27, 29, 32
I can _____	SE: 22, 23, 27, 29, 32
Interpretive Listening	
I can easily understand the main idea in messages and presentations on a variety of topics related to everyday life and personal interests and studies. I can usually understand a few details of what I overhear in conversations, even when something unexpected is expressed. I can sometimes follow what I hear about events and experiences in various time frames.	
I can easily understand straightforward information or interactions.	
I can understand the descriptions of avatars in a new video game.	Opportunities to address this standard may be found on the following pages: SE: 18, 23
I can understand an interview between a student reporter and foreign visitors about activities they have done and are planning to do while in town.	Opportunities to address this standard may be found on the following pages: SE: 22, 29
I can understand a tour guide’s description of a city’s history and attractions.	Opportunities to address this standard may be found on the following pages: SE: 31, 34, 39, 43
I can _____	SE: 6, 8, 9, 10, 11, 14, 15, 16, 18, 19, 22, 23, 24, 25, 27,

Standards	Page References
	30, 34, 35, 36, 37, 38, 42, 43, 44, 46, 47, 50, 52, 53, 54, 55, 58, 59, 60, 61, 62, 63, 65, 67
I can understand a few details in ads, announcements, and other simple recordings.	
I can understand a few details about a nutritional recommendation in a public service health announcement.	Opportunities to address this standard may be found on the following pages: SE: 41, 46, 57
I can understand the services offered in an ad about a car repair service.	Opportunities to address this standard may be found on the following pages: SE: 26, 32, 45
I can understand a few details from public service announcements such as severe weather warnings or safety alerts.	Opportunities to address this standard may be found on the following pages: SE: 28, 36
I can _____	Opportunities to address this standard may be found on the following pages: SE: 26, 32, 41, 45, 46, 57
I can sometimes understand situations with complicating factors.	
I can understand a voice message from an exchange student telling why she will be late.	Opportunities to address this standard may be found on the following pages: SE: 31, 34, 39, 43
I can understand a phone message about a change in meeting times and place.	Opportunities to address this standard may be found on the following pages: SE: 36, 37, 49, 53

Standards	Page References
I can understand a voice message from the airlines about changes to a flight schedule.	Opportunities to address this standard may be found on the following pages: SE: 36, 37, 49, 53
I can _____	SE: 31, 34, 36, 37, 39, 43, 49, 53
Interpretive Reading	
I can easily understand the main idea of texts related to everyday life, personal interests, and studies. I can sometimes follow stories and descriptions about events and experiences in various time frames.	
I can understand accounts of personal events or experiences.	
I can understand information about an upcoming excursion, such as a class trip or company event.	SE: 31, 34, 39
I can understand a friend’s postcard describing a family vacation.	SE: 23, 27, 28, 29
I can understand descriptions of a Peace Corps volunteer’s daily life.	Opportunities to address this standard may be found on the following pages: SE: 23, 27, 28, 29
I can _____	SE: 23, 27, 28, 29, 31, 34, 39
I can sometimes follow short, written instructions when supported by visuals.	
I can follow the instructions to use an ATM.	Opportunities to address this standard may be found on the following pages: SE: 18, 34, 35, 37

Standards	Page References
I can follow the instructions to make an online purchase.	Opportunities to address this standard may be found on the following pages: SE: 26, 29, 32
I can follow simple directions to do an experiment in a science class.	Opportunities to address this standard may be found on the following pages: SE: 52, 54
I can understand the basic instructions for playing a video game.	Opportunities to address this standard may be found on the following pages: SE: 28, 29, 34
I can _____	SE: 18, 34, 35, 37
I can understand the main idea of and a few supporting facts about famous people and historic events.	
I can read a short summary of a historical figure’s accomplishments.	Opportunities to address this standard may be found on the following pages: SE: 42, 47, 49
I can understand the main idea and a few supporting facts about a scientific discovery from a summarized description.	SE: 59, 63
I can _____	SE: 12, 16, 19, 23, 29, 46, 57, 59, 63
Advanced Low	
Interpersonal Communication	
I can participate in conversations about familiar topics that go beyond my everyday life. I can talk in an organized way and with some detail about events and experiences in various time frames. I can describe people, places, and things in an organized way and with some detail. I can handle a familiar situation with an unexpected complication.	

Standards	Page References
I can participate in conversations on a wide variety of topics that go beyond my everyday life.	
I can explain absentee and sick leave policies and answer questions about them.	Opportunities to address this standard may be found on the following pages: SE: 72, 75
I can explain current issues, such as leash laws, school dress codes, drinking age, or speed limits.	SE: 46, 48, 59, 62, 69, 77, 92
I can discuss what is currently going on in another community or country.	SE: 14, 36, 78, 92, 103, 118
I can _____	SE: 18, 22, 23, 34, 39, 43, 45, 55, 58, 66, 71, 72, 76, 82, 87, 89, 97, 107, 109, 118, 119
I can compare and contrast life in different locations and in different times.	
I can explain how life has changed since I was a child and respond to questions on the topic.	SE: 12, 18, 23
I can compare different jobs and study programs in a conversation with a peer.	SE: 44, 48, 59, 67
I can explain how technology has changed our lives while discussing this topic with another.	SE: 76, 82, 89, 94
I can _____	SE: 12, 18, 23, 44, 48, 59, 67, 76, 82, 89, 94
I can resolve an unexpected complication that arises in a familiar situation.	
I can rearrange my itinerary, such as flights, pick-up times, and appointments when I experience travel delays.	Opportunities to address this standard may be found on the following pages: SE: 55, 59
I can tell a friend how I'm going to replace an item that I borrowed and	Opportunities to address this standard may be found on

Standards	Page References
broke/lost.	the following pages: SE: 43, 47
I can explain why I was late to class or absent from work and arrange to make up the lost time.	Opportunities to address this standard may be found on the following pages: SE: 62
I can _____	Opportunities to address this standard may be found on the following pages: SE: 43, 47, 55, 59, 62
I can conduct or participate in interviews.	
I can interview for a job or service opportunity related to my field of expertise.	SE: 84, 89, 91
I can interview someone about his/her professional interests and activities.	SE: 77, 81, 82
I can _____	SE: 77, 81, 82, 89, 91
Presentational Speaking	
I can deliver organized presentations appropriate to my audience on a variety of topics. I can present information about events and experiences in various time frames.	
I can deliver short presentations on a number of academic and workplace topics.	
I can present an explanation for a work or school process, project, or policy.	SE: 15, 16, 19, 21, 25, 27, 33, 37, 39, 40, 48, 49, 52, 53, 56, 61, 65, 66, 69, 73, 75, 76, 77, 81, 85, 87, 88, 91, 92, 93, 100, 101, 103, 105
I can provide a rationale for the importance of certain classes, subjects,	SE: 31, 36, 45

Standards	Page References
or training programs.	
I can present a summary of an action plan or annual report for a club or work group.	Opportunities to address this standard may be found on the following pages: SE: 22, 27
I can _____	SE: 56, 61, 65, 66, 69, 73, 75, 76, 77, 81, 85, 87, 88, 91, 92, 93, 100, 101, 103, 105
I can deliver short presentations on social and cultural topics.	
I can present an explanation for a social or community project or policy.	SE: 46, 72, 89, 109
I can give a presentation about the importance of certain social and cultural practices.	SE: 11, 18, 23, 24, 25, 28, 36, 37, 38, 41, 45, 46, 49, 54, 69, 71, 72, 95, 98, 101, 108, 109, 111
I can give a presentation on traditions related to social events such as homecoming, graduation, marriages, funerals, etc.	SE: 11, 18, 23, 24, 25, 28, 36, 37, 38, 41, 45, 46, 49, 54, 69, 71, 72, 95, 98, 101, 108, 109, 111
I can present a summary of an action plan or annual report for a community or social organization.	Opportunities to address this standard may be found on the following pages: SE: 33, 47, 52
I can _____	SE: 11, 18, 23, 24, 25, 28, 36, 37, 38, 41, 45, 46, 49, 54, 69, 71, 72, 95, 98, 101, 108, 109, 111
I can explain issues of public and community interest, including different viewpoints.	
I can present reasons for or against a position on a political or social issue.	SE: 14, 35, 42, 83, 96, 111, 119

Standards	Page References
I can make a presentation related to public health or safety.	SE: 43, 76, 89
I can present a position during a formal debate.	SE: 18, 45, 72
I can make a presentation promoting an event, a service, or a product.	SE: 31, 66, 92, 106
I can _____	SE: 14, 18, 31, 35, 42, 43, 45, 66, 72, 76, 83, 89, 92, 96, 106, 111, 119
I can deliver presentations for a specific audience.	
I can deliver a presentation to my classmates or colleagues.	SE: 15, 16, 19, 21, 25, 27, 33, 37, 39, 40, 48, 49, 52, 53, 56, 61, 65, 66, 69, 73, 75, 76, 77, 81, 85, 87, 88, 91, 92, 93, 100, 101, 103, 105
I can make presentations about special opportunities such as internships and study abroad.	SE: 44, 62
I can provide an explanation about a process or procedure such as obtaining a driver’s license, submitting an application for college admission, applying for a scholarship financial aid, etc.	SE: 33, 91, 103
I can present an overview about my school, community, or workplace.	SE: 17, 27, 34, 42, 56
I can _____	SE: 15, 16, 19, 21, 25, 27, 33, 37, 39, 40, 48, 49, 52, 53, 56, 61, 65, 66, 69, 73, 75, 76, 77, 81, 85, 87, 88, 91, 92, 93, 100, 101, 103, 105
Presentational Writing	
I can write on general interest, academic, and professional topics. I can write organized paragraphs about events and experiences in various time frames.	

Standards	Page References
I can meet basic school and academic writing needs.	
I can revise class or meeting notes that I have taken for distribution.	Opportunities to address this standard may be found on the following pages: SE: 47
I can draft and revise an essay or composition as part of a school assignment.	SE: 25, 73, 89, 102
I can write an abstract for a science fair project, research study, or conference.	SE: 38, 65, 92
I can write summaries or annotations for a research project.	SE: 104, 117, 119
I can _____	SE: 15, 16, 19, 21, 25, 27, 33, 37, 39, 40, 48, 49, 52, 53, 56, 61, 65, 66, 69, 73, 75, 76, 77, 81, 85, 87, 88, 91, 92, 93, 100, 101, 103, 105
I can meet basic work and career writing needs.	
I can write an informational memo about a project or event.	SE: 22, 65, 106
I can write summaries or a multi-step work plan for a new project.	SE: 33, 78, 116
I can write brief job descriptions or performance reports.	SE: 44, 59, 91
I can revise for distribution meeting notes that I have taken.	Opportunities to address this standard may be found on the following pages: SE: 33, 52
I can draft and revise a resume or cover letter.	SE: 47, 49, 52

Standards	Page References
I can _____	SE: 22, 33, 44, 47, 49, 52, 55, 65, 78, 91, 106, 116
I can meet basic social and civic writing needs.	
I can manage and edit an online journal, blog, or discussion forum.	Opportunities to address this standard may be found on the following pages: SE: 72, 79
I can write an article about an event or project of a club or group.	SE: 66, 75, 81
I can write a letter of advice or letter to the editor on a social, civic, or political issue.	SE: 99, 103
I can prepare reports and online communications for a social club, community, or political group.	SE: 66, 75, 81
I can _____	SE: 66, 72, 75, 79, 81, 99, 103
Interpretive Listening	
I can understand the main idea and some supporting details in organized speech on a variety of topics of personal and general interest. I can follow stories and descriptions of some length and in various time frames. I can understand information presented in a variety of genres on familiar topics, even when something unexpected is expressed.	
I understand descriptions and stories of events that have happened or will happen.	
I can understand short presentations about famous people in history.	SE: 49, 82, 94
I can understand a voicemail outlining the details of a plan for an upcoming outing.	Opportunities to address this standard may be found on the following pages: SE: 71
I can follow a video conferencing session in which the speakers recount	Opportunities to address this standard may be found on

Standards	Page References
their experience on a recent trip.	the following pages: SE: 32
I can _____	SE: 49, 82, 94
I can understand the main idea of popular genres.	
I can follow televised promotions for upcoming programs.	SE: 47, 52, 73
I can follow a YouTube comparison of two popular vacation locations.	N/A
I can follow simple oral stories, recorded books, summaries, or short excerpts from speeches.	SE: 7, 9, 11, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 39, 40, 41, 42, 43, 45, 46, 47, 48, 49, 50, 51, 54, 57, 60, 62, 63, 64, 66, 67, 68, 69, 71, 74, 77, 79, 80, 81, 83, 84, 86, 87, 88, 89, 90, 91, 95, 96, 98, 99, 100, 101, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114-117, 119, 120
I can understand some simple information from a movie trailer.	SE: 64
I can _____	SE: 7, 9, 11, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 39, 40, 41, 42, 43, 45, 46, 47, 48, 49, 50, 51, 54, 57, 60, 62, 63, 64, 66, 67, 68, 69, 71, 74, 77, 79, 80, 81, 83, 84, 86, 87, 88, 89, 90, 91, 95, 96, 98, 99, 100, 101, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114-117, 119, 120

Standards	Page References
Interpretive Reading	
I can understand the main idea and some supporting details on a variety of topics of personal and general interest.	
I can follow stories and descriptions of some length and in various time frames and genres.	
I can find and use information for practical purposes.	
I can read about an upcoming event to help me decide whether or not to attend.	SE: 39, 69
I can read a blogger’s account of a trip to plan my own.	Opportunities to address this standard may be found on the following pages: SE: 32
I can read a message about a friend’s car accident.	Opportunities to address this standard may be found on the following pages: SE: 41
I can read a description about a candidate to make a voting decision.	SE: 56, 59
I can understand absentee and sick leave policies.	Opportunities to address this standard may be found on the following pages: SE: 41, 49
I can _____	SE: 39, 41, 49, 69
I can read texts that compare and contrast information.	
I can read restaurant descriptions to guide my choice.	SE: 27, 32, 39
I can read movie summaries to choose what to watch.	SE: 43

Standards	Page References
I can read a catalogue of course descriptions to choose my classes.	SE: 8, 11
I can understand the main idea and some details from a list of government job descriptions.	Opportunities to address this standard may be found on the following pages: SE: 17
I can read an article about how technology has changed in the past 20 years.	SE: 33, 76, 82
I can _____	SE: 8, 11, 27, 32, 33, 39, 43, 76, 82
I can follow simple written instructions.	
I can follow directions for assembling a model.	SE: 106
I can follow driving directions.	SE: 72, 76, 79
I can follow the steps of a recipe.	SE: 84, 86, 92, 94
I can _____	SE: 72, 76, 79, 84, 86, 92, 94, 106