

Scope and Sequence

Unit	Topic	Reading context	Vocabulary	Function
1	Parts of a Restaurant	Handbook excerpt	break room, counter, dining room, entrance, kitchen, lobby, office, restaurant, restroom, service entrance	Expressing necessity
2	The Staff	Webpage	busser, cashier, chef, cook, dishwasher, fry cook, janitor, manager, owner, server	Talking about experience
3	The Kitchen	Memo	appliance, cook, countertop, dishwasher, freezer, oven, pantry, refrigerator, sink, stove	Making an apology
4	Equipment	Advertisement	blender, deep fryer, food processor, heat lamp, ice maker, microwave, mixer, pressure cooker, scales, toaster	Making a recommendation
5	Utensils	Email	colander, cutting board, fork, knife, measuring cup, measuring spoon, scoop, spatula, spoon, tongs, utensil, whisk	Asking about progress
6	Tabletop Items	Handbook excerpt	bottle, condiment, cutlery, dispenser, napkin, pepper, salt, sauce, shaker, single-serving packet, straw, sweetener, tray	Making a polite request
7	Measurements	Poster	Celsius, cup, customary unit, Fahrenheit, gallon, gram, imperial unit, kilogram, liter, metric system, milliliter, ounce, pound, quart, tablespoon, teaspoon	Correcting oneself
8	Food Preparation	Handout	blend, chop, combine, dice, drain, grate, mince, sift, stir, toss	Giving advice
9	Kitchen Safety	Memo	burn, disposal, dull, fire hazard, first aid, grease, sharp, slippery, spill, store, strain	Asking about knowledge
10	Food Safety	Report	bacteria, contaminate, expiration date, food poisoning, label, pest, room temperature, sanitize, spoiled, thermometer	Introducing a hypothetical situation
11	Types of Meals	Restaurant review	appetizer, basket, beverage, breakfast, brunch, dessert, dinner, dish, lunch, side, snack	Asking for an opinion
12	Types of Service	Brochure	carry-out, counter service, curb service, delivery, drive-thru, eatery, fast food, food truck, patio, QSR (Quick Service Restaurant), street food, table service, to go	Offering an alternative
13	Types of Businesses	Advice column	agreement, chain, consistent, family-owned, franchise, independent, management fee, ownership, percentage, standardized	Expressing an opinion
14	Common Fast Foods 1	Leaflet	cheeseburger, finger food, fish and chips, French fries, fried chicken, grilled cheese, hamburger, nuggets, onion ring, on the go	Making a suggestion
15	Common Fast Foods 2	Article	donut, gyro, hot dog, ice cream, kebab, noodles, pizza, salad, sandwich, taco, wrap	Expressing a preference

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Get ready!

1 Before you read the passage, talk about these questions.

- 1 What parts of a restaurant do customers use?
- 2 What parts of a restaurant are only for employees?



Sammy's Restaurant

Employee Handbook

Opening Procedures

The restaurant opens at 10:00 a.m. each day. The front **entrance** is locked before that time. Therefore, employees must enter through the **service entrance**.

Personal belongings are not allowed in the **kitchen**. These include bags, jackets, and other personal items. Please leave them in the **break room**. You may want to store valuable items in the **office** instead. If so, talk to your manager.

Before opening, complete the following checklist.

- The **dining room** is tidy. The tables and **counters** are clear of dishes.
- Today's newspapers are in the **lobby**.
- The **restrooms** are clean. The soap and towel dispensers are full.



Vocabulary

3 Match the words or phrases (1-6) with the definitions (A-F).

- | | |
|----------------|-------------------|
| 1 ___ lobby | 4 ___ restroom |
| 2 ___ counter | 5 ___ break room |
| 3 ___ entrance | 6 ___ dining room |

- A a room with a toilet and a sink
 B the main room in a restaurant where customers have their meals
 C a surface between employees and customers, often where customers order food
 D a room where employees go while they are not working
 E a small room or hall that people pass through
 F a door or opening where people go into a place

Reading

2 Read the handbook excerpt. Then, mark the following statements as true (T) or false (F).

- 1 ___ Before ten o'clock, employees must use the front entrance.
- 2 ___ Employees may store personal items in the office.
- 3 ___ The handbook instructs employees to clean the lobby in the morning.

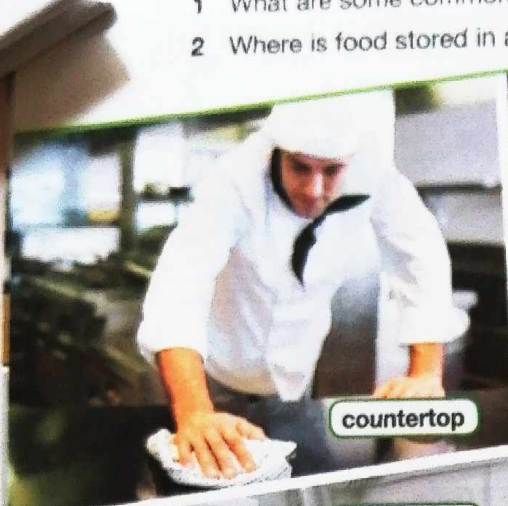
3

The Kitchen

Get ready!

1 Before you read the passage, talk about these questions.

- 1 What are some common appliances in a kitchen?
- 2 Where is food stored in a kitchen?



Reading

2 Read the memo. Then, choose the correct answers.

- 1 What is the purpose of the memo?
 - A to announce the installation of new kitchen equipment
 - B to ask for employees' opinions about running the kitchen
 - C to introduce new staff members in the kitchen
 - D to outline the rules about cleaning the kitchen
- 2 Which of the following is NOT part of the 'General Kitchen' assignment?
 - A wiping the countertops
 - B cleaning the dishwasher
 - C washing the sink
 - D sweeping the floors
- 3 Which appliance is part of the 'Equipment' assignment?
 - A the freezer
 - B the refrigerator
 - C the dishwasher
 - D the stove

memo

Hi everyone,

There is some confusion about the cleaning assignments. Let me clarify.

The first assignment is 'General Kitchen.' If this is your assignment, you must wipe the **countertops**. Also, wash the inside of the **sink**. Place any remaining dishes in the **dishwasher**. Then, sweep the floors.

The next assignment is 'Equipment.' Clean **appliances** that we use to **cook** food. These include the **stove** and the **ovens**.

Finally, you might have the 'Storage' assignment. Return unused food to the **pantry**. Wipe down the shelves in the **refrigerator** and **freezer**.

I posted everyone's new assignments in the break room. Let me know if you have any questions.

Gretchen

Vocabulary

3 Write a word that is similar in meaning to the underlined part.

- 1 The restaurant heats and prepares most of the food before customers order it.
_ o _ _ s
- 2 The surfaces where food is prepared must be very clean.
_ o u _ _ e _ t _ _ s
- 3 The manager ordered several new useful devices for the kitchen.
a _ _ l i _ _ c _ s

- 4 Place the words and phrases from the word bank under the correct headings.

Word BANK

toaster scales mixer
blender deep fryer

Measuring Food	Heating Food	Combining Ingredients

- 5 Listen and read the advertisement again. What products are available at a discount?

Listening

- 6 Listen to a conversation between a company representative and a restaurant manager. Choose the correct answers.

- 1 Why does the woman call the company?
 A to order some new blenders
 B to report a problem with a mixer
 C to get information about pressure cookers
 D to request help operating a food processor
- 2 What will the man include a brochure about?
 A food processors C deep fryers
 B toasters D heat lamps

- 7 Listen again and complete the conversation.

Manager: There's 1 _____ on food-mixing devices, right?

Representative: Yes. 2 _____ for a mixer?

Manager: Actually, I need a 3 _____ . Give me the best brand you have.

Representative: I recommend the Rawlins Heavy-Duty Blender. 4 _____ ?

Manager: Great. I might need a new 5 _____ . But I'm not ready to order one yet.

Representative: I'll send you a brochure on 6 _____ we carry.

Manager: Thanks!

Speaking

- 8 With a partner, act out the roles below based on Task 7. Then, switch roles.

USE LANGUAGE SUCH AS:

I need ...
 Are you looking for ...?
 I recommend ...

Student A: You are a supply company representative. Talk to Student B about:

- equipment that he/she needs
- the brands that you recommend
- other products that he/she is interested in

Student B: You are a restaurant manager. Talk to Student A about equipment that you need.

Writing

- 9 Use the conversation from Task 8 to complete the order request form.

CMC Restaurant Supply | **Customer:** Paula from Neighborhood Grill

Date: Sept. 9

The customer called to request _____ .

She was interested in them because _____ .

She was also interested in _____ .

However, she was not ready to order one just yet. So I agreed to send her _____ .

Here is a summary of her order:

- 4 Fill in the blanks with the correct words from the word bank.

Word BANK

tossed chopped grated sifted blended

- The chef's assistant _____ the flour to remove large pieces from it.
- After the cook _____ the onion, the pieces were medium-sized.
- The electric mixer _____ the ingredients into a smooth batter.
- First, the cook _____ the potato into small strips.
- To make the salad, the man _____ lettuce, tomatoes, and onions together.

- 5 Listen and read the handout again. What is the difference between mincing and chopping?

Listening

- 6 Listen to a conversation between two cooks. Choose the correct answers.

- What is the conversation mostly about?
 - A a workshop on basic actions in the kitchen
 - B an error that ruined a dish
 - C different ways to combine ingredients
 - D directions for completing a recipe
- What did the woman do with the potatoes?
 - A She minced them. C She grated them.
 - B She tossed them. D She stirred them.



- 7 Listen again and complete the conversation.

Cook 1: Okay. What's the next step in 1 _____ ?

Cook 2: Did you 2 _____ the garlic?

Cook 1: Yes. Well, I 3 _____ it, at least.

Cook 2: The recipe says to mince it. You should probably make the pieces smaller.

Cook 1: Okay. And then what?

Cook 2: Let's see. I think we need to 4 _____ potatoes.

Cook 1: No, 5 _____ that already. They're on the cutting board.

Cook 2: Oh, good. So, just finish the garlic. Then, 6 _____ everything in the frying pan.

Speaking

- 8 With a partner, act out the roles below based on Task 7. Then, switch roles.

USE LANGUAGE SUCH AS:

The recipe says ...
You should probably ...
I think we need to ...

Student A: You are a cook. Talk to Student B about:

- steps in a recipe
- the ingredients in the recipe
- how to prepare the ingredients

Student B: You are a cook. Talk to Student A about steps in a recipe.

Writing

- 9 Use the conversation from Task 8 and your own ideas to complete the recipe.

Recipe: _____

Ingredients:

Directions

First, _____

Then, _____

After that, _____

Finally, _____

teaspoon [N-COUNT-U7] A **teaspoon** is a customary unit for measuring volume that equals $\frac{1}{3}$ of a tablespoon, or about 4.93 milliliters in some countries.

thermometer [N-COUNT-U10] A **thermometer** is a device that measures how hot or cold something is.

to go [PHRASE-U12] If someone orders food **to go**, the person wants to take it away, rather than consume it in the restaurant.

toaster [N-COUNT-U4] A **toaster** is an electric appliance that heats sliced bread turning it into toast.

tongs [N-PLURAL-U5] **Tongs** (or a pair of tongs) are a utensil consisting of two arms joined at one end; they're used to pick up something from both sides.

toss [V-T-U8] To **toss** food is to either mix food with a liquid such as a dressing or sauce until food is covered or to lightly mix ingredients together.

tray [N-COUNT-U6] A **tray** is a flat piece of wood, plastic, metal or other material that is used to carry something, such as food.

utensil [N-COUNT-U5] A **utensil** is a tool, such as a whisk or a container, such as a bowl or a pan that is used to perform a cooking task in the kitchen.

whisk [N-COUNT-U5] A **whisk** is a utensil with several loops of metal wire at the head for stirring and beating ingredients.

wrap [N-COUNT-U15] A **wrap** is a thin piece of bread such as tortilla or pita, filled with a wide variety of ingredients.

4 Place the words from the word bank under the correct headings.

Word BANK

juice lettuce apple berry
 banana onion salad potato

Fruits	Vegetables	Made with Fruits and Vegetables

5 Listen and read the magazine article again. Why is a baked potato healthier than French fries?

Listening

6 Listen to a conversation between a radio host and a nutritionist. Mark the following statements as true (T) or false (F).

- ___ The man encourages listeners to avoid most fast food restaurants.
- ___ The man suggests burgers with vegetables.
- ___ The woman expresses concern about the health risks of French fries.

7 Listen again and complete the conversation.

Radio Host: So, that's bad news for people's health!
Nutritionist: A lot of people think that. But actually, more and more 1 _____ are available.
Radio Host: Sorry, I don't know what you mean.
Nutritionist: I'm saying that, most restaurants offer plenty of fresh 2 _____ these days.
Radio Host: But a salad doesn't satisfy my desire for a 3 _____.
Nutritionist: That's true. But you can still 4 _____ . Just get it with lettuce, tomatoes, and other fresh vegetables.
Radio Host: What about the French fries? I 5 _____ aren't good for us.
Nutritionist: Not when they're 6 _____. But maybe a baked potato is available instead of fries.

Speaking

8 With a partner, act out the roles below based on Task 7. Then, switch roles.

USE LANGUAGE SUCH AS:

Sorry, I don't know what you mean.
A(n) ... doesn't satisfy my desire for ...
I hope ...

Student A: You are a radio host. Talk to Student B about:

- the impact of widespread fast food
- ordering healthy foods at fast foods restaurants
- healthy alternatives to common dishes

Student B: You are a nutritionist. Talk to Student A about the impact of widespread fast food.

Writing

9 Use the magazine article and the conversation from Task 8 to complete the email.

Hi Ted,

I think we should offer some healthy alternatives to a few of our menu items.

For one, let's offer _____ .
 Here's why: _____

Also, let's offer _____
 instead of _____ .
 Here's why: _____

Do you have any other suggestions?

Kimberly