

AUSTRALIAN BOOK AND LANGUAGE STUDIO

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Au Pair English is an educational course for childcare providers who want to improve their English communication in a work environment.

Incorporating career-specific vocabulary and contexts, each unit offers step-by-step instruction that immerses students in the four key language components: reading, listening, speaking, and writing.

Au Pair English addresses topics including becoming an au pair, au pair agencies, discipline, duties, and establishing relationships with children.

The course is organised into three levels of difficulty and offers a minimum of 400 vocabulary terms and phrases.

Every unit includes a test of reading comprehension, vocabulary, and listening skills, and leads students through written and oral production.

Included Features:

- A variety of realistic reading passages
- Career-specific dialogues
- 45 reading and listening comprehension checks
- Over 400 vocabulary terms and phrases
- Guided speaking and writing exercises
- Complete glossary of terms and phrases

Scope and Sequence

Unit	Topic	Reading context	Vocabulary	Function
1	Becoming an Au Pair	Webpage	age requirement, au pair, background investigation, cultural exchange, diploma, host country, language, marital status, proficient, psychometric evaluation, qualification, reference, visa	Talking about qualifications
2	Qualities of an Au Pair	Advertisement	adaptable, assertive, caring, confident, creative, dependable, friendly, non-smoker, patient, positive, responsible, trustworthy	Stating requirements
3	Finding a Position	Article	advertisement, agency, arrival, contact information, contract, host family, job board, line up, newspaper, scam, website	Discussing options
4	Au Pair Agencies	Webpage	candidate, expense, fee, interview, local childcare coordinator, match, mediate, orientation, placement, screen	Clarifying information
5	Host Families	Family Profiles	adolescent, child, extended family, father, host children, host parent, infant, mother, school-age, sibling, single parent, teenager, toddler	Describing a person
6	The Interview	Handbook Excerpt	compatible, evaluate, expectation, experience, impression, in person, Internet, long distance, presentable, question, telephone, video conference	Asking for someone on the phone
7	Accepting a Position	Article	accept, age, benefit, consider, metropolitan, offer, rural, satisfaction, size, standard of living, values	Making predictions
8	What to Pack	Blog Post	camera, cell phone, clothes, credit card, dictionary, document, driver's license, electronics, gift, glasses, laptop, medication, memento, passport, ticket, toiletries	Giving a reminder
9	Duties of an Au Pair 1	Book Excerpt	chore, clean, cook, drive, dust, errand, iron, lesson, meal, pack, practice, school, vacuum, working hours	Asking for a favor
10	Duties of an Au Pair 2	Journal Entry	assist, babysit, bathe, dress, feed, laundry, play, put away, shop, wake up, wash	Describing a degree
11	Household Items 1	Email	bed, blanket, chair, computer, couch, desk, dresser, furniture, lamp, pillow, sheet, table, telephone, television, towel	Giving thanks to someone
12	Household Items 2	Note	can opener, coffee maker, dishes, dishwasher, dryer, garbage disposal, microwave, oven, pan, pot, refrigerator, stove, toaster, utensil, washing machine	Checking for understanding
13	Children's Clothing	Instructions	coat, hat, jeans, pajamas, pants, shirt, shoe, skirt, socks, sweater, swimsuit, underwear, uniform	Providing reassurance
14	Baby Care	Letter	baby carrier, bib, bottle, bouncer, car seat, changing table, crib, diaper, diaper bag, high chair, playpen, stroller, walker	Correcting someone else
15	Living Arrangements	Email	basement, bathroom, bedroom, closet, dining room, garage, guest room, kitchen, laundry room, living room, yard	Adding information

Scope and Sequence

Unit	Topic	Reading context	Vocabulary	Function
1	Meeting the Children	Article	adjust, attention, break the ice, dependent, important, insecure, relationship, respond, small talk, socialize, tour, trust, withdrawn	Introducing yourself
2	Establishing a Relationship with the Children	Tips	calm, clear, communicate, exception, individual, personality, promise, quality time, respect, secret, supportive, tailor	Talking about feelings
3	Setting Boundaries	Manual Excerpt	abide, boundary, confusion, establish, expectation, limitation, misunderstanding, push, rule, unacceptable, understand, unhappy, vague	Getting someone's attention
4	Discipline	Blog Post	age-appropriate, behavior, bribe, consistent, corporal punishment, discipline, discuss, fair, firm, method, praise, punish, scream, shout, time out	Asking for more information
5	Activities	Journal Entry	arts and crafts, board game, construct, dress up, game, hide-and-seek, make-believe, puzzle, relaxing, sport, story time, tag, video game	Discussing options
6	Getting Around	Note	across, around, between, block, corner, directions, down, left, neighborhood, right, straight, street, traffic light, turn, up	Giving directions
7	Outings	Magazine Article	amusement park, aquarium, concert, cultural, educational, entertainment, library, movie theater, museum, park, performance, play, swimming pool, zoo	Making a suggestion
8	Playdates	Advice Column	approval, arrangement, check, date, drop off, friend, invitation, invite, location, pick up, playdate, present, time	Expressing uncertainty
9	Mealtimes	Note	bread, breakfast, dessert, dinner, drink, food allergy, fruit, healthy, juice, junk food, lunch, meat, milk, picky, snack, vegetable	Offering an alternative
10	Bedtime	Blog Post	bath, bedtime, bedtime story, cranky, dark, fear, good night, nightlight, nightmare, protest, sleep, stuffed animal, wind down	Making reassurances
11	Helping with Schoolwork	Article	assignment, distraction, encourage, frustration, good example, homework, motivate, project, report, resource, study, subject, supplies, test, worksheet	Offering encouragement
12	Driving	Pamphlet	borrow, conditions, driver's education, familiarize, gas, international driving permit (IDP), key, local, mandatory, mileage, opposite, road, seat belt, vehicle, weather	Asking for more information
13	Free Time	Journal Entry	develop, exercise, free time, friendship, hobby, organization, plan, productive, relax, sightseeing, time off, volunteer	Making plans
14	Vacations	Email	divide, expire, explore, family vacation, hotel, itinerary, personal, re-entry, return, trip, vacation, vacation time, valid	Expressing enthusiasm
15	Holidays with a Host Family	Article	celebration, decorate, excitement, festivities, hectic, holiday, involve, leave out, pressure, religious service, season, share, stress, tradition	Showing interest

Unit	Topic	Reading context	Vocabulary	Function
1	Emergencies	Article	contact information, emergency, emergency plan, emergency telephone number, evacuate, fire department, hospital, medical, paramedic, police, route, severe weather, shelter	Adding information
2	First Aid and CPR	Blog Post	administer, analgesic, antibiotic ointment, bandage, cold pack, CPR, first aid, first aid kit, first aid manual, gauze, Heimlich maneuver, replace	Making an assumption
3	Common Illnesses	Pamphlet	cold, cough, diarrhea, ear infection, fever, flu, headache, pink eye, runny nose, sneeze, sore throat, stomachache, strep throat, stuffy nose, symptom, vomit	Describing symptoms
4	Safety Hazards	Brochure	burn, choke, cleaner, cord, electrocution, fatally, hazard, lock, match, non-toxic, outlet, poison, safety gate, strangle, unattended	Returning to a topic
5	Chronic Health Problems	Article	asthma, attack, cancer, celiac disease, chronic, congenital heart defect, diabetes, epilepsy, limit, monitor, obesity, treatment, trigger	Expressing sympathy
6	Special Needs	Webpage	autism, developmental disability, disability, guidance, impairment, learning disability, mental illness, mobility, physical limitation, special needs, understanding	Asking for more information
7	Education Requirements	Guidelines	accredited, advisor, contribute, credit, distance learning, education, enrollment, institution, internship, non-credit, online course, requirement, selection, study abroad	Stating requirements
8	Insurance	Pamphlet	accident insurance, benefits, claim, co-payment, coverage, deductible, dental insurance, exclusion, health insurance, insure, policy, provider, reimbursement, travel insurance	Agreeing with a suggestion
9	Language Barriers	Blog Post	accent, clarification, communication, enunciate, foreign language, gesture, immerse, language barrier, misunderstanding, picture, practice, relax, simple, slang	Giving encouragement
10	Payment	Handbook Excerpt	bill, checking account, coupon, deal, manage, pocket money, rent, save, savings account, spend, stipend, tax, treat, unexpected	Talking about plans
11	Communicating Problems to Host Parents	Brochure	avoid, build up, conflict, considerate, focus, honest, lack, miscommunication, positive, problem, resentment, resolve, respectful, three point meeting	Bringing up a problem
12	Cultural Differences	Pamphlet	affection, concept, cultural differences, culture shock, definition, discomfort, display, emotion, hand signal, manners, nationality, offense, personal space, taboo	Making observations
13	Homesickness	Journal Entry	alone, busy, conversation, distraction, embrace, engage, hang up, hide, homesick, lifetime, lonely, sign up, subscribe	Expressing guilt
14	Rematch	Guidelines	adjust, alternate, compatible, exit interview, flexible, house, initiate, mistreat, notify, personality, possibility, rematch, replacement, two week notice	Talking about possibilities
15	Departing a Position	Article	circumstance, correspond, criticize, departure, extend, forget, goodbye, gossip, note, prepare, private, transition, traumatic	Providing reassurance

Get ready!

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

- 1 Why is it important to set boundaries?
- 2 What are some things to consider when setting boundaries?

Rules.

rule

- ☐ keep clean
- ☐ your room
- ☐ no fighting
- ☐ talk quietly

limitations

unhappy

confusion

Setting **expectations** and **limitations** is part of your role as an au pair. You will be expected to enforce those already **established** by your host parents. But as their caregiver, you will also need to set your own rules for the children. Make sure your **rules** are clear and that the children **understand** them. **Vague** rules lead to **misunderstandings** of what is acceptable or **unacceptable**.

The children may be **unhappy** about having to **abide** by your rules at first. As a result, they may try to **push** the **boundaries**. Do not give in. This gives children the impression that your rules are flexible. As a result, there will be **confusion** about what you will tolerate. Additionally, discuss why the rules are important. Children like to be told the reason for doing things. So if they realize a rule is to keep them safe, they are more likely to obey it.

Vocabulary

3 Match the words (1-8) with the definitions (A-H).

- | | |
|-----------------|-------------------|
| 1 ___ abide | 5 ___ expectation |
| 2 ___ boundary | 6 ___ push |
| 3 ___ confusion | 7 ___ understand |
| 4 ___ establish | 8 ___ vague |

- A the limit of an activity or experience
- B to start something or to set it up
- C to accept something
- D to know what something means
- E a standard of conduct that is expected of someone
- F not clearly defined
- G a feeling of not understanding something or of being unable to decide what to do
- H to extend something beyond its limits

unacceptable

Reading

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

- 1 ___ Au pairs need to make their own rules for the children.
- 2 ___ It is best to give in when children challenge limitations.
- 3 ___ It is often helpful to explain the reason behind a rule.

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

- The au pair set some restrictions on the children's behavior. _ i _ i _ a t _ o _ s
- The au pair had a standard that is intended to guide a person's behavior or actions about being polite to strangers. _ u _ e
- The au pair found the child's temper tantrum below the expected standards for behavior. _ n _ c _ e _ t _ b _ e
- The child was sad and displeased with the au pair's rule. u _ h _ p _ y
- The au pair and the host parent had a failure to understand something correctly. _ _ s _ n _ e _ s _ a _ d _ n _

5 Listen and read the manual excerpt again. What reaction might children have to an au pair's rules?

Listening

6 Listen to a conversation between an au pair and a child. Choose the correct answers.

- What is the conversation mostly about?
 - the importance and reason behind a rule
 - why the boy's cross attitude is rude
 - why au pairs need to have boundaries
 - the dangers of getting lost in a crowd
- What will the boy probably do next?
 - cross the road with the au pair
 - find the au pair in the crowd
 - list the au pair's other rules
 - check for cars in both directions

7 Listen again and complete the conversation.

- Au Pair:** Stop! John, 1 _____ cross the street yet!
- Child:** Why not?
- Au Pair:** You're 2 _____ hold my hand, remember?
- Child:** I 3 _____ you have that rule. I don't need help crossing the street.
- Au Pair:** I know you don't need help. But there are a lot of people around. What if we 4 _____ and I couldn't find you?
- Child:** Oh, I didn't think of that.
- Au Pair:** I would be really scared and 5 _____ if you were lost. How would you feel?
- Child:** 6 _____ too.

Speaking

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

USE LANGUAGE SUCH AS:

What if ...
Do you understand ...?
I'm sorry ...

Student A: You are an au pair. Talk to Student B about:

- the rule
- the reason for the rule
- crossing the street safely

Student B: You are a child. Talk to Student A about crossing the street.

Writing

9 Use the conversation from Task 8 to write a brochure from the au pair agency about the importance of rules.

The Importance of Rules

Host parent rules: _____

Your own rules: _____

Why boundaries matter: _____

15 Departing a Position

Get ready!

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

- 1 Why do au pairs depart positions?
- 2 What are some things au pairs can do to prepare children for their departure?

note

departure

Au pairs may leave positions for several reasons. Their contracts may be up and have not been **extended**, or other **circumstances** compel them to leave. Before au pairs make a **departure** from a position, it is best to **prepare** the children. Even though they may have been told their au pair's stay was temporary, it can still be **traumatic** to say **goodbye**. This is especially true if an au pair and the children were very close. Au pairs should reassure children that they won't **forget** them. Au pairs should tell them they will **correspond** with them.

Another way to make the **transition** easier is if the outgoing au pair meets the new au pair. The outgoing au pair can show the new au pair how things work. He or she can also allow the new au pair time alone with the children but still be a reassuring presence. However, the outgoing au pair should not **criticize** the new au pair in front of the children if he or she makes an error. Corrections should be made in **private**. Also, the outgoing au pair should not **gossip** about the host parents to the new au pair. Finally, it is helpful if the outgoing au pair leaves **notes** for the new au pair about daily routines and the children's likes and dislikes.

correspond

goodbye

Vocabulary

3 Match the words or phrases (1-7) with the definitions (A-G).

- | | |
|-----------------|--------------------|
| 1 ___ extend | 5 ___ transition |
| 2 ___ prepare | 6 ___ goodbye |
| 3 ___ criticize | 7 ___ circumstance |
| 4 ___ private | |

- A a condition that affects what happens
 B to express disapproval of someone's actions or appearance
 C to increase the length of time something lasts for
 D to get someone ready for something to happen
 E used when people part ways or end a phone conversation
 F a process of change
 G done in a secluded area away from other people

Reading

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

- 1 ___ Au pairs may depart a position when their contracts are not extended.
- 2 ___ Au pairs should offer to write to the children after they leave.
- 3 ___ Outgoing au pairs should tell new au pairs personal information about the host parents.

4 Read the sentences and choose the correct words or phrases.

- 1 The au pair's **departure/transition** was very difficult for the children.
- 2 The au pair **prepared/gossiped** about her host parents to other au pairs.
- 3 The children promised they would not **extend/forget** their old au pair after she left.
- 4 The new au pair was grateful the old au pair left **circumstances/notes** for him.
- 5 The host family **corresponds/criticizes** with their old au pair frequently.
- 6 It can be very **private/traumatic** for young children when an au pair leaves.

5 Listen and read the article again. What are some things an outgoing au pair can do to help a new au pair?

Listening

6 Listen to a conversation between an au pair and a child. Choose the correct answers.

- 1 What is the purpose of the conversation?
A to discuss what the new au pair will be like
B to talk about the woman's departure
C to explain why the woman is leaving
D to decide how often to correspond
- 2 What can be inferred from the conversation?
A The new au pair will not be as nice as the woman.
B The woman will forget the boy after she returns home.
C The boy is sorry that the woman will be leaving.
D The woman does not want to extend her contract.

7 Listen again and complete the conversation.

- Au Pair:** David, you know that tomorrow is my **1** _____ as your au pair, right?
- Child:** Yes, but I don't know why you have **2** _____.
- Au Pair:** Well, my contract is up. Since we **3** _____ it once, we can't do it again. It's time for me to go home.
- Child:** Will **4** _____ to me?
- Au Pair:** Of course I will. I'll **5** _____ with you as much as you want.
- Child:** Good. That way, you won't **6** _____.

Speaking

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

USE LANGUAGE SUCH AS:

You know that ..., right?

I could never ...

Don't worry.

Student A: You are an au pair. Talk to Student B about:

- your last day
- corresponding with each other
- what you will discuss with the new au pair

Student B: You are a child. Talk to Student A about his or her last day as your au pair.

Writing

9 Use the article and conversation from Task 8 to write a note to the incoming au pair. Include what the child likes, what he or she dislikes, and the daily routine.



Glossary

- obesity** [N-UNCOUNT-U5] **Obesity** is a medical condition characterized by excessive body fat that may cause health problems.
- offense** [N-UNCOUNT-U12] **Offense** is a feeling of displeasure, anger, or hurt.
- online course** [N-COUNT-U7] An **online course** is a class a person takes via a computer with an Internet connection.
- outlet** [N-COUNT-U4] An **outlet** is a receptacle for an electric plug so that power is supplied to a device.
- paramedic** [N-COUNT-U1] A **paramedic** is a person trained to provide emergency medical treatment outside of a hospital setting.
- personal space** [N-UNCOUNT-U12] **Personal space** is the area immediately around a person in which he or she may be uncomfortable if another person is in that area.
- personality** [N-COUNT-U14] A **personality** is someone's set of characteristics that make up their attitudes, interests, behaviors, and social roles.
- physical limitation** [N-COUNT-U6] A **physical limitation** is something that stops a person from moving or controlling their body in the way that they want, or in the way that most people can move.
- picture** [N-COUNT-U9] A **picture** is something that someone has drawn.
- pink eye** [N-UNCOUNT-U3] **Pink eye** is an eye infection caused by bacteria or viruses that is characterized by redness, itchiness, and yellow, white, or green discharge that may harden into a crust.
- pocket money** [N-UNCOUNT-U10] **Pocket money** is a sum of money that is used to purchase unnecessary items.
- poison** [N-COUNT-U4] A **poison** is a substance that can cause illness, injury, or death if it is consumed.
- police** [N-UNCOUNT-U1] **Police** are the people whose job it is to ensure that laws are being obeyed and prevent crimes from taking place.
- policy** [N-COUNT-U8] A **policy** is a contract between an insurance company and a person that lists the terms of insurance coverage.
- positive** [ADJ-U11] If something is **positive**, it is beneficial and good.
- possibility** [N-COUNT-U14] A **possibility** is a suitable option among several choices.
- practice** [V-T-U9] To **practice** something is to do it over and over in order to improve at it.
- prepare** [V-T-U15] To **prepare** someone is to get them ready for something to happen.
- private** [ADJ-U15] If something is **private**, it is done in a secluded area away from other people.
- problem** [N-COUNT-U11] A **problem** is a difficult situation.
- provider** [N-COUNT-U8] A **provider** is someone who offers a service such as a dentist or doctor.
- reimbursement** [N-UNCOUNT-U8] **Reimbursement** is the act of paying someone back for money they spent or as compensation for loss or damage.
- relax** [V-I-U9] To **relax** is to be at ease and not anxious.
- rematch** [N-COUNT-U14] A **rematch** is when an au pair and host family are not compatible and one or the other wants a replacement.
- rent** [N-UNCOUNT-U10] **Rent** is the payment made to someone while living in or occupying his or her property.
- replace** [V-T-U2] To **replace** something is to put it back in place.
- replacement** [N-COUNT-U14] A **replacement** is someone who takes the place of someone else.
- requirement** [N-COUNT-U7] A **requirement** is something that is needed.
- resentment** [N-UNCOUNT-U11] **Resentment** is bad feelings that result from a sense of being treated badly.
- resolve** [V-T-U11] To **resolve** a problem is to find a solution to it.
- respectful** [ADJ-U11] If someone is **respectful**, he or she shows deference due to someone's age, position, or personal character.
- route** [N-COUNT-U1] A **route** is a path or road someone takes to get somewhere.
- runny nose** [N-COUNT-U3] A **runny nose** is the excessive production of mucus in the nose which can make it difficult to breathe and often mucus streams out of the nose.
- safety gate** [N-COUNT-U4] A **safety gate** is a device that fits across an opening to prevent small children from accessing areas that may pose a hazard, such as staircases.