

**CAREER
PATHS**

REAL ESTATE

Stephen Walsh - Jenny Dooley

Book

1



Express Publishing

Scope and Sequence

Unit	Topic	Reading context	Vocabulary	Function
1	The Role of a Real Estate Agent	Advertisement	buyer, landlord, lease, list, negotiate, owner, party, property management, real estate, rent, represent, seller, tenant	Describing difficulty
2	People in a Real Estate Agency	Webpage	accountant, associate broker, broker, license, office manager, paralegal, property manager, real estate agent, REALTOR®, salesperson	Expressing confusion
3	Occupancy	Email	lease, occupancy rate, occupant, own, rent, sublet, subtenant, vacancy rate, vacant	Asking for permission
4	Types of Real Estate	Article	apartment, commercial, complex, condo, house, industrial, office, residential, retail, small plex	Expressing concern
5	Parts of a Property	Email	artificial, metes and bounds description, monument, natural, neighboring, property line, reference, survey, turning point	Expressing disappointment
6	Parts of a Structure	Summary	building, ceiling, door, exterior, floor, foundation, interior, roof, room, stairs, story, wall, window	Asking for more information
7	Describing Residences 1	Email	attic, basement, bathroom, bedroom, dining room, half-bath, hallway, kitchen, living room, three-quarter bath, unit	Discussing possibilities
8	Describing Residences 2	Listing	balcony, carport, driveway, garage, landscaping, outdoor living, patio, porch, swimming pool, yard	Describing pros and cons
9	Describing Commercial Properties	Email	courtyard, elevator, foyer, high-rise, lobby, multi-use, rooftop, service, suite, to suit, wing	Expressing uncertainty
10	Property Ownership	Textbook chapter	developed, estate, fixture, improvement, land, permanent, personal property, real property, site, unimproved	Asking for clarification
11	Property Titles	Textbook chapter	acknowledgement, consideration clause, convey, deed, delivery, exception, grantee, granting clause, grantor, legal description, notary public, signature, title	Reacting to good news
12	Measurements	Chart	acre, centimeter, cubic foot, cubic meter, foot, hectare, inch, kilometer, meter, mile, square foot, square meter	Expressing certainty
13	Working with Numbers	Chart	add, divide by, equals, -hundred, less, minus, multiply by, over, percent, plus, subtract, times	Discussing figures
14	Describing Change	Article	climb, decline, decrease, expand, fluctuate, increase, plummet, rise, shrink, stabilize	Expressing an opinion
15	Skills of a Real Estate Professional	Review	active listener, assertive, communication, honest, jargon, persistent, responsive, tech-savvy, thorough, time management	Adding information

Table of Contents

Unit 1 – The Role of a Real Estate Agent	4
Unit 2 – People in a Real Estate Agency	6
Unit 3 – Occupancy	8
Unit 4 – Types of Real Estate	10
Unit 5 – Parts of a Property	12
Unit 6 – Parts of a Structure	14
Unit 7 – Describing Residences 1	16
Unit 8 – Describing Residences 2	18
Unit 9 – Describing Commercial Properties	20
Unit 10 – Property Ownership	22
Unit 11 – Property Titles	24
Unit 12 – Measurements	26
Unit 13 – Working with Numbers	28
Unit 14 – Describing Change	30
Unit 15 – Skills of a Real Estate Professional	32
Glossary	34

1 The Role of a Real Estate Agent

Get ready!

- Before you read the passage, talk about these questions.
 - What does a real estate agent do?
 - What is the benefit of hiring a real estate agent?



**Property
Pros, Inc.**

Commercial Real Estate
and Property Management

REAL ESTATE

Are you a commercial property **owner**? And are you trying to sell? We **list** properties at some of the lowest rates around! Let us **represent** you as a **seller**. We'll **negotiate** the highest price for your property.

Or maybe you're looking to purchase a commercial property. All of our agents are skilled at representing **buyers**, too. Whichever **party** you happen to be, we'd love to represent you!

PROPERTY MANAGEMENT

Property Pros also offers services for **landlords**. With us, property management is worry-free! We'll only **lease** your property to qualified **tenants**. And we take full responsibility for maintenance and collecting **rent**.

For all your commercial real estate needs, call Property Pros!



4

Reading

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

- The agency advertises low rates for property management.
- The agency mostly represents sellers rather than buyers.
- The agency collects rent for landlords.

Vocabulary

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

- | | |
|--|--|
| 1 <input type="checkbox"/> lease | 5 <input type="checkbox"/> real estate |
| 2 <input type="checkbox"/> owner | 6 <input type="checkbox"/> represent |
| 3 <input type="checkbox"/> party | 7 <input type="checkbox"/> seller |
| 4 <input type="checkbox"/> property management | 8 <input type="checkbox"/> tenant |

- A a person, group, or other entity in an agreement or transaction
- B property in the form of buildings and land
- C to make an agreement with a person who will pay to occupy a property
- D someone who possesses something or has the legal right to it
- E someone who owns something and trades it in exchange for money
- F someone who occupies a property but does not own it
- G to act on behalf of someone or in his or her interest
- H the process of overseeing a rental property for someone who owns it

- Read the sentences and choose the correct words.

- The agent **leased** / **negotiated** a good deal for her client.
- The landlord collects the **property management** / **rent** each month.
- The homeowner decided to **list** / **represent** his property for sale.
- The **landlord** / **party** needed a new tenant.
- The **buyer** / **seller** was tired of renting and wanted his own home.

- 5 Listen and read the advertisement again. What is the benefit of hiring a property management company?

Listening

- 6 Listen to a conversation between a prospective client and a real estate agent. Choose the correct answers.

- 1 Why does the woman want an agent?
- A She does not have clear goals for her negotiations.
 - B She has never sold a house before.
 - C She cannot find a buyer for her property.
 - D She cannot afford to stay in her current home.
- 2 What will the speakers likely do next?
- A assess a potential buyer
 - B contact another agent
 - C discuss the woman's needs
 - D review the man's qualifications

- 7 Listen again and complete the conversation.

- Client:** Thanks for getting back to me, Mr. Fields. I'm really 1 _____ selling my house.
- Agent:** You're currently 2 _____ it on your own?
- Client:** Right. I thought I could do it myself. But finding the right buyer is hard!
- Agent:** Yeah, it really helps to have an agent 3 _____ you.
- Client:** So what will you do, exactly?
- Agent:** For one, I'll 4 _____ for you.
- Client:** Ah, so you'll make sure they can 5 _____ to buy.
- Agent:** Precisely. That way, you only deal with 6 _____ potential buyers.

Speaking

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

USE LANGUAGE SUCH AS:

I'd really like your help ...
It's much harder than ...
It really helps ...

Student A: You are a prospective client. Talk to Student B about:

- your interest in hiring a real estate agent
- your real estate needs
- what he or she can do for you

Student B: You are a real estate agent. Talk to Student A about your services.

Writing

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



Thank you for your interest in Property Pros! Please leave your information here, and one of our agents will contact you soon.

Name: _____

You are a: buyer seller landlord

What services are you interested in?

**CAREER
PATHS**

REAL ESTATE

Stephen Walsh - Jenny Dooley

Book

2



Express Publishing

Scope and Sequence

Unit	Topic	Reading context	Vocabulary	Function
1	Contracts	Email	bilateral, contract, exercise the option, express contract, implied contract, legal, obligated, option agreement, promise, terms and conditions, unilateral	Asking for an opinion
2	Appraisals 1	Brochure	access, amenity, appraise, calculation, economic, environmental, estimate, finite, immobile, location, nuisance, physical, social, subject property	Giving options
3	Appraisals 2	Guide	appreciation, assessed value, comparable (comp), curable, depreciation, deterioration, equity, incurable, investment value, market value, obsolescence, replacement cost, reproduction cost, value in use	Delivering bad news
4	Mortgages 1	Lecture notes	beneficiary, borrower, debt, deed of trust, default, hypothecation, lender, lien, loan, mortgage, mortgage broker, promissory note, right of possession, trustee, trustor	Expressing confusion
5	Mortgages 2	Webpage	acceleration clause, alteration, down payment, escrow account, insurance, interest, maintain, obligation, payment schedule, permission, primary lender, secondary lender, tax	Expressing concern
6	Mortgages 3	Advice column	adjustable rate, construction loan, fixed rate, home equity loan, package mortgage, purchase money mortgage, reverse mortgage, shared equity mortgage, temporary loan, wraparound mortgage	Confirming information
7	Losing Property	Book chapter	adverse possession, assignment, assumption, avulsion, dedication, eminent domain, erosion, foreclosure, forfeiture, friendly foreclosure, gift, nonpayment, partitioning	Making an assumption
8	Leasing Property	Online forum	estate at sufferance, estate at will, estate for years, holdover tenant, leased fee estate, leasehold estate, lessee, lessor, month-to-month, notification, ownership, periodic estate, possession	Giving advice
9	Property Management	Job posting	advertise, collect, contractor, credit check, evict, grace period, late fee, maintenance, operating expense, repair, report, set	Asking for more information
10	Agency Relationships	Book chapter	agency relationship, commission, exclusive buyer-agency agreement, exclusive agent, exclusive right to represent, exclusive right to sell, listing, listing agreement, net listing, open buyer-agency agreement, open listing	Expressing doubt
11	Property Rights	Textbook chapter	air rights, appurtenant to the land, bundle of rights, contaminate, development rights, indefinitely, littoral rights, mineral rights, right, riparian rights, subsurface rights, surface rights, watering rights	Giving an example
12	Property Restrictions	Blog post	appurtenant easement, building code, deed restriction, easement, easement by prescription, license, nonconforming use, party wall, restriction, run with the land, utility easement, variance, zone ordinance	Making a recommendation
13	Property Insurance	Brochure	all-risk insurance, boiler and machinery insurance, business interruption insurance, casualty insurance, coinsurance, coverage, E&O insurance, fire and hazard insurance, liability insurance, property insurance, rent loss insurance, risk, surety bond	Discussing a hypothetical situation
14	Economic Factors	Article	balance, competition, conformity, contribution, diminishing returns, economy, employment rate, externality, geographical, governmental, highest and best use, increasing returns, inflation, value	Sharing information
15	Ethics	Webpage	buyer agency, care, client, confidentiality, customer, disclose, dual agency, fiduciary, loyal representative, obedient, principal's interest, single agency	Showing understanding

Table of Contents

Unit 1 – Contracts	4
Unit 2 – Appraisals 1	6
Unit 3 – Appraisals 2	8
Unit 4 – Mortgages 1	10
Unit 5 – Mortgages 2	12
Unit 6 – Mortgages 3	14
Unit 7 – Losing Property	16
Unit 8 – Leasing Property	18
Unit 9 – Property Management	20
Unit 10 – Agency Relationships	22
Unit 11 – Property Rights	24
Unit 12 – Property Restrictions	26
Unit 13 – Property Insurance	28
Unit 14 – Economic Factors	30
Unit 15 – Ethics	32
Glossary	34

**CAREER
PATHS**

REAL ESTATE

Stephen Walsh - Jenny Dooley

Book

3



Express Publishing

Scope and Sequence

Unit	Topic	Reading context	Vocabulary	Function
1	Legal Matters	Blog post	defect, disclosure, expertise, fraud, hazard, knowingly, latent, material, misrepresentation, negligent, puffing, stigmatized property	Making a prediction
2	Licensing	Webpage	application fee, apprenticeship, background check, citizenship, classroom hours, course, exam, examination fee, jurisdiction, license law, licensing, mutual recognition agreement, online hours	Confirming information
3	Home Listings 1	Listing	contemporary, detached, fixer-upper, gated community, modest, open-plan, private, remodel, snug, spacious, split-level, starter home, traditional	Asking for clarification
4	Home Listings 2	Email	attached, breakfast nook, built-in, carpet, fireplace, fixture, formal, hardwood, master, mature, off-street, parking, skylight, tile	Expressing uncertainty
5	Open Houses	Email	business card, counsel, curb appeal, flattering, flyer, invite, neighbor, open house, overgrown, presentable, prospect, refreshment, show, signage	Showing understanding
6	Prospecting	Blog post	appointment, assumption, cold calling, contact, follow up, FSBO, handwritten, lead, past client, prospect, referral, reiterate	Making an observation
7	Referrals	Advice column	cold referral, convert, face-to-face, introduce, networking, qualified, recommend, referral source, reward, screen, social contact, warm referral, word-of-mouth	Making an admission
8	The Listing Presentation	Textbook chapter	acknowledge, analysis, decision-maker, desire, expectation, in attendance, interrupt, listing presentation, objection, pre-listing questions, qualify, research	Expressing empathy
9	Negotiations	Email	asking price, break down, common ground, concession, counter offer, daily rate, emotional, maximum, negotiation, offer, overpriced, present, secure, stipulation, validate	Giving a reminder
10	Closing The Deal	Email	appraiser, approve, close, contingency plan, delay, escrow, escrow officer, inspector, loan officer, repair, title search, underwriter, verification	Expressing dismay
11	Technology 1	Advertisement	description box, homepage, IDX, integrate, MLS, organic results, pay-per-click, register, search results, search term, share, squeeze page, URL	Making a recommendation
12	Technology 2	Article	blog, congratulations, consistent, life change, personal, photo, post, professional, social media, subtle, vlog	Correcting a misconception
13	Environmental Concerns	Memo	alternative, CFCs, disposal, environmental impact statement, hazardous, leach field, mitigation measure, pollutant, regulation, sanitary waste, septic system, storm water	Delivering bad news
14	Health Hazards	Poster	asbestos, brownfield, building-related illness, carbon monoxide, electromagnetic field, friable, lead, mold, radioactive, radon, solid waste, tank abandonment, underground	Expressing relief
15	Real Estate Investment	Article	adjusted basis, basis, capital gain, capital improvement, income, invest, liquid, net selling price, profitable, reserve cash, return of the investment, return on the investment	Posing an indirect question

4 Read the sentence pairs. Choose which word or phrase best fits each blank.

1 attached / formal

- A When the couple remodeled their _____ garage, they converted it into a guest room.
B They only use their _____ dining room during the holidays.

2 parking / breakfast nooks

- A It is very easy to find _____ in this area.
B For casual dining, many families eat in _____.

3 mature / off-street

- A The landscaping is _____, so the trees already provide privacy.
B _____ parking is available in the garage and along the driveway.

5 Listen and read the email again. What features of the house might be unsatisfactory to the potential buyer?

Listening

6 Listen to a conversation between two prospective homebuyers. Mark the following statements as true (T) or false (F).

- ___ According to the man, the home's kitchen is too small.
- ___ The man and the woman are looking for a home with big bedrooms.
- ___ Some of the speakers' furniture is too big to fit in the living room.

7 Listen again and complete the conversation.

Speaker 1: So, what did you think of the house we just 1 _____ at?

Speaker 2: I like it better than the one we saw yesterday. But it still had some major problems.

Speaker 1: I agree. For instance, I don't think the 2 _____ was quite large enough.

Speaker 2: No, I didn't think so, either. Think about all of us cooking together during the holidays. It would be a 3 _____ in that house.

Speaker 1: Right! In general, I thought the common areas were too small. But the 4 _____ were unusually big!

Speaker 2: True. We don't need that much storage space in the bedrooms—we just 5 _____ there.

Speaker 1: At the same time, with that tiny 6 _____, we'd probably need a smaller couch.

Speaking

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

USE LANGUAGE SUCH AS:

I like it better than ...

There are some problems with ...

For instance ...

Student A: You are a prospective homebuyer. Talk to Student B about:

- a house you just looked at
- the features you want in a house
- whether or not the house met your needs

Student B: You are Student A's partner. Talk to Student A about a house you just looked at.

Writing

9 Use the reading passage and the conversation from Task 8 to write an email from a real estate agent to a prospective homebuyer. Include: the qualities that the buyer wants in a house, the features that the house has, and features that the house does not have.



Glossary

- accountant** [N-COUNT-U2] An **accountant** is someone who performs financial duties for a business, such as billing clients, keeping records, and calculating profits.
- acknowledgement** [N-UNCOUNT-U11] **Acknowledgement** is a part of a contract, indicating that the parties who sign it are doing so truthfully and voluntarily.
- acre** [N-COUNT-U12] An **acre** is an imperial unit of area equal to 43,560 square feet, or about 0.40 hectares.
- active listener** [N-COUNT-U15] An **active listener** is someone who listens carefully to another person and indicates that he or she understands with words, sounds, or gestures.
- add** [V-T-U13] To **add** a quantity to another quantity is to increase it by that amount.
- apartment** [N-COUNT-U4] An **apartment** is a unit or set of rooms within a building where a person or family lives, and is one of multiple units in the building. All of the apartments in a building or complex are usually owned by the same person or group.
- artificial** [ADJ-U5] If something is **artificial**, it is created by people instead of occurring naturally.
- assertive** [ADJ-U15] If someone is **assertive**, he or she is willing to express his or her ideas and desires.
- associate broker** [N-COUNT-U2] An **associate broker** is a licensed real estate agent who chooses to work for another broker rather than operate his or her own agency.
- attic** [N-COUNT-U7] An **attic** is a room at the top of a building, just below the roof.
- balcony** [N-COUNT-U8] A **balcony** is an outdoor structure that is attached to a building, and usually consists of a platform surrounded by a railing.
- basement** [N-COUNT-U7] A **basement** is a room below the level of the ground.
- bathroom** [N-COUNT-U7] A **bathroom** is a room with a toilet and a sink, and may also have a bathtub or shower.
- bedroom** [N-COUNT-U7] A **bedroom** is a room in a home where someone sleeps.
- broker** [N-COUNT-U2] A **broker**, or real estate agent, is someone who has a license to oversee real estate sales for buyers and sellers.
- building** [N-COUNT-U6] A **building** is a structure with walls, a foundation, and a roof.
- buyer** [N-COUNT-U1] A **buyer** is someone who purchases something from someone else.
- carport** [N-COUNT-U8] A **carport** is an area of a driveway with a covering over it that is designed for storing a vehicle, such as a car.
- ceiling** [N-COUNT-U6] A **ceiling** is the upper surface of a room. It connects to the top of the walls and is parallel to the floor.
- centimeter** [N-COUNT-U12] A **centimeter** is a metric unit of length or distance equal to 1/100 of a meter or about 0.40 inches.
- climb** [V-I-U14] To **climb** is to increase.
- commercial** [ADJ-U4] If something is **commercial**, it relates to a place where people do business rather than where people live.
- communication** [N-UNCOUNT-U15] **Communication** is the act of sharing messages and ideas with other people.
- complex** [N-COUNT-U4] A **complex** is a group of buildings that are connected or are very close to each other, and are part of the same establishment or business.
- condo** [N-COUNT-U4] A **condo** (condominium) is a unit or set of rooms within a building where a person or family lives and is one of multiple units in the building. Each condo in a building is usually owned independently by a different party.
- consideration clause** [N-COUNT-U11] A **consideration clause** is a statement indicating that a grantor of a piece of property is receiving something of value in exchange for the property.
- convey** [V-T-U11] To **convey** something is to transfer it from one person to another.
- courtyard** [N-COUNT-U9] A **courtyard** is an enclosed outdoor space that is adjacent to a building.
- cubic foot** [N-COUNT-U12] A **cubic foot** is an imperial unit of volume equal to about 7.48 gallons or about 0.03 cubic meters.

cubic meter [N-COUNT-U12] A **cubic meter** is a metric unit of volume equal to 1,000 liters or about 1.31 cubic yards.

decline [N-COUNT-U14] A **decline** is the process of becoming worse or smaller in amount.

decrease [V-I-U14] To **decrease** is to become smaller in number or value.

deed [N-COUNT-U11] A **deed** is a document indicating that someone owns a piece of property, or has a property title to it.

delivery [N-UNCOUNT-U11] **Delivery** is the act of transferring a deed from one person to another.

developed [ADJ-U10] If land is **developed**, it has been built upon or improved.

dining room [N-COUNT-U7] A **dining room** is a room with a table where people eat meals.

divide by [V-T-U13] To divide a quantity (A) by another quantity (B) is to split quantity A evenly into B number of parts.

door [N-COUNT-U6] A **door** is an opening through which a person enters or exits a room or building.

driveway [N-COUNT-U8] A **driveway** is an area of a property where someone may drive and park a vehicle, such as a car. It may or may not be paved.

elevator [N-COUNT-U9] An **elevator** is a machine that transports people up and down between the floors of a particular building.

equals [V-T-U13] To **equal** something is to be precisely the same number or amount as something.

estate [N-COUNT-U10] An **estate** is the rights to a piece of land. It can also describe the financial interests in a particular piece of land.

exception [N-COUNT-U11] An **exception** is something that is excluded from an agreement.

expand [V-I-U14] To **expand** is to grow larger.

exterior [N-COUNT-U6] An **exterior** is the outside of something, such as a building.

fixture [N-COUNT-U10] A **fixture** is a piece of personal property that is part of a building. It stays with the estate when it is sold, rather than going with the previous owner.

floor [N-COUNT-U6] A **floor** is the surface of a room that a person stands or walks on.

fluctuate [V-I-U14] To **fluctuate** is to change regularly.

foot [N-COUNT-U12] A **foot** is an imperial unit of length equal to twelve inches or about 0.30 meters.

foundation [N-COUNT-U6] A **foundation** is the base of a building, below the main structure.

foyer [N-COUNT-U9] A **foyer** is an open area immediately inside the entrance of a building. It may also be considered a lobby.

garage [N-COUNT-U8] A **garage** is a storage room that is designed for storing a vehicle, such as a car.

grantee [N-COUNT-U11] A **grantee** is the person who is receiving ownership of a property from someone else.

granting clause [N-COUNT-U11] A **granting clause** is a statement indicating that a grantor of a piece of property is giving a grantee ownership of the property.

grantor [N-COUNT-U11] A **grantor** is the owner of a property who is giving ownership to someone else.

half-bath [N-COUNT-U7] A **half-bath** is a type of bathroom with a toilet and a sink, but without a shower or bathtub.

hallway [N-COUNT-U7] A **hallway** is a narrow passage that leads from one area to another in a building.

hectare [N-COUNT-U12] A **hectare** is a metric unit of area equal to 10,000 square meters or about 2.47 acres.

high-rise [N-COUNT-U9] A **high-rise** is a very tall building with many stories.

honest [ADJ-U15] If someone is **honest**, he or she tells the truth and does not cheat people or steal from them.

house [N-COUNT-U4] A **house** is a building where someone lives. It most often refers to an independent structure for one person or family, but sometimes refers to a unit in a larger complex instead.

-hundred [ADJ-U13] **-Hundred** is a way of expressing quantities in the thousands by counting how many times 100 goes into the quantity. For example, the quantity 1,400 can be expressed as “fourteen hundred”.

improvement [N-COUNT-U10] An **improvement** is something that has been constructed on a piece of land and is permanently attached to it.

inch [N-COUNT-U12] An **inch** is an imperial unit of length equal to 1/12 of a foot or about 2.54 centimeters.