

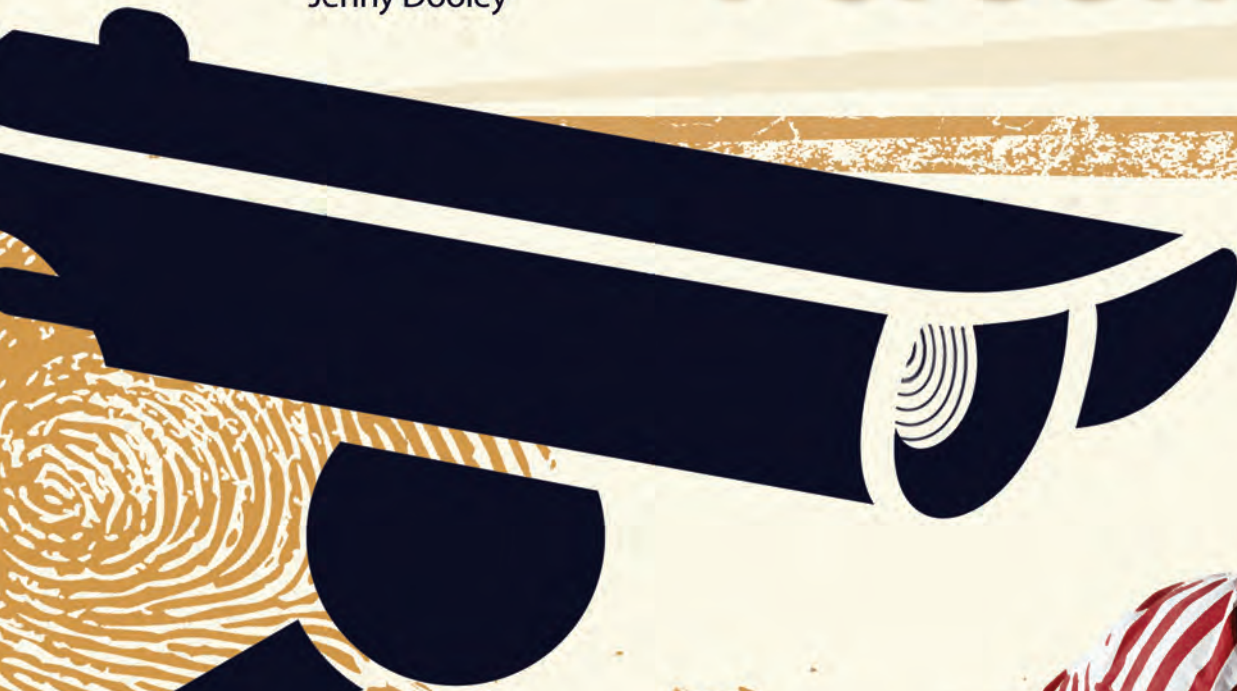
**CAREER
PATHS**

SECURITY Personnel

Nicholas Panagoulakos

Virginia Evans

Jenny Dooley



Express Publishing

**CAREER
PATHS**

SECURITY Personnel

Book

1

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Scope and Sequence

Unit	Topic	Reading context	Vocabulary	Function
1	Traits of a Security Officer	Job Posting	alert, calm, courteous, detect, deter, firm, loyal, observe, people skills, report, secure, self-discipline, tactful	Giving an example
2	Types of Security Officers	Webpage	alarm responder, bouncer, contractor, in-house, personal protection, private patrol, private police, public security, security guard, security officer	Correcting a misconception
3	Personal Appearance	Poster	facial hair, grooming, hygiene, neat, orderly, piercing, shave, tattoo, trimmed, wrinkled	Making an apology
4	Uniforms	Handbook Excerpt	boot, cap, jacket, official, polished, pressed, tie, uniform, utility belt, worn out	Expressing confusion
5	Equipment	Webpage	badge, binoculars, bulletproof vest, flashlight, handcuffs, ID, keycard, sunglasses, walkie-talkie, zip tie	Offering an alternative
6	Patrol	Post Orders	backup, dispatch, mobile, on foot, patrol, perimeter, post, post orders, rounds, stationary, vehicle patrol	Offering reassurance
7	Surveillance	Advertisement	closed-circuit camera, counter surveillance, covert, intercept, investigative, monitor, phone signal, surveillance, tail, technology, tip off, watchful	Showing understanding
8	Describing People	Manual Excerpt	age, appearance, build, complexion, gait, gender, height, limp, physical, posture, race, scar, weight	Making an estimate
9	Describing Clothing	Witness Statement	accessory, baggy, color, condition, fitted, insignia, jewelry, obscure, patch, pattern	Showing agreement
10	Describing Vehicles	Accident Report	coupe, dent, hatchback, license plate, make, model, motorcycle, pickup truck, scratch, sedan, SUV, swerve, van	Describing order of events
11	Crime	Article	against one's will, assault, burglary, injure, nonviolent, restrain, robbery, steal, theft, victim, violent	Describing likelihood
12	Security and Law Enforcement	Handbook Excerpt	arrest, catch, community, cooperate with, criminal, enforce, illegal, jurisdiction, police, protect, refer, suspicious	Describing a requirement
13	Criminal Justice 1	Letter	citizen's arrest, commit, custody, detain, false arrest, force, probable cause, protocol, sufficient, suspect	Expressing concern
14	Criminal Justice 2	Memo	chain of custody, collect, contaminate, crime scene, evidence, intact, investigator, obstruct, preserve, prosecute, rope off	Making a promise
15	Criminal Justice 3	Advice Column	appear, court, defendant, impartial, justice system, speculate, straightforward, summon, testify, under oath, witness	Giving a warning

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Scope and Sequence

Unit	Topic	Reading context	Vocabulary	Function
1	Recognizing Suspicious People	Advice Column	approach, distract, loiter, nervous, nonchalant, overdressed, premises, recognize, stiff, suspect, talkative, unnatural	Giving a compliment
2	Physical Security 1	Webpage	activate, break in, burglar alarm, false alarm, go off, intruder, keyholding, keypad, motion detector, PCU, PIN, respond to, sensor, silent alarm, siren	Asking for more information
3	Physical Security 2	Handbook Excerpt	access control, access point, authorized, barrier, biometric identification, credential, entrance, fence, fingerprint scanner, gate, padlock, passcode, property, restrict, retinal scanner, trespass	Expressing understanding
4	Information Security	Memo	breach, computer security, confidential, confidentiality agreement, database, hack, intellectual property, proprietary, safeguard, terminal, unsecured, virtual, virus	Giving a warning
5	Loss Prevention	Incident Report	apprehend, asset, conceal, confront, electronic article surveillance, frisk, merchandise, prevent, retail, shoplift, shrinkage, unpaid-for	Asking for clarification
6	Armored Vehicle Security	Article	armored vehicle, bullet-resistant glass, cash transport, courier, deliver, follow, inside job, pick up, precaution, route, self-defense, steel, vigilance, vulnerable	Making a recommendation
7	Personal Protection	Job Description	attack, bodyguard, crowd, engage, escort, harass, itinerary, observant, principal, team, threat assessment, unarmed combat, visual sweep	Talking about a possible event
8	Bouncers	Cover Letter	abusive, aggressive, bar, bouncer, comply, concert, conflict resolution, doorman, entertainment, intervene, intimidate, intoxicated, nightclub, unruly, venue	Describing an event
9	Traffic Control	Email	accident, coordinate, detour, emergency vehicle, flow, gesture, intersection, jam, pedestrian, signal, traffic, visibility, whistle	Giving reassurance
10	Transportation Security	Frequently Asked Questions	airport, body scan, checkpoint, explosive, explosive trace-detection portal, hijack, luggage, metal detector, passenger, pat down, screening, search, weapon, X-ray	Calming someone down
11	Travel Security	Brochure Excerpt	cash, credit card, customs, house detective, import restriction, local, pickpocket, purse, safe, souvenir, suitcase, tourist, wallet	Getting someone's attention
12	Operating Vehicles	Poster	collision, defensive driving, impaired, intention, merge, obey, pull over, reaction time, responsibility, right of way, safety belt, sight distance, speed, turn signal	Admitting an error
13	Weapons 1	Safety Guide	aim, armed, cease fire, chamber, discharge, firearm, loaded, magazine, point, range, round, shoot, target, trigger	Describing consequences
14	Weapons 2	Email	assailant, careless, circumstances, deadly force, fatality, jeopardy, justifiable homicide, lethal, means, negligent, regulation, scrutinize, statute	Making a polite request
15	Weapons 3	Product Catalog	baton, cough, electroshock, incapacitate, irritant, nervous system, nightstick, non-lethal, pepper spray, stun gun, subdue, Taser®, tear gas, temporary blindness	Adding information

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Scope and Sequence

Unit	Topic	Reading context	Vocabulary	Function
1	Health	Brochure	checkup, exercise, fatigue, fitness, flexible, in shape, injury, overexertion, overweight, stamina, stress, time off, vaccine	Expressing relief
2	Emergency Response: Fires	Incident Report	ABC, APW, CO ₂ , electrocution, evacuate, fire exit, fire extinguisher, flammable, fuel, fuel classification, fumes, ignite, inspection, maintain	Asking for help
3	Emergency Response: Medical	Poster	abrasion, ambulance, bandage, bleeding, CPR, first aid, fracture, laceration, medical, paramedic, respiratory, splint, treatment	Expressing uncertainty
4	Emergency Response: Threats	Handbook Excerpt	agent, all-clear, biological threat, bomb squad, bomb threat, checklist, evacuation area, expert, malicious, prank, procedure, quarantine, take seriously, unidentified	Expressing urgency
5	Safety Awareness 1	Manual Excerpt	black, color code, complacent, condition, neutralize, orange, panic, perceive, red, relaxed, unprepared, white, yellow	Giving a reminder
6	Safety Awareness 2	Article	attitude, backup, comfort zone, crucial, discipline, escalate, familiar, practice, prepare, react, risk, survive, tactic	Expressing surprise
7	Working with Hazardous Materials	Memo	apron, biohazard, bloodborne, chemical, disease, exposure, gloves, handle, infectious, label, mask, MSDS, PPE, sterilized, symptom, toxic	Describing a risk
8	Sabotage	Memo	communication, damage, disgruntled, disrupt, facility, labor, mechanical, morale, production, revenge, rumor, sabotage, undermine	Make a prediction
9	National Security	Course Description	agency, attack, big picture, bioterrorism, covert, destruction, espionage, information sharing, intelligence, national security, spy, subterfuge, terrorism	Showing understanding
10	Diplomatic Security	Email	cultural sensitivity, diplomat, embassy, foreign, FSO, host country, international, interpreter, language barrier, local guard, mission, perimeter security, political unrest, unfriendly	Asking for advice
11	Security Police	Safety Report	airport police, authority, campus police, capitol police, enforcement, government, housing police, park police, security police, special police, specific, sworn	Expressing doubt
12	Private Military Security	Textbook Excerpt	affiliate, combatant, contractor, for-profit, hostile, military, private military company, private security firm, reconnaissance, recruit, supplement, war zone	Clarifying an idea
13	Reports	Feedback Form	case number, fact, file, five Ws, incident, log, opinion, photograph, report, retain, statement, statute of limitations, thorough, witness	Identifying an error
14	Ethical Conduct	Article	associate with, company policy, conduct, detachment, intoxicant, law-abiding, legal action, on duty, personal, professionalism, punctual, respect, snoop, suspended, terminate, violation	Expressing a desire
15	Qualifications	Job Advertisement	background check, clean, criminal justice, degree, diploma, fingerprint, firearms certificate, license, notify, pre-assignment course, prior conviction, restriction, technical, valid	Describing a process

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Get ready!

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

- 1 What people skills do security officers need?
- 2 What is the main job of security officers?



deter

report

secure

courteous

observe

Reading

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

- 1 The officers are needed to prevent theft from client properties.
- 2 Officers typically work together as a team.
- 3 Officers are likely to encounter stressful situations nearly every day.

Vocabulary

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

- 1 calm
- 2 alert
- 3 detect
- 4 courteous
- 5 loyal
- 6 secure
- 7 observe

- A to act in favor of a particular person or group
- B to watch something
- C acting politely
- D to be aware of something
- E in a controlled state and not excited
- F to ensure that something is safe from harm
- G in a state of heightened awareness

CareerNow.com > Job Postings > Security

Job ID #31799

Lockfield Security Inc. has several openings for security officers. Our company **secures** corporate buildings throughout the city. Our primary goal is to **deter** theft. Officers **observe** the properties to **detect** suspicious behavior. They are expected to **report** any incidents.

We expect officers to be **loyal** to our company. Officers work mostly alone. That means **self-discipline** is very important. We trust employees to stay **alert** on the job.

Officers also must have excellent **people skills**. Most interactions simply require **courteous** and **tactful** communication. But on rare occasions, officers must be **firm**. They must remain **calm** in these stressful situations.

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

1 reported / deterred

- A The officer _____ the incident to her supervisor.
 B The security system _____ burglars from attempting to break in.

2 self-discipline / people skills

- A The officer has excellent _____ , so the company trusts him to handle the job alone.
 B Effective communication is a major part of good _____ .

3 tactful / firm

- A With aggressive suspects, officers must give _____ directions.
 B Being _____ is a good way to avoid offending someone.

5 Listen and read the job posting again. What is appropriate behavior in stressful situations?

Listening

6 Listen to a conversation between a company manager and a job applicant. Choose the correct answers.

- 1 What is the conversation mostly about?
 A the best ways for officers to deter crime
 B a recent situation that the woman handled
 C the requirements of a security job
 D the woman's level of self-discipline
- 2 What quality did the woman demonstrate?
 A calmness C alertness
 B loyalty D self-discipline

7 Listen again and complete the conversation.

Manager: Okay, Ms. Martin. Let's talk about your **1** _____ .

Applicant: Sure. I always remain calm and tactful. **2** _____ stressful situations.

Manager: Can you give me an **3** _____ from your last job?

Applicant: Oh, sure. Recently, a **4** _____ the fence into the company lot.

Manager: I see. And you **5** _____ him do it?

Applicant: Yes. But I wasn't rude or aggressive. I courteously **6** _____ to leave the property.

Speaking

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

USE LANGUAGE SUCH AS:

Let's talk about ...

Recently ...

That's what we'd ...

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

- his or her skills
- a recent situation he or she encountered
- how he or she handled the situation

Student B: You are an applicant. Talk to Student A about a recent situation you encountered.

Writing

9 Use the conversation from Task 8 to fill out the interview notes.

Lockfield Security Inc.

Job Applicant Summary

Applicant: _____

Notes: The applicant has excellent skills for this job. For instance, _____ . In a recent situation, the applicant demonstrated this by _____ .

The applicant is also _____ . The applicant demonstrated this recently by _____ .

15 Weapons 3

Get ready!

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

- 1 What are some examples of non-lethal weapons?
- 2 What are some reasons security officers use non-lethal weapons?



Non-Lethal Product Catalog

Batons

Our **batons**, or **nightsticks**, are especially designed for law enforcement agencies. They are lightweight and portable. But they are also very effective if you must **subdue** a suspect.

Stun Guns

We have a large selection of **stun guns**. We carry **Tasers®** as well as other brands. These are your best defenses against an attacker. Stun guns send an **electroshock** into the attacker's body. This should temporarily **incapacitate** attackers by shocking the **nervous system**.

EXCEL WEAPONS

Excel Weapons has a wide range of non-lethal weapons to suit your needs.

Pepper Spray and Tear Gas

We have several chemical options available for slowing down assailants.

Pepper spray is perfect for personal self-defense. For major incidents and crowd control, check out our **tear gas**. These substances both use strong **irritants** to cause **temporary blindness**. Tear gas also causes your target to **cough** uncontrollably.

Whatever your needs, Excel has the right weapon. From self-defense to crowd control, we have the best products in the industry!

Vocabulary

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

- 1 ___ subdue
- 2 ___ nervous system
- 3 ___ electroshock
- 4 ___ stun gun
- 5 ___ irritant
- 6 ___ pepper spray
- 7 ___ baton
- 8 ___ non-lethal

- A a weapon that administers an electric shock
- B a liquid spray that irritates the eyes
- C the network in the human body that controls physical feelings
- D any material that bothers the skin or eyes
- E a method of stunning a person using an electric current
- F a blunt club used by police to subdue suspects
- G not intended or likely to kill someone
- H to stop someone from being active

Reading

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

- 1 ___ Batons are primarily marketed to law enforcement agencies.
- 2 ___ Pepper spray causes attackers to cough uncontrollably.
- 3 ___ Stun guns are intended to cause permanent damage to the nervous system.

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

1 incapacitate / cough

- A Tear gas can cause an attacker to _____ uncontrollably.
- B A stun gun will _____ even very large people.

2 tear gas / temporary blindness

- A The attacker experienced _____ from the pepper spray.
- B _____ is an extremely effective non-lethal weapon on large crowds of people.

3 nervous system / nightstick

- A Police officers might use a _____ instead of a gun to force a violent attacker to cooperate.
- B A Taser® affects the _____ using charged barbs.

5 Listen and read the product catalog again. What chemical options are available for slowing down assailants?

Listening

6 Listen to a conversation between a security officer and a company owner. Mark the following statements as true (T) or false (F).

- 1 ___ The man recommends an upgrade for the equipment.
- 2 ___ The tear gas is rather old.
- 3 ___ The new Tasers® are very expensive.

7 Listen again and complete the conversation.

Officer: Because there is **1** _____ available now. I think it would make our job easier. It would also **2** _____.

Owner: I see. Do you think it would **3** _____ safe?

Officer: I do. And besides, it would be **4** _____.

Owner: That sounds pretty reasonable. What do we need to upgrade, **5** _____?

Officer: Stun guns, for one. The new Taser® models are very effective. And our **6** _____ is very old.

Speaking

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

USE LANGUAGE SUCH AS:

I believe we should ...
For example ...
What about ...?

Student A: You are a security officer. Talk to Student B about:

- old equipment
- new technology
- reasons for upgrading your non-lethal weapons

Student B: You are a company owner. Talk to Student A about reasons for upgrading equipment.

Writing

9 Use the conversation from Task 8 to fill out the upgrade request.

Equipment Upgrade Request

Date: _____

Officer: _____

Equipment Requiring an Upgrade: _____

Reasons for Upgrade: _____

Glossary

- accessory** [N-COUNT-U9] An **accessory** is something that is worn on a person's body but is not a piece of clothing, and includes jewelry, glasses, and items for securing hair.
- against one's will** [PHRASE-U11] If something is done **against one's will**, it occurs without the person's desire or permission.
- age** [N-COUNT-U8] Someone's **age** is the number of years that a person has been alive.
- alarm responder** [N-COUNT-U2] An **alarm responder** is a type of security officer who quickly arrives at a location after a security alarm is triggered.
- alert** [ADJ-U1] If someone is **alert**, he or she is in a state of heightened awareness, and is especially likely to notice people or events.
- appear** [V-I-U15] To **appear** is to arrive in court at a scheduled time, either to face charges or to present evidence.
- appearance** [N-COUNT-U8] An **appearance** is a person's set of features that are visible to other people.
- arrest** [N-COUNT-U12] An **arrest** is the act of holding someone officially under suspicion of committing a crime, often by taking him or her to jail.
- assault** [V-T-U11] To **assault** someone is to attack him or her physically.
- backup** [N-UNCOUNT-U6] **Backup** is a person or team that is called in to assist another person or team with a situation.
- badge** [N-COUNT-U5] A **badge** is a card or other item indicating that someone has a particular status, or is authorized to do something.
- baggy** [ADJ-U9] If a piece of clothing is **baggy**, it is loose around a person's body and does not fit closely against the skin.
- binoculars** [N-COUNT-U5] **Binoculars** are a device that improve visibility by making distant objects appear closer and clearer.
- boot** [N-COUNT-U4] A **boot** is a type of shoe that is typically heavy and thick, and often covers part of the lower leg.
- bouncer** [N-COUNT-U2] A **bouncer**, also called a doorman, is a type of security officer who monitors a bar, club, or other establishment, and is responsible for preventing unruly behavior.
- build** [N-COUNT-U8] **Build** is the shape of someone's body, especially around the upper body.
- bulletproof vest** [N-COUNT-U5] A **bulletproof vest** is a piece of clothing that is worn on the upper body, and is made from a material that is difficult to penetrate with bullets from a gun.
- burglary** [N-COUNT-U11] A **burglary** is the act of entering a building without permission from the owner and stealing something.
- calm** [ADJ-U1] If someone is **calm**, he or she is in a controlled or relaxed state, and is not showing anger or excitement.
- cap** [N-COUNT-U4] A **cap** is piece of clothing that is worn on the head.
- catch** [V-T-U12] To **catch** someone is to find the person and take physical control or custody of him or her.
- chain of custody** [N-COUNT-U14] The **chain of custody** is a strict set of rules for handling evidence that is designed to ensure the evidence does not become contaminated before it is used in a court of law.
- citizen's arrest** [N-COUNT-U13] A **citizen's arrest** is an event in which someone who is not a police officer detains another person on suspicion of committing a crime.
- closed-circuit camera** [N-COUNT-U7] A **closed-circuit camera** is a device that captures images and transmits that data to a particular place.
- collect** [V-T-U14] To **collect** something is to find and store it.
- color** [N-COUNT-U9] A **color** is a visual quality formed by different wavelengths of light, and are described with terms such as "red," "blue," "green," etc.
- commit** [V-T-U13] To **commit** a crime is to perform an act that violates the law.
- community** [N-COUNT-U12] A **community** is a group of people who live in a particular area, and may refer to a region, city, or neighborhood.

**CAREER
PATHS**

SECURITY Personnel

Career Paths: Security Personnel is a new educational resource for security professionals 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. **Career Paths: Security Personnel** addresses topics including describing suspects, security cameras, non-lethal weapons, safety protocols, and career options.

The series is organized into three levels of difficulty and offers over 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

The **Teacher's book** contains a full answer key and audio scripts.

The **audio CDs** contain all recorded material.



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