

# Contents

## Introduction

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	Working with words	Language at work	Practically speaking	Business communication	Activity	Outcomes – you can:
<b>1</b> You 4–9	Introducing yourself, jobs <i>My name's, What's your job?, finance director</i>	<i>I'm / you're / Are you ...?</i>	Spelling	<b>Socializing</b> Meeting people <b>VIDEO</b>	Meeting people at a conference	<ul style="list-style-type: none"> <li>introduce yourself</li> <li>talk about jobs</li> <li>ask about names and jobs</li> <li>spell</li> <li>meet people</li> </ul>
<b>2</b> Company 10–15	Companies and countries <i>I work for, Spain</i> <b>VIDEO</b>	<i>is / isn't</i>	Numbers 0–9	<b>Telephoning</b> Starting a telephone call	The company game	<ul style="list-style-type: none"> <li>talk about companies and countries</li> <li>ask about people and companies</li> <li>say numbers 0–9</li> <li>start a telephone call</li> </ul>
<b>3</b> Workplace 16–21	Your company sales office, factory <b>VIDEO</b>	<i>We / They are Wh- questions</i>	Email and website addresses	<b>Emails</b> Requests	What's the answer?	<ul style="list-style-type: none"> <li>talk about your company</li> <li>ask questions</li> <li>say email and website addresses</li> <li>email a request</li> </ul>
<b>4</b> Departments 22–27	Responsibilities and departments <i>manage, sell, Production, Logistics</i> <b>VIDEO</b>	Present simple: <i>I / you / we / they</i>	<i>there is / there are</i>	<b>Telephoning</b> Taking and leaving a message	Voicemail messages	<ul style="list-style-type: none"> <li>talk about responsibilities and departments</li> <li>ask about people and departments</li> <li>describe departments</li> <li>take and leave a message</li> </ul>
<b>5</b> Products 28–33	Company types and activities <i>automobile, electronics, buy, export</i> <b>VIDEO</b>	Present simple: <i>he / she / it</i>	Big numbers	<b>Telephoning</b> An order	The question game	<ul style="list-style-type: none"> <li>talk about company types and activities</li> <li>ask about company products</li> <li>say big numbers</li> <li>order a product</li> </ul>
<b>6</b> Entertaining 34–39	Food and drink <i>lunch, salad, I like</i>	<i>can / can't</i>	Days and times	<b>Socializing</b> Inviting, accepting and declining <b>VIDEO</b>	Making conversation in the restaurant	<ul style="list-style-type: none"> <li>talk about food and drink</li> <li>talk about ability</li> <li>say days and times</li> <li>invite, accept and decline</li> </ul>
<b>7</b> Technology 40–45	Office technology <i>laptop, webcam, scan, print</i> <b>VIDEO</b>	Possessive adjectives	<i>this, that, these, those</i>	<b>Exchanging information</b> Giving instructions	Guess the technology	<ul style="list-style-type: none"> <li>talk about office technology</li> <li>talk about what's in your office</li> <li>give instructions</li> </ul>
<b>8</b> Travel 46–51	Transport and travel <i>train, car, check in, arrive</i> <b>VIDEO</b>	<i>was / were</i>	Months and dates	<b>Telephoning and emails</b> Arranging a meeting	When can we meet?	<ul style="list-style-type: none"> <li>talk about transport and travel</li> <li>talk about the past</li> <li>say months and dates</li> <li>arrange a meeting</li> </ul>

Revision game 52–53

Information files 70–73

Practice files 54–69

Audio scripts 74–79

**VIDEO** : This section of the unit has a video clip linked to the topic.