

# Contents

## Introduction

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### 1 Jobs

6–11

	Working with words	Language at work	Practically speaking	Business communication	Case study / Activity	Outcomes – you can:
	Countries, nationalities, and jobs <i>Japanese, British, technician, managing director, etc.</i>	Present simple - be Possessives	How to spell	<b>Socializing</b> Saying hello and goodbye <b>VIDEO</b>	<b>Activity</b> The introductions game	<ul style="list-style-type: none"> <li>say what you do and where you are from</li> <li>ask about personal information</li> <li>spell</li> <li>say hello and goodbye and introduce yourself and others</li> </ul>
	Company types and activities <i>electronics, automobile, produce, provide, etc.</i> <b>VIDEO</b>	Present simple	How to say numbers	<b>Exchanging information</b> Booking and ordering by phone	<b>Case study</b> Choosing a supplier	<ul style="list-style-type: none"> <li>talk about company types and activities</li> <li>ask about companies</li> <li>say numbers</li> <li>book and order things by phone</li> </ul>
	Location and company buildings <i>head office, distribution centre, etc.</i>	<i>There is / there are</i> <i>Some / any</i>	How to start and end a telephone call	<b>Telephoning</b> Leaving telephone messages	<b>Case study</b> Finding the right location <b>VIDEO</b>	<ul style="list-style-type: none"> <li>talk about your company location and buildings</li> <li>ask for details about a workplace</li> <li>start and end a telephone call</li> <li>leave a telephone message</li> </ul>
	Technology and functions <i>switch on, enter a password, etc.</i>	Adverbs of frequency Questions <b>VIDEO</b>	How to use sequencing words	<b>Exchanging information</b> Asking for and offering help	<b>Case study</b> Making use of technology	<ul style="list-style-type: none"> <li>talk about technology</li> <li>talk about everyday activities</li> <li>ask questions in the present simple</li> <li>ask for and offer help</li> </ul>
	Documents and correspondence <i>print a hard copy, forward an email, etc.</i>	Past simple – be and regular verbs	How to apologize	<b>Exchanging information</b> Solving problems	<b>Case study</b> Everyday tasks <b>VIDEO</b>	<ul style="list-style-type: none"> <li>deal with documents and correspondence</li> <li>talk about a past event</li> <li>say sorry</li> <li>explain and solve a problem</li> </ul>
	Food and drink <i>menu, a coffee, some coffee, etc.</i>	Past simple – irregular verbs Time expressions	How to describe a trip	<b>Socializing</b> Making conversation <b>VIDEO</b>	<b>Activity</b> The socializing game	<ul style="list-style-type: none"> <li>order food in a restaurant or café</li> <li>use time expressions to talk about the past</li> <li>describe a trip</li> <li>make general conversation</li> </ul>

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

	Working with words	Language at work	Practically speaking	Business communication	Case study / Activity	Outcomes – you can:
<b>7</b> Departments 42–47	Responsibilities and departments <i>be in charge of, Customer Services, etc.</i>	Prepositions of place and movement <b>VIDEO</b>	How to use <i>this, that, these, and those</i>	<b>Exchanging information</b> Showing a visitor round <b>VIDEO</b>	<b>Case study</b> Designing the perfect workspace	<ul style="list-style-type: none"> <li>Describe departments and their responsibilities</li> <li>say where things are and give directions using prepositions</li> <li>show a visitor round a company</li> </ul>
<b>8</b> Employment 48–53	Employment <i>imaginative, practical, be good at ...</i> , etc.	Present continuous <b>VIDEO</b>	How to tell the time	<b>Meetings</b> Arranging to meet	<b>Activity</b> The right person for the job	<ul style="list-style-type: none"> <li>talk about professional qualities, skills, and experience</li> <li>talk about what you are doing now and trends in the workplace</li> <li>tell the time</li> <li>arrange a meeting</li> </ul>
<b>9</b> Competition 54–59	Competition <i>wide choice, high quality, etc.</i> <b>VIDEO</b>	Comparatives	How to say prices	<b>Meetings</b> Comparing and choosing	<b>Case study</b> Making a supermarket competitive	<ul style="list-style-type: none"> <li>talk about competition and how to be competitive</li> <li>compare products and companies</li> <li>say prices</li> <li>compare and choose</li> </ul>
<b>10</b> Teamwork 60–65	Working in teams <i>attend meetings, solve problems, etc.</i>	Present continuous – present and future Superlatives	How to respond to news	<b>Meetings</b> Giving opinions	<b>Case study</b> Changing the way you work <b>VIDEO</b>	<ul style="list-style-type: none"> <li>talk about teams and teamwork</li> <li>discuss problems</li> <li>talk about present and future arrangements</li> <li>choose the best options</li> <li>respond to news</li> <li>give opinions</li> </ul>
<b>11</b> Travel 66–71	Air travel <i>check-in, business class, passport control, etc.</i>	<i>Going to</i> Infinitive of purpose	How to talk about money	<b>Travel</b> Staying at a hotel <b>VIDEO</b>	<b>Case study</b> Organizing a business trip	<ul style="list-style-type: none"> <li>talk about air travel</li> <li>check in at an airport</li> <li>talk about future plans</li> <li>give reasons for actions</li> <li>talk about money</li> <li>book a hotel room and ask about hotel services</li> </ul>
<b>12</b> Schedules 72–77	Calendars and schedules <i>busy period, tight deadline, etc.</i>	Present perfect	How to use prepositions of time	<b>Meetings</b> Planning a schedule <b>VIDEO</b>	<b>Activity</b> The revision game	<ul style="list-style-type: none"> <li>talk about schedules</li> <li>talk about recent past actions</li> <li>say when something happens using prepositions of time</li> <li>say dates</li> <li>plan a schedule</li> </ul>
	Practice files 78–101		Information files 103–117			
	Irregular verb list 102		Audio scripts 118–127			