

	'Can do' focus	Grammar	Vocabulary	Pronunciation	Skills focus
1 The lives of others	A How to describe customs and habits >> p.6	extra uses of the present continuous	word families: <i>celebrate, celebration, celebrity</i>	stress in long words	Reading a magazine article for general ideas and detail
	B How to show interest in a conversation >> p.8	adverbs and word order <i>G+ It must be pretty exciting ...</i>	adverbs	intonation to show interest	Reading a film script for ideas not directly stated Listening for detail in a conversation Interaction using questions to show interest in a conversation
	C How to have a friendly discussion >> p.10	<i>so do I; neither do I</i>	empty verbs <i>have, take, make, give</i>		Reading a questionnaire for detail Listening to a discussion for opinions Interaction agreeing and disagreeing
	D How to talk about recent activities >> p.12	present perfect simple and continuous		weak form of <i>have</i>	Reading magazine articles for detail Listening to a radio interview for detail
	E Listening A description of a place >> p.14		BBC radio programme <i>From Our Own Correspondent</i> . BBC journalist Huw Cordey describes his visit to a remote Pacific island called Anuta		Listening for specific information and detail; predicting content
	F Writing A blog or diary entry >> p.16		Reading and following key information in a blog Writing getting ideas to write about; thinking about the reader		
R Review >> p.17					
2 Colleagues, customers, and candidates	A How to talk about good and bad service >> p.18	verbs with two objects <i>G+ I hate it when ...</i>	using dictionary entries; verbs with similar meanings	stressed and unstressed words	Reading a magazine article for detail; key information in dictionary entries Listening for key words in a discussion
	B How to talk about conditions at work >> p.20	expressing choice and obligation	conversational and official work words	<i>to: have to, has to, allowed to, supposed to</i>	Reading and interpreting a photo-story Listening to a conversation for detail Interaction being an interested listener
	C How to talk about experiences at work >> p.22	narrative tenses		spelling patterns with <i>u</i>	Reading for general ideas and the writer's attitude in a short story
	D How to answer interview questions >> p.24	phrasal verbs	phrasal verbs		Reading and following instructions Listening to an interview for detail Interaction 'buying' time to think
	E Reading A self-help guide >> p.26		Introduction to <i>The Rules of Work</i> by Richard Templar, which provides advice for people who want to achieve success in business, money, or life in general		Reading for detail; deducing the meaning of key words; predicting content
	F Writing A job application letter >> p.28		Reading classified ads for detail Writing thinking about content and formal style		
R Review >> p.29					
3 Goals and objectives	A How to talk about plans and intentions >> p.30	future <i>G+ It'll be difficult to ...</i>	future time expressions	future time expressions	Reading personal letters for detail and ideas not directly stated Listening to a conversation for specific information
	B How to talk about projects >> p.32	future continuous and future perfect	verbs referring to the future	rhythm in future verb forms	Reading a magazine article Listening for information in explanations
	C How to talk about future consequences >> p.34	variations of 1st conditional	adjectives ending <i>-able</i>	the syllable /əl/	Reading a magazine article for detail; deducing the meaning of key phrases
	D How to discuss hypothetical situations >> p.36	2nd conditional		stress in nouns and verbs: <i>conflict – conflict</i>	Reading a questionnaire for detail Listening and following arguments in a discussion
	E Listening A radio chat show >> p.38		BBC radio programme <i>Midweek</i> . Interview with Vicky Jack, a female mountain climber		Listening for general ideas and detail; predicting content
	F Writing An informal email >> p.40		Reading an informal email and thinking about context Writing organizing information into and within paragraphs		
R Review >> p.41					

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4	Escapes and escapes	A How to talk about tastes and preferences >> p.42	gerund and infinitive G+ <i>What I like is ...</i>	adjective patterns	contrastive stress	Reading for the main points in a travel guide; deducing meaning of new vocabulary in context Interaction using contrastive stress to signal meaning
		B How to talk about a news story >> p.44	the passive	phrases connected with crime	unstressed auxiliary verbs	Reading and following the main points and details in news stories Listening to a discussion for detail
		C How to tell an anecdote >> p.46	past perfect continuous	driving	pronouncing vague expressions	Reading a newspaper article for the main idea; anecdotes for specific information Listening to a conversation for detail Interaction using vague expressions to give short answers
		D How to talk about the way things were >> p.48	used to and would	verb prefixes <i>dis-</i> , <i>mis-</i> , <i>re-</i> , <i>over-</i>		Reading for the main points in a museum display Listening to follow a song and a museum guide
		E Reading A novel excerpt >> p.50		Excerpt, cover blurb, and reviews of <i>The Da Vinci Code</i> by Dan Brown		Reading for general ideas and details; deducing the meaning of new vocabulary in context
		F Writing A short story >> p.52		Reading a short story to understand the main ideas Writing ordering events in a story; thinking about the reader; getting ideas to write about		
		R Review >> p.53				
5	Culture and communication	A How to use appropriate language >> p.54		polite and formal expressions		Reading for key information in formal announcements; recognising formal language Listening to a conversation for detail and attitude
		B How to report an encounter >> p.56	reported statements and questions		was	Reading for detail to follow explanations Listening for detail to follow explanations
		C How to talk about foreign language habits >> p.58	verb plus infinitive patterns	<i>do or make</i>	linking before a vowel	Reading for detail in a questionnaire Listening for detail to follow a conversation
		D How to talk about cultural differences >> p.60	reporting thoughts and beliefs G+ <i>It's widely thought that ...</i>	conversational acts		Reading predicting story endings Listening to a lively conversation
		E Listening An interview with an expert >> p.62		BBC radio programme <i>Excess Baggage</i> . Interview with Dan Everett, who describes his experiences with the Pirahã tribe in the Amazon jungle		Listening for specific information and detail; using background knowledge; following reference words
		F Writing A magazine article >> p.64		Reading and following the main ideas in a magazine article Writing getting the reader interested; organizing ideas into and within paragraphs		
		R Review >> p.65				

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6	Life's essentials	A How to talk about health problems >> p.66	ability	disease	statement or question intonation	Reading a magazine article for detail Listening to an informal conversation for detail Interaction using informal questions
		B How to talk about living conditions >> p.68	<i>must</i> and <i>can't</i> for logical deduction	adjectives with affixes	final -t in <i>must</i> and <i>can't</i>	Reading an article for detail and author opinion Listening for detail and attitude in an informal discussion
		C How to talk about your diet >> p.70	quantity: <i>both</i> , (<i>n</i>) <i>either</i> , <i>all</i> , <i>most</i> , <i>each</i> , <i>every</i> , <i>none</i>	food labels		Reading food labels for key words and phrases; a quiz for detail Listening for specific information in a radio programme
		D How to speculate about the past >> p.72	modals of deduction in the past G+ <i>She's likely to have ...</i>	dates and times in history	rhythm	Reading a book review for general ideas and detail Listening for specific information in a song
		E Reading An autobiographical story >> p.74	A <i>Plate of Peas</i> by Rick Beyer. An amusing short story about an event which affected the author's whole life			Reading for general ideas and information not explicitly stated; deducing the meaning of new vocabulary in context
		F Writing A review >> p.76	Reading a book review for content and organization Writing using adjectives and appropriate tenses; organizing ideas into paragraphs			
	R Review >> p.77					
7	The natural world	A How to describe remarkable places >> p.78	ways of comparing G+ <i>There can be few ...</i>	adjective prefixes <i>un-</i> , <i>im-</i> , and <i>in-</i>	stress for emphasis	Reading for detail in a magazine article; deducing the meaning of new words
		B How to talk about your attitude to travel >> p.80	<i>be used to doing</i> or <i>used to do</i>	attitude adjective	stress for contrast	Reading for detail and responding to a questionnaire
		C How to describe maps and diagrams >> p.82	<i>the</i> , <i>a</i> , <i>an</i> , or no article	describing maps and diagrams		Reading a magazine article for detail Listening for key facts in a description Interaction checking information
		D How to talk about changes >> p.84	time adverbs	climate problems		Reading an article to identify cause and effect Listening for detail in a radio programme
		E Listening An interview with a celebrity >> p.86	BBC radio programme <i>The Interview</i> . Actor, comedian, and traveller Michael Palin talks about his travels			Listening for the main ideas and ideas not directly stated; predicting content
		F Writing A report >> p.88	Reading analysing instructions for a report Writing planning and writing collaboratively; using peer correction to edit writing			
	R Review >> p.89					
8	Image and appearance	A How to give detailed descriptions >> p.90	adjective order	toiletries	stress-timed rhythm	Reading adverts for detail Listening to a radio interview for detail
		B How to talk about your attitude to appearance >> p.92	<i>to have / get something done</i>	clothes and appearance		Reading a magazine article for general meaning Listening to a conversation for detail Interaction using 'fillers' to sound fluent
		C How to say what's going on in a picture >> p.94	relative clauses		pronouncing commas	Reading for detail in a description Listening for detail in a description
		D How to express attitudes and opinions >> p.96	participle clauses G+ <i>I feel sad when they ...</i>	TV words; opinion adverbs	<i>intonation in opinion adverbs</i>	Reading a TV guide and article for detail Listening to a conversation for points of view
		E Reading A news report >> p.98	A factual popular-science news report from the <i>Daily Telegraph</i> newspaper about uncovering a hidden Van Gogh painting			Reading for detail; following related words and phrases
		F Writing A letter of complaint >> p.100	Reading a letter of complaint and thinking about the writer's purpose Writing thinking about organization and style; connecting ideas with <i>however</i> , <i>furthermore</i> , <i>therefore</i> , <i>because</i> , <i>since</i>			
	R Review >> p.101					

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9 Getting personal	A How to talk about people's character >> p.102	-ever; whatever, whenever, etc.	personality adjectives	stress in long words	Reading for detail in a questionnaire; understanding idiomatic expressions Listening to an explanation for general meaning and detail
	B How to talk about surprising events >> p.104	3rd conditional	phrases about unlikely events	stress and linking in 3rd conditional	Reading and comparing information in magazine articles Listening for detail in a discussion Interaction responding with interest to a story
	C How to talk about annoying behaviour >> p.106	wish, if only	informal expressions with exaggeration	'd	Reading emails for general information and to identify informal expressions Listening to an informal conversation for detail Interaction expressing agreement and sympathy
	D How to explain people's actions >> p.108	verbs followed by both gerund and infinitive G+ I astounded to find ...	adjectives of feelings		Reading and following the main ideas and detail in a newspaper article
	E Listening A personal life story >> p.110	BBC radio programme <i>Letters Home</i> . An immigrant describes her experiences in Britain			Listening for detail and information not directly stated; recognizing emotions
	F Writing A polite email >> p.112	Reading to interpret a polite email Writing thinking about register (politeness); planning content and organization			
R Review >> p.113					

10 Health and safety	A How to present an argument >> p.114	tag questions	uses of <i>get</i>	intonation in tag questions	Reading a magazine article and comments to follow points of view Listening for points of view in a discussion Interaction using <i>well</i> to introduce a disagreement
	B How to talk about problems and solutions >> p.116	<i>should, should have, ought to, had better</i> G+ <i>The idea of going ...</i>		<i>ough</i>	Reading a story for the main ideas and information not directly stated Listening for main points and detail in phone calls
	C How to talk about medical treatment >> p.118		injuries and treatment	main sentence stress	Reading for details in a magazine quiz Listening to a conversation for detail and specific information
	D How to talk about cause and consequence >> p.120	<i>so / such ... that</i>	accidents in the home		Reading a magazine article for the main ideas and writer's attitude Listening to a radio programme for detail
	E Reading A human-interest news story >> p.122	Two newspaper articles about the same human-interest story			Reading for details; following related words; understanding idiomatic expressions
	F Writing An opinion composition >> p.124	Reading understanding details to follow an argument Writing getting ideas to write about; organizing ideas into paragraphs			
	R Review >> p.125				

Pairwork >> p.126–133

Skills tips >> p.146

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