Contents

| Introduction | 4 | Writing reference answer key | 70 |
|--|---------|--|------|
| Acknowledgements | 6 | | |
| Unit notes with exam references and answer keys | | Exam skills and Exam practice answer keys | |
| and unswer keys | | Business Preliminary | 72 |
| Company profile Unit 1: The working day | 7 | BULATS | 76 |
| Unit 2: Online communication Unit 3: Company growth | 9 | Photocopiable activities and case stud | dies |
| Unit 4: Corporate culture | 15 | in decreasing in promotivities and continuous se | |
| Grammar workshop 1 | 17 | Teacher's notes and answer keys | 80 |
| | | Unit 1 Activity: The working day | 96 |
| Production and selling | | Unit 2 Activity: Abbreviations | 98 |
| Unit 5: Describing equipment | 18 | Unit 2 Case study: Corporate social networking | 99 |
| Unit 6: Processes and procedures | 21 | Unit 3 Activity: Descriptive language | 101 |
| Unit 7: Distribution and delivery | 24 | Unit 4 Activity: Company culture | 103 |
| Unit 8: Advertising and marketing | 26 | Unit 5 Activity: Equipment | 105 |
| Grammar workshop 2 | 28 | Unit 6 Activity: Processes | 106 |
| P. Comment of the com | as3 mod | Unit 6 Case study: Electrolux design lab | 107 |
| Business travel | | Unit 7 Activity: Mobile phones | 110 |
| Unit 9: Making arrangements | 29 | Unit 8 Activity: Online advertising | 112 |
| Unit 10: Transport | 31 | Unit 9 Activity: Apologising | 115 |
| Unit 11: Working holidays | 34 | Unit 10 Activity: Coping with stress | 117 |
| Unit 12: Conferences | 36 | Unit 10 Case study: Transport | 119 |
| Grammar workshop 3 | 38 | Unit 11 Activity: Pronunciation | 123 |
| Business relationships | | Unit 12 Activity: Welcome speech | 124 |
| | 20 | Unit 12 Case study: Conferences | 126 |
| Unit 13: New places, new people | 39 | Unit 13 Activity: Names | 129 |
| Unit 14: Corporate gift-giving Unit 15: Teamwork | 42 | Unit 14 Activity: Saying thank you | 131 |
| | 45 | Unit 15 Activity: Nidec | 133 |
| Unit 16: Thinking globally | 47 | Unit 15 Case study: Teamwork | 134 |
| Grammar workshop 4 | 49 | Unit 16 Activity: Dress codes | 139 |
| Finance | | Unit 17 Activity: Comparison and trends | 141 |
| Unit 17: Describing statistics | 50 | Unit 18 Activity: Finance vocabulary | 144 |
| Unit 18: Company finances | 53 | Unit 19 Activity: Investments | 145 |
| Unit 19: Investments | 55 | Unit 20 Activity: Business angels | 147 |
| Unit 20: Starting up | 57 | Unit 21 Activity: Word stress | 150 |
| Grammar workshop 5 | 59 | Unit 22 Activity: Phrasal verbs | 151 |
| Grammar workshop 3 | | Unit 22 Case study: Recruitment | 152 |
| Human resources | | Unit 23 Activity: Staff development | 156 |
| Unit 21: Job applications | 60 | Unit 24 Activity: Types of contract | 158 |
| Unit 22: Recruitment | 62 | | |
| Unit 23: Staff development | 65 | | |
| Unit 24: Employee productivity | 67 | | |
| Grammar workshop 6 | 69 | | |
| | | | |