Contents

Unit 1 6 Corporate culture	Unit 7 18 A proposal
Vocabulary: phrasal verbs; collocations Grammar: relative clauses	Vocabulary: linkers; compound nouns Grammar: passive Reading: error correction
Unit 2 8 Leaders and managers Vocabulary: correcting spelling mistakes; word choice; collocations with management; prepositions Grammar: as/like	Unit 8 Presenting at meetings Vocabulary: expressions Writing: presentation based on charts Grammar: error correction
Unit 3 10	Unit 9 22 Advertising and customers
Internal communications Reading: completing an email Vocabulary: prefixes over— and under—	Vocabulary: marketing; types of adverts; word choice Reading: completing an email
Unit 4 12 Chairing meetings	Grammar: adverbs Unit 10 24
Vocabulary: expressions a chair might say; prefix out- Reading: word choice	Advertising and the Internet Vocabulary: crossword; make/do Reading: error correction
Unit 5 14	Writing: report describing a bar chart Unit 11 26
Customer relationships Vocabulary: word building; compound nouns Reading: word choice Unit 6 16	Unit 11 26 Sales reports Vocabulary: expressions; word choice Grammar: present perfect simple or present perfect continuous Writing: report describing a line graph
Competitive advantage Vocabulary: word choice; phrasal	Unit 12 28
verbs; crossword Grammar: conditional sentences	The sales pitch Vocabulary: word choice Grammar: questions; cleft sentences Reading: completing an email Writing: email following up a cold call

Unit 13 Forecasts and results Vocabulary: expressions and phraverbs; financial statement Grammar: conditional sentences	30 asal	Unit 19 Productivity Vocabulary: word choice Grammar: modal verbs Reading: word choice	42
Reading: completing a newspaper report Writing: report summarising final performance		Unit 20 Staff negotiations Vocabulary: negotiating phrases;	44
Unit 14 Financing the arts Grammar: infinitive or -ing form Reading: word choice	32	expressions Grammar: conditional sentences Reading: completing a memo about negotiations	ıt
		Unit 21	46
Unit 15	34	Corporate ethics	
Late payers		Vocabulary: adverbs	
Vocabulary: prefixes un-, out-, o	ver-,	Grammar: articles	
p-; business collocations		Reading: word choice	
Reading: informal email		Unit 22	48
Writing: informal letter/email		Expanding abroad	
Unit 16	36	Vocabulary: adjectives describing	
Negotiating a lease Vocabulary: negotiating phrases		personal qualities; expressions; phi	rasal
Grammar: alternatives to <i>if</i> Reading: error correction		Unit 23	50
Writing: email asking for clarifica	ition	An overseas partnership	
11-2-47	00	Grammar: time adverbs; complex	
Unit 17	38	sentences	
Workplace atmosphere		Reading: error correction	
Grammar: reference devices;		Unit 24	52
expressions of cause and effect		A planning conference	
- Freshold of duale and effect		Vocabulary: expressions; word cho	oice;
Unit 18	40	prepositions	
The workforce of the future		Grammar: concession	
Wocabulary: workers; prefix self-	;		
expressions; adjectives; completing	ng a	Word list	54
		Answer key	70