

# Contents

<b>Contents</b>	<b>3</b>
<b>Student's Book contents</b>	<b>4</b>
<b>Introduction</b>	<b>6</b>
<b>Teacher's notes with answers</b>	
01 Who are you?	12
02 Anytime, anywhere	19
03 Daily routine	23
04 Eating out	27
Workplace scenario A: Show me the ropes	29
05 The conference	31
06 Can you or can't you?	35
07 Entrepreneurs	39
08 Hotels	44
Workplace scenario B: Put your heads together	46
09 What happened?	49
10 Travelling light	53
11 Weather watch	57
12 On the road	61
Workplace scenario C: You can't miss it	64
13 Getting there	67
14 Trends	72
15 Work and health	76
16 Up in the air	81
Workplace scenario D: On top of things	84
17 Success and change	86
18 It won't work	91
19 Who's calling?	95
20 Accidents will happen	100
Workplace scenario E: Take the plunge	102