

# Contents

## Introduction

4-5

### 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 - <i>be</i> Possessives	How to spell	<b>Socializing</b> Saying hello and goodbye	<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>

### 2 Products & services

12-17

Company types and activities <i>electronics, automobile, produce, provide, etc.</i>	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>
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### 3 Location

18-23

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	<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>
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### 4 Technology

24-29

Technology and functions <i>switch on, enter a password, etc.</i>	Adverbs of frequency Questions	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>
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### 5 Communication

30-35

Documents and correspondence <i>print a hard copy, forward an email, etc.</i>	Past simple - <i>be</i> and regular verbs	How to apologize	<b>Exchanging information</b> Solving problems	<b>Case study</b> Everyday tasks	<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>
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### 6 Contacts

36-41

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>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>
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	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	How to use <i>this, that, these, and those</i>	<b>Exchanging information</b> Showing a visitor round	<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	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</i> , etc.	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>0</b> Teamwork 60-65	Working in teams <i>attend meetings, solve problems</i> , etc.	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	<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>1</b> Travel 66-71	Air travel <i>check-in, business class, passport control</i> , etc.	<i>Going to</i> Infinitive of purpose	How to talk about money	<b>Travel</b> Staying at a hotel	<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>2</b> Schedules 72-77	Calendars and schedules <i>busy period, tight deadline</i> , etc.	Present perfect	How to use prepositions of time	<b>Meetings</b> Planning a schedule	<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**

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