V Vocabulary G Grammar RW Real World Contents	F	Reading W Writing		
 Work, rest and play question words; work; free time activities with <i>do, play, go, go to</i>; frequency adverbs and expressions review of verb forms and questions; subject questions finding things in common 	p5	Reading and Writing Portfolio 1 p R a personal letter W a letter to a friend	p64	
 2 Beginnings v past time phrases; relationships (1); connecting words (1) G Past Simple; Past Continuous: positive and negative RW starting conversations; ending conversations 	p10	Reading and Writing Portfolio 2 p R an email with news W connecting words (1): addition and contrast; an email	p66 ail (1)	
 3 The world of work employment; looking for a job; word building (1): noun endings <i>have to/had to</i> (1): positive and negative; <i>have to/had to</i> (2): short answers; Present Continuou and Present Simple apologies, reasons and promises 	p15 IS	Reading and Writing Portfolio 3 p R a formal letter W a curriculum vitae (CV)	p68	
 4 That's entertainment! v types of film; music; TV nouns and verbs; -ed and -ing adjectives G Present Perfect for life experiences (1): positive and negative; Present Perfect for life experiences (2): questions with ever RW agreeing, disagreeing and asking for opinions 	p20	Reading and Writing Portfolio 4pR a film reviewW describing a film	p70	
 5 Into the future v verb-noun collocations (1); verb-noun collocations (2); verbs and prepositions will for prediction; might; will be able to; future plans and ambitions: be going to offers, suggestions and requests 	p25	Reading and Writing Portfolio 5 p R language school brochures W formal and informal letters	p72	
 6 Family and friends v character adjectives; relationships (2); prefixes and opposites of adjectives: <i>un-, in-, im-, dis-</i> making comparisons; superlatives RW leaving phone messages 	p30	Reading and Writing Portfolio 6pR notes and messageswW messages: missing words; common abbreviations	p74	
 7 You need a holiday! V travel; things we take on holiday; quantity phrases; expressions with go G Present Continuous for future arrangements; quantifiers; possessive pronouns RW complaints and requests 	p35	Reading and Writing Portfolio 7 p R a letter of complaint W useful words/phrases in formal letters	p76	

UIW	complaints and requests	LISI	
8 D V G	Different cultures describing your home; going to dinner; verb patterns; adjectives to describe places Present Perfect for unfinished past with <i>for</i> and <i>since</i> ; <i>How long ?; should, shouldn't, must</i> ; infinitive of purpose asking about places	p40	 Reading and Writing Portfolio 8 p78 R a magazine article W connecting words (2): similarities, differences and comparisons; a description
A	Inswer Key	i–viii	
V	ife isn't perfect everyday problems; adjectives to describe feelings; phrasal verbs first conditional; future time clauses with <i>when, as soon as, before, after, until; too much, too</i> <i>many, (not) enough</i> invitations and making arrangements	p45	 Reading and Writing Portfolio 9 p80 R a personal email w paragraphs; expressing sympathy and giving advice; an email (2)
10 V G RW	Shop till you drop verbs often used in the passive; anything, someone, no one, everywhere, etc.; use of articles: a, an, the, no article; shopping Present Simple passive; Past Simple passive; used to in a shop	p50	Reading and Writing Portfolio 10p82R a letter to a newspaperW connecting words (3): giving your opinion
11 (V G	Gossip and news verb-noun collocations (3); crime; guessing meaning from context Present Perfect for giving news with <i>just, yet</i> and <i>already</i> ; relative clauses with <i>who, which,</i> <i>that</i> and <i>where</i> echo questions	p55	Reading and Writing Portfolio 11p84R a storyw verb forms in narratives; getting ideas; a narrative
12 V G	Achieving your goals money; unusual activities; connecting words (2) reported speech; second conditional	p60	Reading and Writing Portfolio 12p86R an online diary; a posting on a websiteW common mistakes; describing your goals in a posting
	a What you do in your free time? Thrackets in Go shopping. Past Simple	the	Pre-intermediate Reading and p88 Writing Progress Portfolio

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