

Contents

Page	
4	Introduction
<hr/>	
15	Coursebook: Teacher's Notes
101	Coursebook Review and Glossary Test: Answers
104	Coursebook: Photocopiable Resources
	2.1: Company activities framework
	2.2: Card activity (nouns and verbs)
	3.1: Recruiting team players
	3.2: Making sentences
	4.1: Similar sounding words
	5.1: British / US English
	6.1: Word building
	8.1: Commonly confused words
	9.1: Card activity (US / British terms)
	10.1: Card activity (formal / informal)
	10.2: Dealing with complaints
	10.3: Short report framework
	11.1: Word Building
	11.2: Short presentation framework
	12.1: Card activity (competition)
	13.1: Card activity (make / do)
	13.2: Banking terms
	13.3: Learning English
	14.1: Training budget
	15.1: Role-play
	15.2: Meeting framework
<hr/>	
116	Skills Book: Teacher's Notes
175	Skills Book: Photocopiable Resources
	1.1: Framework
	1.2: Role cards
	3.1: Team role observation sheet
	4.1: Intonation in questions
	4.2: Indirect question formation
	6.1: Talking about the past
	7.1: Conditionals in bargaining
	8.1: Being diplomatic
	8.2: Observer's worksheet
	9.1: Card activity (tone)
	10.1: Card activity (conditionals)
	11.1: Card activity (the passive)
	12.1: Pronunciation of will in telephoning English
	12.2: Framework for preparing to make a difficult call
	13.1: Card activity (gerunds and infinitives)
	13.2: Framework for chairing a meeting
	14.1: Linking words
<hr/>	
185	Photocopiable Frameworks