

Contents

Introduction 4–7

1 You 8–13

2 Company 14–19

3 Workplace 20–25

4 Departments 26–31

Viewpoint 1 People in business 32–34

5 Products 35–40

6 Entertaining 41–46

7 Technology 47–52

8 Travel 53–58

Viewpoint 2 Describing businesses 59–60

Practice file answer key 61–64