Level 1

Unit	Objectives	Language points	Business skills
1 First contact	• Greet people • Introduce yourself and others • Give/ask for personal information	• Present simple • *wh~* questions • Present progressive	• Use English at work • Job vocabulary – job ads • Prepare for an interview in English
2 Starting work	• Telephoning – get through, make an appointment • Describe office duties and routines	• *can* for permission • Auxiliary verbs • Modal verb patterns – *can, will, must, may*	• Written correspondence • Read for detail – company profile • Fill in a form
3 Consumer power	• Give/obtain information • Ask for/give simple product advice • Compare products • Discuss advantages and disadvantages	• *wh~* questions • Comparisons with modifiers • Zero conditional sentences	• Written correspondence • Use the Internet • Read for gist and detail – animal testing
4 At work	• Give/respond to directions • Recognize formal/informal speech • Talk about likes/dislikes at work • Talk about present and future activities	• *can* for ability • Imperatives • Prepositions of direction and place • Present simple and progressive	• Office talk • Write a survey • Present results • Read for facts and figures
5 Telephone talk	• Ask/explain how something works • Telephoning – manage calls, leave and take a message • Express preferences	• *~ing* forms after prepositions • *will* for decisions • *would + prefer*	• Written correspondence • Write memos • Read for gist and detail – mobile phones
Progress check Units 1–5			
6 Learning the job	• Give advice • Describe work conditions • Talk about recent work activities	• *should(n't), need to* • Adjectives with *too* and *enough* • Present perfect simple and progressive • Past simple	• Research – health and safety • Write a short report • Written correspondence • Read for detail – the appraisal interview
7 What's in a brand?	• Talk about company history • Describe/explain strategies • Use decimals, percentages and large numbers	• Linking and sequencing words • *must, have to* for necessity • Nouns and adjectives ending with *~ing*	• Research – company history • Market research • Company statistics • Read for detail – developing a brand

	• Talk about sales figures and company growth		
8 Can I help you?	• Make a hotel reservation • Make comparisons • Describe hotel facilities • Make suggestions • Make offers and requests	• *slightly*, *a lot*, *much more* • Comparisons with modifiers • *can*, *could*, *may* for possibility • *would*/*should* for suggestions • Uses of *would*	• Research – find a place to stay • Written correspondence • Plan an event • Research – attracting visitors
9 It's an order!	• Give definitions • Take/place an order • Deal with complaints • Talk about availability and payment • Make offers and suggestions	• Relative clauses and ~*ing* forms • Simple passive forms • Imperatives with *let*	• Write instructions • Written correspondence • Read for detail – a worthwhile job • Research – fair trade
10 Global reach	• Explain/describe a system or process • Make recommendations • Arrange courier shipments • Deal with transport documents	• Sequencing words • Passive form with *get* • Phrasal verb patterns • *the* with uncountable nouns	• Research – the journey of a product • Research – company services • Read for facts and figures – customer relationships
Progress check Units 6–10			
11 The big sell	• Decide priorities • Agree/disagree • Ask for/report information • Discuss alternatives	• First conditional with *will, could, may* • Reporting verbs *say, decide, agree* • Adjectives + verb infinitive patterns	• Write a short report • Written correspondence • Research – improving a product • Read for gist and detail – drug companies
12 It's in the making!	• Talk about production figures • Talk about production processes • Give reasons for actions • Talk about quality control	• Uses of *do* • Sequencing devices • *to* + infinitive • Simple noun groups	• Research – a manufacturing process • Read for gist and detail – sports sponsorship • Written correspondence
13 Bank it!	• Use banking terms • Deal with/make a complaint • Apologize politely • Talk about necessity	• ~*ing* forms and infinitives • Infinitive structures • *need, don't need, don't have to*	• Written correspondence • Research – banking services • Read for gist and detail – credit card debt
14 Food for thought	• Describe past habits and states • Describe restaurants • Talk about future intentions • Talk about customer satisfaction • Express positive and negative	• *used to* • *going to* • Second conditional sentences	• Read for gist and detail – organic food • Write a market survey

	reactions		
15 It's an e-world!	• Describe trends • Talk about using the Internet • Make predictions • Be convincing • Express reservations	• Present progressive • *will* future • *~ing* forms in verbs, nouns and adjectives	• Write a simple business plan • Read for gist and detail – iPhone applications • Written correspondence
Progress check Units 11-15			

Unit 1	**Meeting people**	**More about people**	**A suitable job**
First contact	**Key language** – Meeting people **Language box** – Question words **Topic word list** – Company departments **Grammar** – Interrogative forms with question words **Pronunciation** – Intonation in *wh~* questions **Vocabulary** – Jobs	**Key language** – Social English **Language box** – Present simple and present progressive **Grammar** – Present simple and present progressive **Pronunciation** – Linking with *do* **Listening** – Likes and dislikes	**Reading** – Scanning and detail **Vocabulary** – Jobs and environment **Writing** – An advertisement for your perfect job **Speaking** – Language learning skills, preparing for an interview in English **Reading an article** **Vocabulary building** **Listening for information**

Unit 2	**A contact by phone**	**The first day**	**About the company**
Starting work	**Key language** – Telephoning **Language box** – Auxiliary verbs **Pronunciation** – Intonation and stress in telephone language **Grammar** – Auxiliary verbs *do, be, have* **Vocabulary** – Phrasal verbs	**Key language** – Job descriptions **Language box** – Modal verbs: *can*, *will*, *must*, *may* **Topic word list** – Activities at work **Grammar** – Modal verbs **Pronunciation** – Stress on auxiliary verbs **Vocabulary** – Office talk	**Reading** – Matching text to pictures and reading for detail **Vocabulary building** – Working with a dictionary **Writing** – Filling in a form **Listening** – Changing an appointment

Unit 3	**The right product**	**Anyone for e-commerce?**	**Testing issues**

Consumer power	**Key language** – Customer enquiries **Language box** – Comparing products **Topic word list** – Buying an MP3 player **Grammar** – Comparisons of adjectives and adverbs **Pronunciation** – Stress and pronunciation of comparisons **Vocabulary** – Products	**Key language** – For and against **Language box** – Zero conditional sentences **Grammar** – Zero conditional sentences **Pronunciation** – Sentence stress **Vocabulary** – Nouns and verbs	**Discussion** – Consumer issues **Reading** – Gist and detail **Vocabulary building** – Words and expressions **Writing** – Correspondence **Listening to a report** **Reading an article** **Vocabulary** – Matching

Unit 4	**Getting to work**	**Arriving at work**	**In the office**	**Office talk**
At work	**Key language** – Directions **Language box** – Prepositions (1) **Topic word list** – Places to go **Grammar** – Prepositions of movement and direction **Pronunciation** – The schwa sound \ə\ in prepositions **Vocabulary** – Categorizing **Listening** – Directions	**Key language** – At reception **Language box** – Present progressive **Grammar** – Present progressive **Pronunciation** – Intonation in formal and informal situations **Grammar** – Verbs **Writing** – A diary **Vocabulary** – Nouns and verbs	**Key language** – Likes and dislikes **Language box** – Prepositions **Grammar** – Prepositions of position **Pronunciation** – Weak forms and silent letters **Vocabulary** – Containers **Writing** – Likes and dislikes	**Reading** – Gist and detail **Vocabulary** – Matching definitions and vocabulary building **Writing** – Creating a survey and presenting the results **Vocabulary** – Collocation

Unit 5	**How does it work?**	**The line's engaged**	**You're in charge!**	**A mobile solution**
Telephone talk	**Key language** – How things work **Language box** – ~*ing* after prepositions **Topic word list** – Using a mobile phone **Grammar** – ~*ing* forms **Pronunciation** – Intonation in *wh*~ questions **Vocabulary** – Verbs	**Key language** – Telephone language **Language box** – *will* for decisions **Grammar** – Modal verb *will* **Pronunciation** – Sounds of the letter *u* **Vocabulary** – Telephones	**Key language** – Telephone language **Language box** – Expressing preferences **Grammar** – Infinitives **Pronunciation** – Consonants \tʃ\ and \dʒ\ **Vocabulary** – Dialogues	**Reading** – Gist and detail **Vocabulary building** – Finding phrases from the text and matching them to definitions **Discussion** – The best solution, role play **Writing** – Correspondence **Reading** – Completing a quiz **Listening** – Dealing with messages

				Writing – Text messages

Unit 6	**The feel-good factor**	**Just checking!**	**All in a day's work**	**How are you getting on?**
Learning the job	**Key language** – Work conditions **Language box** – Giving advice **Grammar** – Modal verbs should and need **Pronunciation** – Stress in modal verbs **Vocabulary** – Parts of the body **Writing** – Advice	**Key language** – Checking for problems **Language box** – Present perfect simple **Grammar** – Present perfect simple, past simple and *yes/no* questions **Pronunciation** – Intonation in *yes/no* questions **Vocabulary** – The ordering process	**Key language** – Talking about recent events **Language box** – Present perfect simple and progressive **Topic word list** – Activities at work or college **Grammar** – Present perfect simple and progressive **Pronunciation** – Word stress **Vocabulary** – Synonyms	**Reading** – For detail **Vocabulary** – Discovering words and expressions **Writing** – Filling in a form **Speaking** – Role play: an appraisal interview **Vocabulary** – Opposites **Writing** – Making a request **Listening** – Working week

Unit 7	**A success story**	**That's our product!**	**Sales trends**	**Branding matters**
What's in a brand?	**Key language** – Sequencing events **Language box** – Complex sentences **Topic word list** – Company histories **Grammar** – Complex sentences **Pronunciation** – Past simple endings **Grammar** – Linking with conjunctions **Vocabulary** – Furniture	**Key language** – Describing strategies **Language box** – Modal verbs: *must*, *have to* **Grammar** – Modal verbs *must*, *have got to*, *I have to* **Pronunciation** – Vowel sounds **Vocabulary** – Sales and marketing	**Key language** – Using numbers **Language box** – Words ending in *~ing* **Grammar** – *~ing* forms **Pronunciation** – Numbers **Vocabulary** – Forming nouns and verbs **Listening** – Brand power	**Reading** – Gist and detail **Vocabulary building** **Speaking** – Question forms **Writing** – Filling in a form **Listening for facts**

Unit 8	**Booking a hotel**	**Getting together**	**A good idea**	**Attracting visitors**
Can I help you?	**Key language** – Making a hotel reservation **Language box** – Compare prices	**Key language** – Hotel facilities **Language box** – Modal verbs – possibility and probability **Grammar** – Modal verbs	**Key language** – Making suggestions **Language box** – Modal auxiliary *would*	**Reading** – Matching captions to photos, reading for detail **Vocabulary building** **Research** – Attracting visitors

	Grammar – Modifiers (adjectives and adverbs) **Pronunciation** – Linking words **Grammar** – Comparisons **Vocabulary** – Missing information **Writing** – E-mail / letter of enquiry	**Pronunciation** – Intonation patterns **Vocabulary** – Hotel language	**Topic word list** – Gift ideas **Grammar** – Modal verb *would* **Pronunciation** – Multi-syllable words **Vocabulary** – Gifts **Writing** – Informal note	**Project** – Events in our town **Reading an article** **Vocabulary** – Business / hotels **Writing** – Describing hotel facilities **Listening** – Dates and events

Unit 9	**On our records**	**Customer enquiries**	**Orders and invoices**	**Fair trade**
It's an order!	**Key language** – Giving instructions **Language box** – Definitions using relative clauses and ~ing forms **Grammar** – Defining relative clauses **Pronunciation** – Consonants and consonant clusters **Vocabulary** – Ordering **Writing** – Responding to a customer	**Key language** – Dealing with customers **Language box** – Passive forms **Grammar** – The passive **Pronunciation** – Word endings **Vocabulary** – Dialogue	**Key language** – Orders **Language box** – Imperatives **Topic word list** – Items for a party **Grammar** – The imperative *let* and *let's* **Pronunciation** – Intonation in question tags **Vocabulary** – Prepositions	**Reading** – Gist and detail **Vocabulary building** **Discussion** – Job priorities **Research** – Fair trade **Reading** – matching pictures and text **Vocabulary** – prepositions and adverbs **Writing** – Passive for processes **Listening to a report**

Unit 10	**International transport**	**Frequently Asked Questions (FAQs)**	**Another form to fill in!**	**Customer relations**
Global reach	**Key language** – Sequences in a system **Language box** – Passive with get **Grammar** – Passive with get **Pronunciation** – Difficult words **Vocabulary** – Money	**Key language** – Sending goods **Language box** – Phrasal verbs **Grammar** – Phrasal verbs **Pronunciation** – Countries **Vocabulary** – Time expressions	**Key language** – Filling in transport documents **Language box** – Countable and uncountable nouns **Grammar** – Countable and uncountable nouns **Pronunciation** – The alphabet, abbreviations and acronyms **Vocabulary** – Countable or uncountable	**Reading** – Facts and figures **Vocabulary building** **Discussion** – Customer relations **Reading an article** **Vocabulary** – Explanations **Listening** – The cost of

				living **Writing** – A summary

Unit 11	Let's promote it!	What did they say?	Packaging magic	Affordable drugs
The big sell	**Key language** – Discussing priorities **Language box** – First conditional with will, may, could **Grammar** – First conditionals **Pronunciation** – Intonation in agreeing and disagreeing **Grammar** – will, may, could **Vocabulary** – Toiletries	**Key language** – Getting information **Language box** – Reported verbs **Grammar** – Reported verbs **Pronunciation** – Intonation for responding to information **Vocabulary** – Adjectives	**Key language** – Talking about alternatives **Language box** – Adjective + infinitive pattern **Topic word list** – Adjectives to describe packaging **Grammar** – Adjectives with infinitives **Pronunciation** – Stress for giving information **Vocabulary** – Prepositions	**Reading** – Gist and detail **Vocabulary building** **Research** – Charity work **Writing** – Correspondence **Vocabulary** – Definitions

Unit 12	About the company	Just add the fizz!	Quality every time	They are our sponsors!
It's in the making!	**Key language** – Discussing priorities **Language box** – First conditional with will, may, could **Grammar** – First conditionals **Pronunciation** – Intonation in agreeing and disagreeing **Grammar** – will, may, could **Vocabulary** – Toiletries	**Key language** – Describing a process **Language box** – Expressing purpose: *to* + infinitive **Grammar** – Infinitives **Topic word list** – Manufacturing processes **Pronunciation** – *do* and *does* **Grammar** – Expressing purpose with *to* + infinitive **Vocabulary** – Product containers	**Key language** – Talking about quality control **Language box** – Nouns in groups **Grammar** – Noun groups **Pronunciation** – Stress in noun groups **Vocabulary** – Noun groups	**Reading** – Gist and detail **Discussion** – Choosing a slogan **Writing** – Correspondence **Reading a webpage** **Vocabulary** – Definitions **Writing** – sponsorship

Unit 13	What can we do for you?	Where's my money?	What's the interest?	Dealing with debt
Bank it!	**Key language** – Banking services **Language box** – ~*ing* forms	**Key language** – Complaining and apologizing **Language box** – Verb	**Key language** – Talking about bank accounts **Language box** – *need to*, *don't*	**Reading** – Gist and detail **Vocabulary building** **Discussion** – Managing money

	and infinitives **Grammar** – *~ing* forms (gerund) and infinitives **Pronunciation** – Difficult words **Vocabulary** – Banking services **Writing** – Application form	patterns: verb + object + infinitive **Grammar** – Infinitives **Pronunciation** – Polite intonation patterns **Vocabulary** – Word combinations **Listening** – Telephone numbers	*need to* and *don't have to* **Topic word list** – Banking services **Grammar** – *need* and *have got to* and *I have to* **Pronunciation** – Stress on key words **Vocabulary** – Banking	**Research** – Managing debt

Unit 14	**Eating in style**	**It's on the company!**	**What the customer wants**	**Dealing with debt**
Food for thought	**Key language** – Talking about restaurants **Language box** – *used to*: habits and states in the past **Grammar** – *used to* **Topic word list** – Canteens and cafeterias **Pronunciation** – *used to* and *didn't use to* **Vocabulary** – Food	**Key language** – Talking about impressions **Language box** – going to for future intentions **Grammar** – present progressive and going to for intentions **Pronunciation** – Positive and negative responses **Vocabulary** –Food	**Key language** – Customer satisfaction **Language box** – Second conditional sentences **Grammar** – Second conditionals **Pronunciation** – Stress on new information **Vocabulary** – Word combinations	**Reading** – Gist and detail **Writing** – A market survey **Reading an article** **Vocabulary** – Word combinations **Listening** – At the restaurant

Unit 15	**Living in cyberspace**	**www.entertainment**	**Getting started**	**Mobile communications**
It's an e-world!	**Key language** – Talking about the Internet **Language box** – Present progressive for describing trends **Grammar** – Present progressive and Present perfect progressive **Pronunciation** – British and American pronunciation **Vocabulary** – Phrasal verbs	**Key language** – Expressing doubt **Language box** – *will* for predictions **Grammar** – *will* **Topic word list** – Ideas for new businesses **Pronunciation** – Contractions of *will* **Grammar** – The future **Vocabulary** – Definitions	**Key language** – Convincing others **Language box** – *~ing* forms **Grammar** – *~ing* forms **Topic word list** – Ideas for new businesses **Pronunciation** – Intonation when expressing reservations **Grammar** – *~ing* and **~***ed* forms **Vocabulary** – Opposites	**Reading** – Gist and detail **Discussion** – Gadgets **Writing** – Correspondence **Reading an article** **Vocabulary building** **Listening to a report**

Level 2

Unit	Objectives	Language points	Business skills
1 People at work	• Work and leisure • Social English	• Review of tenses • Modals in the present • Modals in the past	• Write an e-mail • Write CVs and covering letters • Read for detail
2 Business abroad	• Arrange meetings • Book a flight • Talk about probability and expectation	• *should* and *have to* • *~ing* forms and infinitives • *it* as a preparatory subject	• Write a short report • Research – advertising locations • Case study – airport expansion • Write a press release
3 The business of sport	• Discuss options • Make arrangements • Set up an event • Discuss future plans	• Future forms • *wh~* questions	• Write an itinerary • Write a letter of enquiry • Read for specific information • Write a proposal
4 Selling fashion	• Discuss trends and performance • Discuss marketing strategies • Discuss company image	• Position of adjectives • Adjectives and adverbs • Modals – past ability and obligation	• Write an article • Write a marketing proposal • Case study – creating an image • Write FAQs
Progress check Units 1–4			
5 Business environments	• Raise/deal with objections • Describe an office or building • Talk about facilities	• *do, make* and *have* • Verb forms – progressive and non-progressive • *make* and *have*	• Write a letter of complaint • Write a short report • Read for detail • Research – financial districts
6 Better connections	• Describe an IT system • Give instructions • Describe a virus protection process • Discuss advantages and suitability	• Purpose and result • Adverbs – qualifying and intensifying • Indirect questions	• Write a summary • Write a short report • Case study – marketing and the web • Create a website
7 It's all about people	• Talk about job skills and responsibilities • Discuss career development and training	• *~ing* forms • Modals – past, present and future possibilities • Connectors	• Personal development plans • SWOT analysis • Research – development opportunities
8 Entertaining business	• Negotiate a deal • Talk about terms and conditions • Persuade others • Polite and indirect questions	• Relative pronouns • Direct and indirect objects • Word order – indirect questions	• Read for facts and figures • Research – cross-cultural comparisons • Case study – customized entertainment
Progress check Units 5–8			

9 How is it made?	• Describe manufacturing processes • Justify decisions • Make and accept criticism	• Passive forms • Past perfect • 2nd conditional with *if, unless*	• Research – innovations • Read for detail • Research – distribution
10 Money matters	• Discuss business banking • Discuss future actions • Describe trends and developments • Present company performance	• *will, going to*, ~*ing* future forms • Adverbs and adjectives • Future perfect	• Write a letter of offer • Research – a company report • Case study – ethical banking • Write a formal report
11 Advertise it!	• Discuss advertising campaigns • Discuss aims, actions and results • Make recommendations • Sell advertising space	• Perfect passive forms • 3rd conditional sentences • *many* and *much*	• Write a proposal • Write an advertisement • Research – company marketing
12 Energize!	• Take part in a conference • Discuss pros and cons • Express opinions • Report back	• *some, any* and *no* compounds • Reported speech • Question forms	• Research – renewable energy • Write a letter of confirmation • Case study – a green school • Write a proposal
Progress check Units 9–12			

Unit 1	**Time out**	**Introductions**	**Your CV says it all**	**Personality counts**
People at work	**Key language** – Socializing, offering and inviting, catching up **Language box** – Revision of tenses **Grammar** – Present simple, Past simple, Present perfect simple, Present progressive, Present perfect progressive, *going to* future **Vocabulary** – socializing **Listening** – a conversation	**Key language** – Introductions, what they do **Language box** – *can, must* (deductions) *ought to,* and *had better* **Grammar** – modal verbs for obligation, logical deduction, possibility **Vocabulary** – idioms and register **Writing** – introductions **Writing to a friend**	**Key language** – Discussing and assessing job applications **Language box** – Modals in the past **Grammar** – modal verbs in the past (*must, ought to, can, can't, should*) **Vocabulary** – CVs **Writing** – CVs **Pronunciation** – modals in the past	**Reading for detail** **Speaking** – discussing covering letters **Writing a covering letter** **Vocabulary** – prepositions **Reading a webpage** **Listening** – a new career **Vocabulary** – prepositions

Unit 2	**Setting the scene**	**A direct flight?**	**Minds on media**	**Case study – Airport on the move**
Business abroad	**Key language** – Setting up a meeting	**Key language** – Booking a flight, paying for the flight	**Key language** – Discussing options and terms	**Reading for matching & discussion**

	Language box – *should* and *have to* for things that are probable or expected **Grammar** – modal verbs, obligation and probability/expectation **Vocabulary** – arranging meetings, prepositions **Reading** – a phone call **Writing** – an e-mail	**Language box** – *~ing* forms and infinitives **Grammar** – *~ing* forms and infinitives **Vocabulary** – arranging flights, opposites **Reading** **Writing an e-mail**	**Language box** – *it* as a subject **Grammar** – sentence structure with *it* as a subject **Grammar** – *it* as a preparatory subject **Vocabulary** – airports and advertising, word partnerships **Pronunciation** – stressed and unstressed modal verbs	**Speaking** – project work: designing, discussing & reporting airport expansion **Writing a press release** **Reading an article** **Listening** – our airport

Unit 3	**The right product**	**Making arrangements**	**A day out**	**Cheap and chic?**
Entertaining Times	**Key language** – Discussing options **Language box** – Present tense to talk about the future **Grammar** – talking about the future **Grammar** – future forms **Vocabulary** – entertaining phrases **Listening** – making decisions **Reading a website**	**Key language** – Making arrangements, confirming and concluding **Language box** – *wh~* questions **Grammar** – *wh~* questions **Vocabulary** – entertaining **Booking enquiries**	**Key language** – Discussing future plans **Language box** – Future using *will* or the present progressive **Grammar** – future **Vocabulary** – opposites **Listening** – telephone messages **Pronunciation** – *wh~* questions and intonation patterns	**Reading for detail** **Speaking** – discussing & presenting options for business entertaining **Writing a proposal** **Vocabulary** – multi-word adjectives **Reading** – advertisement **Listening** – where to go

Unit 4	**Global fashion**	**Moving fast**	**What sells clothes?**	**Case study – Creating an image**
Selling fashion	**Key language** – Discussing a group **Language box** – Adjectives before a noun **Grammar** – order of adjectives **Vocabulary** – suffixes **Listening** – market share **Writing an article**	**Key language** – Discussing a company **Language box** – Adjectives and adverbs **Grammar** – adjectives, adverbs **Pronunciation** – /ʃ/ and /tʃ/ sounds **Vocabulary** – listening for detail **Drawing graphs** **Writing a report**	**Key language** – Marketing strategies **Language box** – Talking about past ability and obligation **Grammar** – modals in the past **Grammar** – past ability and obligation **Vocabulary** – marketing strategies **Reading an article**	**Listening for detail** **Reading for discussion** **Speaking** – project work: discuss campaign options, role-play a company meeting **Writing** – FAQs **Reading an article** **Listening** – a fashion show

Unit 5	A productive environment	Integrated planning	An ecological building	Creating a financial district
Business environment	**Key language** – Handling objections **Language box** – *do* and *make* **Grammar** – *do* and *make* **Vocabulary** – Dealing with problems **Listening** – a heated discussion **Language links** – UK and US English	**Key language** – Discussing office space **Language box** – Progressive and nonprogressive forms **Grammar** – progressive and non-progressive forms **Vocabulary** – word partnerships, adjective formation **Writing** – office space **Listening** – an office for rent	**Key language** – Describing buildings **Language box** – Causative *make* and *have* **Grammar** – *make* and *have* **Reading** – building facilities **Vocabulary** – learning new words **Pronunciation** – sound discrimination, vowel sounds /iː/, /ɪ/ and / aɪ/	**Reading for detail & comparison** **Speaking** – researching & presenting a new financial district **Vocabulary** – describing a project **Rejuvenating an urban district** **Listening** – a dictation **Reading an article** **Writing a proposal**

Unit 6	Communicating in-house	Don't get a virus!	A cost-effective system?	Case study – Reaching the world
Better connections	**Key language** – Talking about an IT system, giving instructions **Language Box** – Purpose and result **Grammar** – purpose and result **Vocabulary** – computers **Listening** – instructions **Writing instructions**	**Key language** – Describing a process **Language box** – Adverbs – qualifying and intensifying **Grammar** – adverbs **Listening** – how not to do it **Writing guidelines**	**Key language** – Discussing advantages and suitability **Language box** – Indirect questions – word order **Grammar** – indirect questions **Reading** – managing a firewall **Pronunciation** – /v/ and /w/ sounds	**Reading for detail & discussion** **Speaking** – research & discussing a website **Reading a webpage** **Vocabulary** **Listening** – dictation **Writing a short report**

Unit 7	Talking shop	Is this you?	Moving ahead	Career opportunities
It's all about people	**Key language** – Talking about skills and responsibilities **Language box** – *~ing* forms **Grammar** – gerunds **Grammar** – using the *~ing* form **Vocabulary** – departments **Writing** – recruitment	**Key language** – Discussing performance **Language box** – Possibility and obligation – past, present and future **Grammar** – modal verbs **Vocabulary** – multi-word verbs **Writing** – what about you?	**Key language** – Discussing training **Language box** – Connectors **Grammar** – link words **Vocabulary** – collocations **Pronunciation** – referring back **Language links** – referring back	**Reading for gist & detail** **Speaking** – role-play discussing the right candidate **Listening** – a personal development plan **Writing a PDP**

Unit 8	Art and business	Enter Bollywood	Big deal	Case study – Customize it!
Entertaining business	**Language box** – Relative pronouns **Grammar** – using relative pronouns *which*, *who*, *whom*, *that* and *whose* **Vocabulary** – sponsoring an exhibition **Listening** – negotiation tactics	**Key language** – Talking about terms and conditions **Language box** – Persuading **Vocabulary** – film industry words **Grammar** – using the accusative construction (verb–object–verb) **Grammar** – word order, verb forms **Vocabulary** – film production	**Key language** – Being indirect, indirect questions, negotiating a production deal **Language box** – Polite, indirect questions **Grammar** – using indirect questions **Vocabulary** – film finance and distribution **Pronunciation** – intonation **Language Links** – misunderstandings	**Reading for matching & discussion** **Speaking** – project work: researching & discussing customization in entertainment **Writing a description** **Reading an article** **Listening** – what's the product? **Writing** – describing a product

Unit 9	It sounds great	Cleaning up	It's made of plastic	Moving good about
How is it made?	**Key language** – Describing processes **Language box** – The passive **Grammar** – the passive **Grammar** – passive and active verb forms **Vocabulary** – the development process	**Key language** – Making and accepting criticism **Language box** – Past perfect **Grammar** – using *had* + present participle **Grammar** – past tenses **Writing** – criticisms and justifications	**Key language** – Describing a process **Language box** – Conditional sentences **Grammar** – conditionals **Vocabulary** – The production process **Listening** – The production process **Pronunciation** – Vowel sounds \æ\ or \ʌ\	**Reading for gist & detail** **Speaking** – researching & reporting warehousing & distribution **Vocabulary** – warehousing & distribution **Reading an article**

Unit 10	Bank your money	Facts and figures	Presenting your business	Case study – Ethical moves
Money matters	**Key language** – Getting information **Language box** – Future forms **Grammar** – the future **Pronunciation** – stressed and unstressed future forms **Vocabulary** – banking words	**Key language** – Reporting facts **Language box** – Adjectives and adverbs **Grammar** – modifiers – adjectives and adverbs **Vocabulary** – Trend words	**Key language** – Presenting the results **Language box** – Future perfect **Grammar** – the future perfect **Vocabulary** – verbs and nouns **Company performance** **Research** – your own company	**Reading for detail** **Speaking** – researching, interviewing & presenting ethical banking **Writing a report** **Vocabulary** – ethical banking **Reading information online**

				Listening – survey results **Writing a survey**

Unit 11	**Get noticed!**	**Sound advice**	**Selling space**	**Creating an image**
Advertise it!	**Key language** – Aims, actions and results **Language box** – Perfect passive forms **Grammar** – the passive **Vocabulary** – the media **Writing** – Correspondence	**Key language** – Discussing media, making recommendations **Language box** – Third conditional sentences **Grammar** – third conditional **Listening** – making recommendations **Vocabulary** – advertising	**Key language** – Telesales **Language box** – *much* and *many* **Grammar** – *much* and *many* **Pronunciation** – th /ð/ and d /d/ **Vocabulary** – advertising in directories **Listening** – a telephone conversation **Vocabulary** – prepositions	**Reading for detail** **Speaking** – discussing advertising **Writing an advertisement** **Vocabulary** – advertising **Reading an article** **Vocabulary** – digital marketing **Listening** – peer marketing

Unit 12	**Let's meet up**	**It's up to you!**	**Going green**	**Case study – Energy for education**
Energize!	**Key language** – Registration **Language box** – Compounds with *some~*, *any~* and *no~* **Grammar** – compounds with *some*, *any* and *no* **Pronunciation** – stressed and unstressed forms of *some* and *any* **Listening** – at a conference	**Key language** – Pros and cons **Language box** – Reported speech **Grammar** – reported speech **Vocabulary** – energy **Writing** – reporting opinions	**Key language** – Asking questions **Language box** – Question tags **Grammar** – question tags **Vocabulary** – energy-related words **Meet the press** **Writing** – a news bulletin	**Reading for detail & discussion** **Speaking** – project work: planning & presenting a plan for a new school building **Vocabulary** – energy **Reading an article** **Listening** – the news **Advantages and disadvantages**