

Inhalt

Refresher Course

PAGE	UNIT	TITLE	GRAMMAR
7		Introduction to Coolio magazine	
8	A	Making contact	Simple present; present progressive; present perfect
13	B	Work experience	Simple past; past progressive
18	C	Time out	Future forms
22	D	You are what you eat	Modal verbs
26	E	Getting about	<i>If</i> -sentences

Main Course

PAGE	UNIT	TITLE AND TEXTS	BACKGROUND BRIEFING	GRAMMAR	TASK OPTIONS
30	1	EUROPE AT WORK			
		<ul style="list-style-type: none"> ▶ Different routes to the right job ▶ The new Europe 	<ul style="list-style-type: none"> ▶ Preparing for work ▶ Employment trends 	Present perfect progressive; adverbs and adjectives; relative and contact clauses	Discussion
		CULTURE CHECK Forms of address			
40	2	REACHING THE MARKET			
		<ul style="list-style-type: none"> ▶ Youth market movers ▶ What brand are you? 	<ul style="list-style-type: none"> ▶ World trade in clothes and textiles ▶ The advertising industry 	Passive	Analysis and discussion; writing
		CULTURE CHECK Appropriate greetings			
50	3	THE ROAD TO THE FUTURE			
		<ul style="list-style-type: none"> ▶ Gridlock! ▶ Drivers face road pricing by satellite ▶ Towards zero emissions 	<ul style="list-style-type: none"> ▶ Cars and congestion ▶ Global energy supplies 	<i>If</i> -sentences; comparison of adjectives	Reading; role-play; discussion; writing
		CULTURE CHECK Being indirect			
60	4	HAVE TO HAVE!			
		<ul style="list-style-type: none"> ▶ How they make you buy ▶ Shopping mall or cybermall? 	<ul style="list-style-type: none"> ▶ The retail industry ▶ Access to the Internet 	Articles; some/any, much/many, few/little	Contrasting and analyzing a chart; class survey
		CULTURE CHECK Polite expressions			
70	5	OUR GLOBAL MARKET			
		<ul style="list-style-type: none"> ▶ The global economy ▶ Putting fairness into business 	<ul style="list-style-type: none"> ▶ Globalization ▶ The Fairtrade Foundation 	Connectors; indirect speech	Research; written and spoken presentations
		CULTURE CHECK Body language and personal space			

PAGE	UNIT	TITLE AND TEXTS	BACKGROUND BRIEFING	GRAMMAR	TASK OPTIONS
80	6	THE SERIOUS BUSINESS OF HOLIDAYS			
		<ul style="list-style-type: none"> ▶ Holiday encounter ▶ Mass tourism: for and against 	<ul style="list-style-type: none"> ▶ Travel and tourism ▶ Air travel 	Common errors	Analysis and discussion
		CULTURE CHECK National stereotypes			
90	7	ECO-CHOICES			
		<ul style="list-style-type: none"> ▶ What your answers mean ▶ Clean green power for Larsen City? 	<ul style="list-style-type: none"> ▶ Eco-friendly websites ▶ Global warming and energy 	Verbs + infinitive or <i>-ing</i> form	Survey; discussion
100	8	YOUR WORLD OF WORK			
		<ul style="list-style-type: none"> ▶ What every employer wants ▶ The workplace is always changing 	<ul style="list-style-type: none"> ▶ Job interviews ▶ Inside modern businesses 	Prepositional verbs; adjective + preposition; expressions with prepositions	Analysis; discussion; writing

Business Communication Course

PAGE	FILE	TITLE
110	1	The form and layout of business letters
114	2	Enquiries
121	3	Offers and quotations
129	4	Orders, acknowledgements and reminders
139	5	Dealing with complaints
150	6	Applying for a job
156	7	Telephoning: making contacts and arranging appointments
164	8	Emailing: making appointments, travel arrangements
174	9	Toolbox for business communication
177	10	Glossary of business terms
183		Exam practice A–D

Anhang

PAGE	TITLE
192	Partner pages
194	Begleitgrammatik
206	Lernhilfen
216	Hörverständnistexte
226	Grundwortschatz
230	Chronologisches Wörterverzeichnis
252	Alphabetisches Wörterverzeichnis
263	Unregelmäßige Verben