Topics /Vocabulary Grammar **Functions** Self study **GETTING TO KNOW EACH OTHER** 7 8 **STARTING OUT** Part A Getting down to business Starting your own business Simple present and Meeting and greeting Reading: Professors go to prison Being a successful present progressive Vocabulary and Writing entrepreneur Part B On the same wavelength Adverbs of frequency Socializing at work and Making small talk Grammar and vocabulary its importance and degree Improving your communication skills Gender differences Business jargon 16 **NEW IDEAS** Part A Striking it lucky Famous innovations and Simple past and Describing products Reading: Know your onions inventions past progressive and services Vocabulary and Writing Target markets Past habits Intellectual property Part B Cornering the market Company profiles Present perfect simple Talking about change Grammar and vocabulary Consumer trends and progressive, Writing about your past since and for **SPECIAL FOCUS 1: TELEPHONING** 24 26 **GETTING TOGETHER, STAYING TOGETHER** Part A How people network Making appointments Reading: Social networking goes Social networking at home Future: will and and at work Promoting your professional going to Vocabulary and writing Confusing words business Part B Company culture Cultural differences in Gerunds Communicating Grammar and vocabulary working practices at work Preparing a discussion on office Personal management etiquette Dressing for business 34 **BEST PLACE TO WORK ...** Part A The working environment Incentives and staff Present perfect and Presenting opinions Reading: A child at heart Vocabulary and writing retention simple past A good employer Part B Getting the best out of people Motivation and staff Comparison of Interviewing job Grammar and vocabulary appraisal adjectives applicants Giving advice **SPECIAL FOCUS 2: APPLYING FOR A JOB** 42

		Topics /Vocabulary	Grammar	Functions	Self study		
44	UNIT 5	WORKING TOGETHER					
		Part A Life's a game					
		Competition and team work	Adverbs and adjectives	Describing qualities and skills	Reading: Five key stages of effective teamwork Vocabulary and writing		
		Part B Good timing					
		Time management Cultural differences in attitudes to time Project management	Future: present progressive and going to	Talking about plans and arrangements	Grammar and vocabulary Tips for improving time management		
52	UNIT 6	MOVING EXPERIENCES					
		Part A Travellers' tales					
		Holiday travel and business travel Corporate travel policies	Zero and first conditional, if and when	Making travel arrangements	Reading: Top tourist destinations Vocabulary and writing		
		Part B Working globally					
		Working abroad Working in international teams Relocation	Modal verbs	Supporting opinions	Grammar and vocabulary Researching gap year opportunities		
60		EXAM OPTION 1: TEST OF READING					
62	7	THE BOTTOM LINE					
5 -	UNIT						
	켸	Part A Money matters					
		Cultural differences in attitude to money Financial crisis	Second conditional	Giving effective presentations	Reading: Marketplaces around the world Vocabulary and writing		
		Cultural differences in attitude to money	Second conditional		the world		
		Cultural differences in attitude to money Financial crisis	Second conditional Third conditional		the world		
70	UNIT 8	Cultural differences in attitude to money Financial crisis Part B Planning for success Business success and reasons for business failure SWOT analysis	Third conditional	presentations	the world Vocabulary and writing Grammar and vocabulary		
70	UNIT 8	Cultural differences in attitude to money Financial crisis Part B Planning for success Business success and reasons for business failure SWOT analysis Choosing options	Third conditional	presentations	the world Vocabulary and writing Grammar and vocabulary		
70	UNIT 8	Cultural differences in attitude to money Financial crisis Part B Planning for success Business success and reasons for business failure SWOT analysis Choosing options PRODUCTS AND SER	Third conditional	presentations	the world Vocabulary and writing Grammar and vocabulary		
70	UNIT 8	Cultural differences in attitude to money Financial crisis Part B Planning for success Business success and reasons for business failure SWOT analysis Choosing options PRODUCTS AND SER Part A That's about the size of Product specifications Weights and measures	Third conditional RVICES of it	Presenting ideas	the world Vocabulary and writing Grammar and vocabulary Planning a local event Reading: A day without coffee		
70	UNIT 8	Cultural differences in attitude to money Financial crisis Part B Planning for success Business success and reasons for business failure SWOT analysis Choosing options PRODUCTS AND SER Part A That's about the size of Product specifications Weights and measures EU regulations	Third conditional RVICES of it	Presenting ideas	the world Vocabulary and writing Grammar and vocabulary Planning a local event Reading: A day without coffee		
70	UNIT 8	Cultural differences in attitude to money Financial crisis Part B Planning for success Business success and reasons for business failure SWOT analysis Choosing options PRODUCTS AND SER Part A That's about the size of Product specifications Weights and measures EU regulations Part B Crossing borders Services Pros and cons of outsourcing	Third conditional RVICES of it Passive (1) Reflexive and reciprocal pronouns	Presentations Presenting ideas Collecting information Weighing up pros	the world Vocabulary and writing Grammar and vocabulary Planning a local event Reading: A day without coffee Vocabulary and writing Grammar and vocabulary		

		Topics /Vocabulary	Grammar	Functions	Self study			
80	UNIT 9	MARKETING MEASURES						
		Part A Branded for life						
		National branding Creating a brand image	Tag questions	Developing a branding strategy	Reading: Brand Otavalo Vocabulary and writing			
		Part B Making the best of it						
		Marketing strategies Marketing mix	Passive (2)	Sending text messages	Grammar and vocabulary Your own USP			
88	UNIT 10	ETHICS						
		Part A The rights and wrongs						
		Corporate Social Responsibility Social entrepreneurship	Reported speech (1)	Apologizing	Reading: How ethical are you? Vocabulary and writing			
		Part B Business and the environment						
		Urgent environmental issues: water and food supplies Green living	Reported speech (2)	Being persuasive	Grammar and vocabulary Can-do statements			
96		EXAM OPTION 3: TEST OF LISTENING AND SPEAKING						
98		FILES						
109		GRAMMAR						
	110	Grammar terms						
	111	Grammar and exercises						
	141	Irregular verbs						
142		Appendix						
	142	Transcript						
	150	Key: Self study / Exam options						
	153	Key: Grammar and exercises						
	155	Vocabulary: A–Z						

Symbols

CD 1 02 = Classroom CD 1, track 2 CD 02 = Self study CD, track 2