

SOMMAIRE

BUSINESS

UNIT A – Company organisation

Lesson 1	Grammar and functions	Vocabulary	Skills and sounds
Talking about company structure	Present simple	Company structure	<p>Reading: reading for main ideas; reading for specific information</p> <p>Listening: listening for main ideas; listening for specific information</p> <p>Sounds: dates, times and telephone numbers</p>

UNIT A – Company organisation

Lesson 2	Grammar and functions	Vocabulary	Skills and sounds
Finding your way around the office	Giving advice Making deduction Modal auxiliary verbs	Office equipment	<p>Reading: reading for main ideas</p> <p>Listening: listening for specific information</p> <p>Writing: giving directions in a building</p> <p>Speaking: talking about office regulations</p> <p>Sounds: sentence stress</p>

UNIT A – Company organisation

Lesson 3	Grammar and functions	Vocabulary	Skills and sounds
Describing procedures	Giving, refusing and accepting advice Giving reasons Expressing purpose Gerunds and infinitives	Words connected with office procedures Special marking on letters Private enterprise	<p>Reading: reading for main ideas; understanding text organisation</p> <p>Listening: listening for specific information</p> <p>Speaking: discussing the procedure for purchasing components</p> <p>Writing : writing a telephone enquiry; writing a memo</p>

UNIT A – Company organisation

Video A	Grammar and functions	Vocabulary	Skills and sounds
Smart structures	Giving, refusing and accepting advice Giving reasons	Intelligent building	Speaking: talking about fire instructions Reading: reading for main ideas Listening: listening for main ideas; listening for specific information Writing: describing an intelligent building

UNIT B – Job descriptions

Lesson 4	Grammar and functions	Vocabulary	Skills and sounds
Talking about jobs	Present perfect	Jobs and companies Professional skills and personal qualities Dealing with difficult vocabulary	Listening: listening for main ideas Speaking: talking about jobs

UNIT B – Job descriptions

Lesson 5	Grammar and functions	Vocabulary	Skills and sounds
Writing a job description	Conditionals Present Continuous	Words connected with a job description	Reading: reading for main ideas Writing: writing about an ideal job

UNIT B – Job descriptions

Lesson 6	Grammar and functions	Vocabulary	Skills and sounds
Dealing with job applications	Present Perfect Continuous Describing necessary skills and abilities, and personal qualities Asking for people's opinions; agreeing with people's opinions; giving opinions; disagreeing with people's opinions Writing a letter of application for a job	Words connected with job applications	Listening: listening for main ideas; listening for specific information Reading: reading for main ideas; Speaking: choosing a candidate for a job Writing: writing a job application

UNIT B – Job descriptions

Lesson 7	Grammar and functions	Vocabulary	Skills and sounds
Assessing job candidates and employees	Praising and reprimanding	Skills and job performance Staffing methods	Listening: listening for specific information Reading: reading for main ideas

UNIT B – Job descriptions**Video B****Grammar and functions****Vocabulary****Skills and sounds****Pioneers**

Present continuous
Present perfect
continuous
Describing necessary
skills and abilities, and
personal qualities

Words used to talk
about pioneers

Reading: reading for main
ideas; reading for specific
information

Listening: listening for main
ideas; listening for specific
information

Writing: describing a pioneer

UNIT B – Job descriptions**Test A & B****Grammar and functions****Vocabulary****Skills and sounds****UNIT C – Manufacturing****Lesson 8****Grammar and functions****Vocabulary****Skills and sounds****Describing
manufacturing
process**

Relative clauses
Compound verbs

Manufacturing process
Machines

Reading: reading for specific
information

UNIT C – Manufacturing**Lesson 9****Grammar and functions****Vocabulary****Skills and sounds****Describing systems
and machines**

Describing shape
Describing position
Describing function

Describing shape
Plumbing and
lightening system

Listening: listening for main
ideas; listening for specific
information

Writing: describing the
plumbing and lightening
system of a factory

Speaking: describing
machines and devices

UNIT C – Manufacturing**Lesson 10****Grammar and functions****Vocabulary****Skills and sounds****Visiting a factory**

Expressing obligation,
permission, prohibition

Factory

Listening: listening for specific
information

Reading: reading for main
ideas; reading for text
organisation

Writing: writing a presentation
of a process

UNIT C – Manufacturing

Video C

High quality product

Grammar and functions

Describing shape
Describing function
Describing of production processes

Vocabulary

Tiles manufacturing

Skills and sounds

Speaking: talking about a company's reputation

Reading: reading for specific information; reading for main ideas

Listening: listening for specific information; listening for main ideas

Writing: describing a manufacturing process

UNIT D – Finance & accounting

Lesson 11

Talking about money

Grammar and functions

Past simple
Talking about cause and effect
Giving additional information
Expressing contrasting information

Vocabulary

Stock Market Report

Skills and sounds

Writing: writing down calculations

Listening: listening for specific information

Reading: reading for specific information

Sounds: Exchange rates

UNIT D – Finance & accounting

Lesson 12

Describing company performance

Grammar and functions

Numbers
Past simple

Vocabulary

Words used to describe company performance

Skills and sounds

Listening: listening for specific information; listening for main ideas

Reading: understanding text organisation

UNIT D – Finance & accounting

Lesson 13

Analysing & predicting financial performance

Grammar and functions

Talking about plans and intentions
Making predictions about the future

Vocabulary

Balance sheet
Trading performance

Skills and sounds

Listening: listening for main ideas; listening for specific information

Speaking: talking about a company's future prospects

UNIT D – Finance & accounting

Lesson 14

In search for sound investments

Grammar and functions

Prepositional usage for investment verbs

Vocabulary

Investment analysis methods

Skills and sounds

Listening: listening for specific information

Reading: reading for main ideas

UNIT D – Finance & accounting

Video D	Grammar and functions	Vocabulary	Skills and sounds
The City	Expressing advantages Describing characteristics	Words used when talking about the City	<p>Reading: reading for main ideas; reading for specific information; understanding text organisation</p> <p>Speaking: running business in the City of London</p> <p>Listening: listening for specific information; listening for main ideas</p> <p>Writing: describing the City of London</p>

UNIT D – Finance & accounting

Test C & D	Grammar and functions	Vocabulary	Skills and sounds
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UNIT E – Marketing new products

Lesson 15	Grammar and functions	Vocabulary	Skills and sounds
Suggesting new product ideas	Reported speech	Parts of speech New product ideas	<p>Reading: reading for main ideas</p> <p>Listening: listening for main ideas; listening for specific information</p> <p>Writing: writing about new product ideas</p>

UNIT E – Marketing new products

Lesson 16	Grammar and functions	Vocabulary	Skills and sounds
Describing systems and machines	Talking about degrees of probability Modal verbs	Fixed and variable costs	<p>Reading: reading for main ideas; reading for specific information</p> <p>Listening: listening for specific information</p> <p>Speaking: talking about the customer survey; interviewing a customer</p>

UNIT E – Marketing new products

Lesson 17	Grammar and functions	Vocabulary	Skills and sounds
Branding and pricing decisions	Interrupting politely	Branding and pricing	<p>Listening: listening for specific information</p> <p>Reading: reading for main ideas</p>

UNIT E – Marketing new products

Lesson 18	Grammar and functions	Vocabulary	Skills and sounds
Discussing reports	Beginning and concluding a report Reporting what has been said Reported speech Chairing a meeting	New product report	Writing: writing a report Listening: listening for specific information Speaking: chairing a meeting

UNIT E – Marketing new products

Video E	Grammar and functions	Vocabulary	Skills and sounds
Good design	Expressing opinions Describing a design process	Garden tool's design	Speaking: talking about design Listening: listening for specific information; listening for main ideas Reading: understanding text organisation; reading for main ideas Writing: writing about a good design of a product

UNIT F – Advertising & sales promotion

Lesson 19	Grammar and functions	Vocabulary	Skills and sounds
Discussing advertising media	Giving additional information Simplifying and rephrasing Giving examples	Computers Words connected with advertising Parts of speech Job categories	Listening: listening for specific information; listening for main ideas Speaking: my favourite type of advertising

UNIT F – Advertising & sales promotion

Lesson 20	Grammar and functions	Vocabulary	Skills and sounds
Preparing a product description	Articles	Computer	Reading: reading for main ideas Listening: listening for specific information; listening for main ideas Writing: writing a product description Speaking: talking about a product description

UNIT F – Advertising & sales promotion

Lesson 21	Grammar and functions	Vocabulary	Skills and sounds
Discussing the promotional mix	Writing a business letter Announcing new information Referring to previous information Requesting a reply Concluding a letter application for a job	Sales promotion	Reading: understanding text organisation; reading for main ideas Writing: writing a business letter

UNIT F – Advertising & sales promotion

Video F	Grammar and functions	Vocabulary	Skills and sounds
Going global	Expressing opinions Adjectives Comparing Summarising	Advertising Guinness	Speaking: talking about an advertising campaign; talking about a new marketing concept Listening: listening for main ideas; listening for specific information Reading: reading for main ideas, reading for specific information; understanding text organisation

UNIT F – Advertising & sales promotion

Test E & F	Grammar and functions	Vocabulary	Skills and sounds
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UNIT G – Negotiations & sales

Lesson 22	Grammar and functions	Vocabulary	Skills and sounds
Dealing with sales enquiries	Making, replying to an enquiry Making, rejecting an offer Concluding a letter Promising action	Sales enquiries	Reading: reading for main ideas; reading for specific information; understanding text organisation Listening: listening for specific information; listening for main ideas Writing: writing a business letter

UNIT G – Negotiations & sales

Lesson 23	Grammar and functions	Vocabulary	Skills and sounds
Dealing with sales orders	Making, accepting and refusing a request	Methods of payment	Listening: listening for specific information Speaking: making, accepting and refusing a request Reading: understanding text organisation; reading for main ideas

UNIT G – Negotiations & sales

Lesson 24	Grammar and functions	Vocabulary	Skills and sounds
Negotiating a sale	Reporting what has been said Reported speech	Sales terms	Listening: listening for specific information Writing: writing a report Reading: understanding text organisation

UNIT G – Negotiations & sales

Lesson 25	Grammar and functions	Vocabulary	Skills and sounds
Negotiating to win	Reacting to and making suggestions Collocations for words describing negotiations	Describing negotiations	Listening: listening for specific information Speaking: reacting to and making suggestions Reading: reading for main ideas

UNIT G – Negotiations & sales

Video G	Grammar and functions	Vocabulary	Skills and sounds
Partners	Reporting what has been said Reported speech	Sugar production	Reading: reading for main ideas; understanding text organisation Listening: listening for specific information; listening for main ideas

UNIT H – Distribution & transport

Lesson 26	Grammar and functions	Vocabulary	Skills and sounds
Arranging package & carriage	Position of adjectives Presenting an argument	Means of transport Packing containers Words connected with packaging and transport	Reading: reading for main ideas Speaking: presenting an argument Sounds: measurements

UNIT H – Distribution & transport

Lesson 27	Grammar and functions	Vocabulary	Skills and sounds
Making transport arrangements	Making transport arrangements Talking about the future Future simple Future continuous Future perfect	Consignment	Listening: listening for specific information Reading: reading for specific information Speaking: making transport arrangements Writing: making transport arrangements

UNIT H – Distribution & transport

Lesson 28

Grammar and functions

Vocabulary

Skills and sounds

Preparing transport documentsComplaining
ApologisingTransport documents
Words connected with transporting goods**Listening:** listening for specific information**Reading:** reading for main ideas**Writing:** writing a letter of complaint; writing a letter of apology; making transport arrangements**UNIT H – Distribution & transport**

Video H

Grammar and functions

Vocabulary

Skills and sounds

Electronic point of salePosition of adjectives
Presenting an argument
Describing a process

Electronic stockholding

Writing: describing the stock taking process; computerised stock taking at home**Listening:** listening for specific information; listening for main ideas**Reading:** reading for main ideas; understanding text organisation**UNIT H – Distribution & transport**

Test G & H

Grammar and functions

Vocabulary

Skills and sounds

UNIT I – Insurance & payments in foreign trade

Lesson 29

Grammar and functions

Vocabulary

Skills and sounds

Arranging cargo insuranceGiving instructions
Talking about future arrangements

Cargo insurance

Reading: inferring; reading for specific information; reading for main ideas; understanding text organisation**Writing:** writing the quotation of premium**Listening:** listening for main ideas**UNIT I – Insurance & payments in foreign trade**

Lesson 30

Grammar and functions

Vocabulary

Skills and sounds

Making insurance claims

Participle constructions

Insurance claims

Listening: listening for main ideas; listening for specific information**Reading:** understanding text organisation**Writing:** writing a letter to insurers

UNIT I – Insurance & payments in foreign trade

Lesson 31

Grammar and functions

Vocabulary

Skills and sounds

Describing methods of payment

Participle constructions

Prepositions
Methods of payment**Reading:** reading for main ideas; reading for specific information**Writing:** writing a letter of reply**UNIT I – Insurance & payments in foreign trade**

Video I

Grammar and functions

Vocabulary

Skills and sounds

In safe hands

Summarising

Insurance claims

Listening: listening for specific information; listening for main ideas**Reading:** understanding text organisation**Writing:** writing a brief summary**UNIT J – Foreign travel**

Lesson 32

Grammar and functions

Vocabulary

Skills and sounds

Talking about foreign representationExpressing obligation, permission, prohibition
Asking for appointments
Accepting, refusing, suggesting an alternative date/time

Sales representation

Listening: listening for specific information**Speaking:** talking about sales people's responsibilities and duties**Reading:** reading for main ideas**Writing:** writing a business letter**UNIT J – Foreign travel**

Lesson 33

Grammar and functions

Vocabulary

Skills and sounds

Making travel arrangementsModal verbs
Expressing obligation, absence of obligation, permission
Giving advice

Travelling abroad

Listening: listening for specific information**Reading:** reading for main ideas; reading for specific information**Speaking:** giving advice to visitors

UNIT J – Foreign travel**Lesson 34****Grammar and functions****Vocabulary****Skills and sounds****Changing arrangements and agreements**

Blaming and accusing
 Apologising; Making excuses; Denying responsibility
 Making suggestions
 Criticising
 Past continuous
 Past perfect

Legal documents

Listening: listening for specific information

Writing: writing a dialogue

Reading: reading for specific information

Speaking: talking about agency agreements

UNIT J – Foreign travel**Lesson 35****Grammar and functions****Vocabulary****Skills and sounds****Understanding foreign cultures**

Giving tips and advice

Customs and gestures
 Cultural values
 Links between international companies

Listening: listening for specific information

Reading: reading for main ideas

UNIT J – Foreign travel**Video J****Grammar and functions****Vocabulary****Skills and sounds****Technology and travel**

Summarising
 Past continuous
 Past perfect

Passenger train service

Writing: describing a rail journey; writing a brief summary

Listening: listening for specific information; listening for main ideas

Reading: reading for main ideas; understanding text organisation

UNIT J – Foreign travel**Test I & J****Grammar and functions****Vocabulary****Skills and sounds**