

Contents

	Language			Skills			
	Grammar / Functions	Vocabulary	Say it right	Listening	Reading	Speaking	Writing
1 Introductions p4							
Pleased to meet you	<i>be</i> – present simple positive sentences Possessive adjectives <i>my, your, his, her, our, their</i>			Registering for a conference Meeting a friend at a conference	Three profiles: Karen Wood, Yuji Kamasaki & Santiago Ramos	Asking for and giving personal details Introductions	Profile of a friend or colleague
Where are they from?	<i>be</i> – present simple negative and question forms	Countries and nationalities The alphabet and spelling	Word stress – countries and nationalities The alphabet	Three conversations: hotel reception, passport control, phone		Countries and nationalities Spelling the names of people and places	
Arriving and leaving	Greetings and goodbyes Exchanging contact details	Numbers 0–100 Email addresses	Numbers 0–100	Greetings and goodbyes Four telephone conversations		Exchanging phone numbers and email addresses	
Scenario: Finding Mr Wu Some people meet up at an international conference, but where is Mr Wu?							
2 Work p12							
My job	Present simple <i>I, you, we, they</i> – positive and negative sentences	Talking about jobs				Talking about jobs	
My week	Present simple <i>I, you, we, they</i> – questions and short answers	Days, months, seasons	Months and seasons	Two people talk about their work life	Working hours	Talking about your working week	
Staying in touch	Telephoning	Phone numbers		Two phone conversations		Making a call	
Scenario: A desk of my own Ana starts a new job on Monday, but is there enough room for her to have her own desk?							
3 A day in the life p20							
Busy days	Present simple <i>he, she, it</i> – positive and negative sentences, questions and short answers	Saying the time	Present simple -s endings		The routines of two top business people	Talking about your day	
Free-time activities	<i>love, like, hate, enjoy</i> + verb + <i>-ing</i> or noun	Leisure time activities		What do you like doing in your free time?	The leisure time activities of two top business people	Talking about what you like doing in your free time	
Time for lunch	Ordering food and drink	Money and prices	Words that are linked	Five people talk about what they have for lunch Five people order food		Ordering food and drink	
Scenario: Work or family? Nick has a lot to do this week both for his job and his personal life.							
4 A great place to be p28							
Around town	<i>there is, there are</i>	Places in a city		Asking about places in a city	Two emails giving information and directions	Giving directions	
Extreme cities	Comparatives and superlatives	Adjectives for describing places		Descriptions of four cities	Descriptions of four cities	Talking about cities	
Hotels	Booking a hotel	Hotel facilities Dates		Three people describe their hotel needs Two people make hotel bookings	Three hotels in Barcelona	Booking a hotel	
Scenario: Which hotel? Colin and Paula need to find hotel rooms for three important visitors.							
5 Food p36							
My diet	Countable and uncountable nouns <i>a/an, some, any</i>	Food items		Describing dishes		Describing dishes	
The business of food	Countable and uncountable nouns <i>much, many, a lot of</i>	The restaurant business			Gastón Acurio: the man taking Peruvian food to the world	Talking about business	
Table talk	Opinions and offers – <i>I'd like</i> and <i>I like</i> Polite requests		Polite requests and responses	Four conversations in a restaurant Small talk		Making small talk	
Scenario: Trouble at the restaurant What can the Morettis do to make their family restaurant business more successful?							



More practice = more practice available on the digital and print Workbook

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6 Getting around p56							
It's quicker to walk	Present continuous	Travel		Four people talk about how they travel to work Three people talk about why they are late	Four people talk about what they're doing this week	Talking about what you do every week and what you're doing this week	
Travel arrangements	Present continuous for future arrangements	Air travel	s at the end of a word	Larry talks about his business trip	An email about a business trip	Talking about your plans for the weekend	
On the move	Travelling by plane and train	Air and train travel		Three conversations at the airport Three conversations at the train station		At the airport At the train station	
Scenario: When and where? Marek, Magda and Rosie need to meet to discuss a new café.							
7 Shopping p64							
A career in retail	Past simple – <i>be</i> and regular verbs	Career and education	Past simple – regular verbs		A company description	Talking about the past	
Getting a bargain	Past simple – irregular verbs	Shopping			Three texts about shopping	Talking about what you did at the weekend	
Buying gifts	Shopping			Three people shopping in a department store	Gifts around the world	Shopping in a department store	
Scenario: A good location Christina and Paul want to start a business selling only British food.							
8 Getting it right p72							
Getting it wrong	Past simple – negative forms	Success and failure		Dal LaMagna's business successes and failures	Dal LaMagna – an American entrepreneur	Talking about mistakes	
The secret of my success		Characteristics for business success		Temi talks about success in business		Talking about successes	
Successful meetings	Meetings Suggesting, giving opinions, agreeing and disagreeing	Talking about meetings		A meeting	Successful meetings	Suggesting, giving opinions, agreeing and disagreeing	
Scenario: A dysfunctional team Alex and Zafira put together a new team to develop and launch a new product.							
9 Best practice p80							
Company rules and dress code	<i>can</i> and <i>can't</i> , <i>have to</i> and <i>don't have to</i>	Company rules		Company rules		Talking about rules in your company	
Working conditions	Question forms with <i>can</i> and <i>have to</i>		<i>can</i> and <i>can't</i>	A supermarket manager talks about his working conditions	Two people talk about their working conditions	Talking about your job	
Email etiquette	Formal and informal emails	Starting and finishing an email			A formal and an informal email Dos and don'ts of email etiquette		A formal and an informal email
Scenario: Problems at reception Youssef needs to sort out the problems at reception.							
10 A helping hand p88							
Making decisions	<i>will</i> for spontaneous decisions and promises			Lia talks to her mentor, José	Mentors	Making decisions	
Team building		Team roles			Creating a team	Discussing a team's strengths and weaknesses	
Suggestions and offers	Suggestions and offers			Three conversations where people make suggestions and offers A phone call discussing suggestions	Emails making suggestions		A formal email
Scenario: In need of help Abdulrahman needs to arrange a team building exercise.							