## **Contents**

Unit 1 6	Unit 7 toulous and 1
The working day Vocabulary: company departments; word diagrams Grammar: present simple questions Unit 2	Distribution and delivery Grammar: modals Vocabulary: telephoning Grammar and vocabulary: an advertisement
Online communication	Unit 8
Reading: reading for general understanding Vocabulary: collocations Grammar and vocabulary: two emails Unit 3	Advertising and marketing Vocabulary: a crossword; advertising marketing Grammar: cause and effect; because, so, in order to
Company growth	Unit 9
Grammar 1: past simple Grammar 2: past simple or past continuous?  Unit 4  Corporate culture	Making arrangements Grammar 1: future forms: present continuous; going to; will Grammar 2: customer reviews Vocabulary: verbs for making an appointment
Reading: matching paragraphs Vocabulary: collocations	Unit 10
Unit 5  Describing equipment Vocabulary: describing shapes; raw materials; phrasal verbs; need and keep + -ing	Transport Vocabulary 1: compound nouns; collocations; travel vocabulary Grammar: contrast words; punctuation Vocabulary 2: guessing unknown words
Unit 6	Hala 4.4
Processes and procedures Grammar 1: present simple passive Vocabulary: production processes Grammar 2: present simple active or	Working holidays Grammar: comparatives; as as Grammar and vocabulary: an article
present simple passive?	Unit 12 28
	Conferences Grammar: comparatives and superlatives Vocabulary: collocations; conferences

Unit 13 30	Unit 21 46
New places, new people Grammar: past simple or present perfect?	Job applications Vocabulary: suffixes: -ity, -ness; candidates' skills
<b>Vocabulary:</b> verbs for making types o changes	PROPERTY OF THE PROPERTY OF TH
Unit 14 32	Unit 22 48 Recruitment
Corporate gift-giving Grammar: plurals; countable and uncountable nouns; articles Vocabulary: verbs of giving	Grammar: first and second conditional Vocabulary: jobseeking Unit 23 50
Unit 15 34	1
Teamwork Vocabulary: suffixes: -able, -al, -ation -ing, -ive, -ment; compound nouns Grammar: an advertisement	Vocabulary: a word square; human
	Unit 24 52
Unit 16 36 Thinking globally Grammar: quantity expressions Grammar and vocabulary: an article Vocabulary: thinking globally	Employee productivity Grammar: infinitives and -ing forms Vocabulary: personalities Grammar and vocabulary: an article
The state of the s	Writing supplement 54
Describing statistics Grammar: adjectives and adverbs Vocabulary: describing trends	Answer key 70
Unit 18 40	) white the same of the same o
Company finances Vocabulary: profit and loss; a word square	
Unit 19 42	
Investments Grammar: link words Vocabulary: a crossword; investments	a not the second and the second as the second
Unit 20 44	2 - S information
Starting up Grammar: which, who or where? Vocabulary: finance; collocations	3 a Hight  A = a a leam  5 software