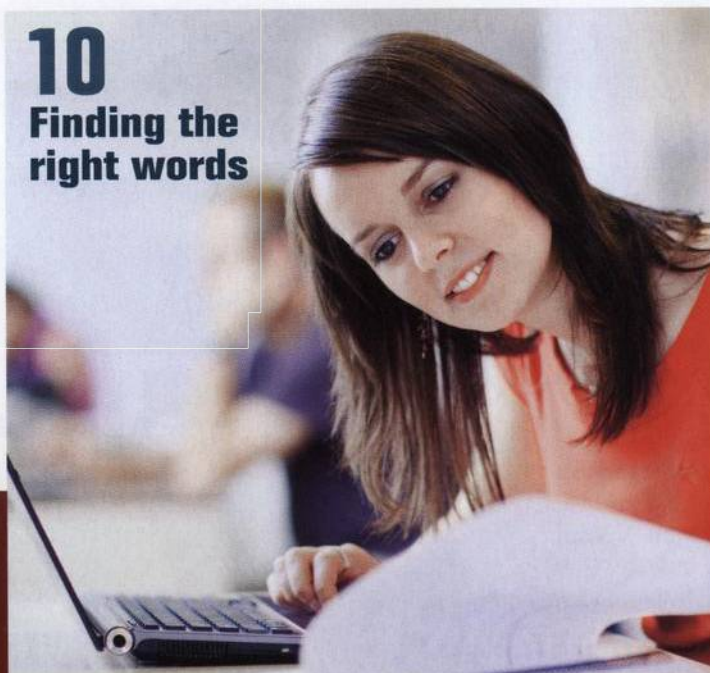


# 10

## Finding the right words



Increasing vocabulary is essential to language learning. What are the best strategies for remembering words?

# 34

## Working in groups



Much of our working life takes place in teams. We look at group dynamics and identify success factors.

### WORKING WORLD

- 6 **Names and News** all levels  
The latest from the world of business
- 9 **My Working Life** easy  
Tony Sibary, a fireman in Sydney, Australia

### LANGUAGE

- 10 **Learning Vocabulary** medium  
The best tips and strategies for learning and remembering new words

### GLOBAL BUSINESS

- 16 **Mozambique** advanced  
A gas and coal boom is making the economy grow, but will it bring changes for the poor?
- 20 **Head-to-Head** medium  
Should interns be paid?
- 22 **Business Press** advanced

- 22 **Behind the Headlines**
- 23 **Media Watch** Language in the news

### INTERCULTURAL COMMUNICATION

- 24 **Singapore** advanced  
The city state has a strong Western influence, but to succeed in business, it is important to understand the local work culture
- 30 **Dialogue** medium  
A discussion between two perfume makers, one in Monaco and one in Britain
- 32 **The View from Here** medium  
Christchurch after the earthquake
- 33 **Country File** New Zealand

### BUSINESS SKILLS

- 34 **Group Dynamics** medium  
Tips on how to improve teamwork
- 39 **Language survival guide** to cut out and keep
- 41 **The Write Way** Postponing arrangements medium
- 42 **On the Line** Telephone numbers easy
- 43 **Say It in Style** Dates and times medium

### CAREERS

- 44 **Social Media** medium  
The dos and don'ts of online networking
- 49 **The Job Doctor** The franchise option advanced US
- 50 **My Way** Sara Blakely, owner of Spanx advanced
- 52 **Efficiency** Lazy Man's Rule of Four

### MANAGEMENT

- 53 **Global Business** advanced  
Comments from the World's Media
- 54 **Customer Service** medium  
Good business through acts of kindness
- 58 **What I've Learned** medium  
British businesswoman Karen Brady
- 60 **Business Basics** advanced US  
Decision rights tools
- 61 **Executive Eye** medium  
The emotional contract at work

## TECHNOLOGY

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- |    |                             |   |          |
|----|-----------------------------|---|----------|
| 62 | <b>3D Printing</b>          | Special guitars made by printers        | advanced |
| 64 | <b>Language Focus</b>       | Hazardous materials                     | advanced |
| 66 | <b>Innovations</b>          | New product developments                | advanced |
| 67 | <b>Technically Speaking</b> | How Kodak missed the digital revolution | medium   |

## LANGUAGE SECTION

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- |    |                            |                          |          |
|----|----------------------------|--------------------------|----------|
| 68 | <b>Vocabulary</b>          | On the plane             | easy     |
| 69 | <b>Grammar at Work</b>     | Adjectives, prepositions | medium   |
| 70 | <b>Short Story</b>         | Business Class           | medium   |
| 72 | <b>English on the Move</b> | On the motorway          | medium   |
| 73 | <b>The Maine Event</b>     | An office dialogue       | medium   |
| 74 | <b>English for...</b>      | corporate hospitality    | medium   |
| 76 | <b>Financial English</b>   | A banking union          | advanced |
| 77 | <b>Authentic English</b>   | Getting it right         | medium   |
| 78 | <b>Legal English</b>       | Privacy law              | advanced |
| 79 | <b>Language Cards</b>      | Pull out and practise    | medium   |
| 80 | <b>What's New?</b>         | Products, sites, events  | medium   |

## REGULAR SECTIONS

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- |    |                       |  |        |
|----|-----------------------|--|--------|
| 3  | <b>Editorial</b>      |  |        |
| 82 | <b>The Last Laugh</b> |  | medium |