

Contents

Introduction	4
1 Working life	11
2 Trends	23
3 Money	39
4 Success	51
5 Marketing	65
6 Communication	76
7 Experience	90
8 Seeing the future	103
9 Being effective	118
10 The environment	129
11 Leaders and thinkers	144
12 Well-being	156
Photocopiable tests	170
Tests answer key	200
Photocopiable communicative activities	209
Communicative activities teaching notes	233