

Contents

Illustration Acknowledgements

Unit	Grammar	Word Focus	Communication strategies	Interaction
1 Connections p4-13	Tense overview p5 Question forms p7	Making and changing arrangements p9 Structuring presentations p13	Developing conversations p10	Making a good impression p12
2 Transformation p14-23	Modal overview – obligation, permission and prohibition p15 Future forms p17	Body language p18 Structure a pitch p23	Persuasion techniques p20	Pitching an idea p22
Review 1-2 p24-25				
3 What's up? p26-35	Present perfect and past simple p27	Discourse markers p28 Talking about problems p30 Euphemisms p34	Reacting to news p32	Crisis management p34
4 A better world p36-45	Countable and uncountable nouns p37 Articles overview p40	time and money p38 Metaphors – money, water and happiness p39	Handling meetings p42	Making decisions p44
Review 3-4 p46-47				
5 The human factor p48-57	Comparison and contrast p49	Generalizations p51 Expressions with time p53	Being assertive p54	Weighing alternatives p56

Unit	Grammar	Word Focus	Communication strategies	Interaction
6 Nothing but the truth? p58–67	Past simple and past perfect p59	Truth and lies p60 Connotations p62 Phrasal verbs with turn p67	Compliments and responses p64	Breaches of trust p66
Review 5–6 p68–69				
7 Finding fixes p70–79	Mixed conditionals p71	Connectors p73	Negotiating p76	Problem solving p78
8 Breaking news p80–89	Passives overview p81 Asking questions p83	TV programmes p84 Evolving English p85	Clarifying p86	Dealing with a problem p88
Review 7–8 p90–91				
9 Security and privacy p92–101	Making predictions p92 Modal perfect p94	Compound nouns p95 The law p96 Easily confused words and expressions p100	Indirectness p98	Monitoring at work p100
10 Flexible thinking p102–111	Verb patterns p103 Adverb usage p105	Extreme adjectives p104 Describing characteristics p106 Linking p106 Idioms connected to change p110	Motivation p108	Managing change p110
Review 9–10 p112–113				