

Speaking	Writing	Case study
1.4 Meeting people and making conversation Expressions for meeting people and making conversation Roleplay: at an international conference	1.5 Informal emails Analysis: inferring meaning Language focus: hellos, goodbyes and introductions	1.6 The Intern Shop Discussion, reading, listening and presentation relating to internships
2.4 Telephoning Expressions for telephoning Roleplay: telephone conversations	2.5 Formal letters and emails Analysis: paragraph order Language focus: starting and signing off	2.6 Rock tour Discussion, reading, listening, writing and a meeting relating to a rock tour
3.4 Presenting a process Expressions for presenting a process Presentation: presenting the ordering and returns processes	3.5 Instructions and directions Analysis: direct and indirect language Language focus: referring to additional information; emphasizing instructions	3.6 Digidisc Ltd Discussion, reading, listening and presentation relating to a factory reorganization
4.4 Interviews Expressions for interviews Roleplay: interviews for jobs and internships	4.5 CVs Analysis: order of information Language focus: expressing information in a dynamic way	4.6 Onestop job search Discussion, reading, writing and simulation relating to job interviews
5.4 Persuading Expressions for persuading Roleplay: persuading people to do things	5.5 'Selling' changes Analysis: paragraph order and content Language focus: giving reasons and results	5.6 Dallivan Cars Discussion, listening and presentation relating to a marketing plan for a new car
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7.4 Negotiating Expressions for negotiating Roleplay: a negotiation with a travel agency	7.5 Asking for payment Analysis: format and content Language focus: identifying threats and promises; identifying level of politeness	7.6 Doug's Mugs Discussion, reading, listening and negotiation relating to the sale of a company
8.4 Giving updates and handling questions Expressions for handling questions Presentation: presenting a project schedule using a Gantt chart	8.5 Progress reports Analysis: order of information; content Language focus: punctuation; linking words	8.6 An international opportunity Discussion, reading, listening and roleplay relating to a franchise opportunity

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