

	Working with words	Language at work	Practically speaking	Business communication	Talking point	Outcomes – you can
<b>1</b> Jobs 6–11	Countries, nationalities, jobs	Present simple   Possessives	How to spell	Saying hello and goodbye	The introductions game	<ul style="list-style-type: none"> <li>say what you do and where you are from</li> <li>ask about personal information</li> <li>spell</li> <li>say hello and goodbye and introduce yourself and others</li> </ul>
<b>2</b> Products & services 12–17	Company types and activities	Present simple	How to say numbers	Making phone calls	Hungary: country profile	<ul style="list-style-type: none"> <li>talk about company types and activities</li> <li>ask about companies</li> <li>say numbers</li> <li>start and end a phone call</li> </ul>
<b>3</b> Location 18–23	Location and workplace	<i>There is/are</i>   <i>Some/any</i>	Saying email and postal addresses	Ordering by phone	What is the best city for your conference?	<ul style="list-style-type: none"> <li>talk about your company location and buildings</li> <li>ask for details about places</li> <li>give addresses</li> <li>order things by phone</li> </ul>
<b>Viewpoint 1</b> VIDEO Places of work 24–25						
<b>4</b> Technology 26–31	Technology and functions	Adverbs of frequency   Questions	How to use sequencing words	Asking for and offering help	Making use of technology	<ul style="list-style-type: none"> <li>talk about technology</li> <li>talk about everyday activities</li> <li>ask questions in the present simple</li> <li>use sequencing words</li> <li>ask for and offer help</li> </ul>
<b>5</b> Communication 32–37	Documents and correspondence	Past simple: <i>be</i> and regular verbs	How to apologize	Solving problems	Money talks	<ul style="list-style-type: none"> <li>deal with documents</li> <li>talk about past events</li> <li>apologize</li> <li>explain and solve a problem</li> </ul>
<b>6</b> Networking 38–43	Social media and networking	Past simple: irregular verbs   Time expressions	How to describe a trip	Making conversation	The networking game	<ul style="list-style-type: none"> <li>talk about social media</li> <li>use time expressions to talk about the past</li> <li>describe a trip</li> <li>make general conversation</li> </ul>
<b>Viewpoint 2</b> VIDEO You've got email 44–45						

		Working with words	Language at work	Practically speaking	Business communication	Talking point	Outcomes – you can
7	Departments 46–51	Departments and responsibilities	Prepositions of place and movement	How to use <i>this, that, these</i> and <i>those</i>	Leaving phone messages	Designing the perfect workspace	<ul style="list-style-type: none"> <li>describe departments and responsibilities</li> <li>say where things are and give directions using prepositions</li> <li>leave a phone message</li> </ul>
8	Employment 52–57	Employment	Present continuous	How to tell the time	Arranging to meet	The right person for the job	<ul style="list-style-type: none"> <li>talk about professional qualities, skills and experience</li> <li>talk about what you are doing now</li> <li>tell the time</li> <li>arrange a meeting</li> </ul>
9	Competition 58–63	Competition	Comparatives	How to say prices	Comparing and choosing	Supermarket competition	<ul style="list-style-type: none"> <li>talk about competition</li> <li>compare products and companies</li> <li>say prices</li> <li>talk about differences and similarities</li> </ul>
Viewpoint 3  VIDEO Processes 64–65							
10	Teamwork 66–71	Working in teams	Superlatives	How to respond to news	Giving opinions	Teamwork and personality types	<ul style="list-style-type: none"> <li>talk about teamwork</li> <li>choose the best options</li> <li>respond to news</li> <li>give opinions</li> </ul>
11	Travel 72–77	Staying at a hotel	<i>Going to</i>   Infinitive of purpose	How to talk about money	Eating out	More efficient business trips	<ul style="list-style-type: none"> <li>book a hotel room and ask about hotel services</li> <li>talk about future plans</li> <li>give reasons for actions</li> <li>talk about money</li> <li>order food in a restaurant</li> </ul>
12	Schedules 78–83	Calendars and schedules	Present perfect	How to use prepositions of time	Planning a schedule	The revision game	<ul style="list-style-type: none"> <li>talk about schedules</li> <li>talk about recent past actions</li> <li>say when something happens</li> <li>say dates</li> <li>plan a schedule</li> </ul>
Viewpoint 4  VIDEO A business trip 84–85							

- Practice files 86–109
- Communication activities 110–119
- Audio scripts 120–126
- Irregular verb list 127