

Unit	Language focus	Vocabulary	Professional practice
1 All in a day's work	Adverbs of frequency Present simple	Hotel jobs Daily duties Nationalities Pronunciation: The /h/ sound The /s/, /z/ and /iz/ sounds	Exchange personal details Complete a register
2 Fly-drive holidays	Present continuous	Car hire Pronunciation: Politeness	Take a booking Deal with a telephone enquiry Hire a car Plan a holiday
3 Table for two	Countable and uncountable nouns <i>Some</i> and <i>any</i> <i>Much, many, a lot (of)</i>	Types of food Recording vocabulary Describing food Complaining about food Pronunciation: Word stress	Deal with a complaint Describe a traditional dish
4 City tours	Past simple	Question words Giving directions Pronunciation: -ed endings	Give a guided tour Describe a building
5 Water cities	Comparatives and superlatives	Hotel facilities Describing hotels Dealing with new words	Write an email describing a hotel
Consolidation 1	Grammar review		Translate a letter Write a letter of apology Deal with a complaint
6 Cruise ships	Present perfect	Cruises Cabin facilities Pronunciation: Contractions	Write a CV Write a covering letter Apply for a job Interview for a job
7 Service and safety	Modal verbs (Requests and offers)	Health and safety On safari Pronunciation: Sounding polite	Check in a guest Give health and safety advice Write a letter of apology
8 East meets West	Predictions and intentions	Change words Pronunciation: Connected speech	Exchange holiday plans Describe traditional gifts Create a tourism development plan Give a presentation (1)
9 Window seat or aisle?	Modal verbs (obligation)	Air travel Check-in	Produce an information leaflet Sell on-board duty-free goods

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10 Business or pleasure?	Modal verbs <i>Can, could</i> and <i>might</i>	Hotel facilities Conference equipment	Reply to an enquiry Recommend places to visit Write a fax
Consolidation 2	Grammar review		Plan a tour Apply for a job Attend a job interview Translate interview questions
11 The great outdoors	Present tenses as future	Geographical features Excursions Pronunciation: Numbers and letters	Sell tours Exchange information on excursions Change a booking Write a fax of confirmation
12 Winter holidays	Giving instructions The passive	Ski equipment Ski resort jobs Giving directions Entertainment Pronunciation: /θ/ and /ð/ sounds	Give directions Sell optional extras Plan an entertainment programme Reply to an email enquiry
13 Land of smiles	Relative pronouns	Ecotourism Word-building Medical equipment UK/US English	Give health advice Write a health information leaflet
14 Enjoy your stay	Conditional 1	Currencies Checking out /in Pronunciation: Numbers Pronunciation: Polite intonation	Explain a bill Upsell at reception
15 Winds of change	Present and past forms Future forms	The weather forecast	Describe the weather Give a presentation (2) Prepare a tourism development plan
Consolidation 3	Grammar review		Translate a webpage Holiday rep game
Writing bank			CV and covering letter Formal letter Fax and email
Pairwork files			
Grammar reference			
Tapescripts			