

UNIT 1 > ORGANISATION p.7

Videos: 1.1 A news organisation 1.3 Managing first meetings

1.1 > A news organisation Video: A news organisation Vocabulary: Roles and responsibilities Pronunciation: → Word stress (p.114) Project: Showing someone around a department	1.2 > Innovative organisations Listening: Flat and tall organisations Grammar: Future forms: Present Simple, Present Continuous and <i>be going to</i> Writing: An email about future plans and arrangements	1.3 > Communication skills: Managing first meetings Video: Managing first meetings Functional language: Greetings, introductions and goodbyes Pronunciation: → Intonation and politeness (p.114) Task: Making introductions and contacts at an event	1.4 > Business skills: Small talk in first meetings Listening: Interview with a communication coach; Small talk between colleagues Functional language: Asking and answering questions in first meetings Task: Meet a visitor and manage small talk	1.5 > Writing: Emails – Organising information Model text: Invitation to an induction day Functional language: Ordering information in an email Grammar: Present Simple and Continuous Task: Write a reply to a work-related invitation	Business workshop > 1 Office space (p.88) Listening: Employee views on their workspace Reading: Millennial-friendly workspaces Task: Design a new office space
--	--	---	---	---	---

Review p.104

UNIT 2 > BRANDS p.17

Videos: 2.1 A luxury brand 2.3 Teamwork

2.1 > The life of luxury Video: A luxury brand Vocabulary: Marketing and brands Pronunciation: → Stress in compound nouns (p.114) Project: Research and discuss an advertising campaign	2.2 > Asian brands go west Reading: Chinese combine holidays with luxury shopping Grammar: Connectors Pronunciation: → Connectors: intonation and pausing (p.114) Speaking: Discussing brands using connectors	2.3 > Communication skills: Supporting teamwork Video: Teamwork Functional language: Giving and responding to advice Task: Asking for and giving advice	2.4 > Business skills: Making a presentation Listening: Different ways to open a presentation Functional language: Signposting in presentations Task: Prepare and give a presentation	2.5 > Writing: Formal and semi-formal emails Model text: Invitation to a corporate event Functional language: Writing, accepting and declining an invitation Grammar: Verbs + -ing vs. infinitive Task: Write a formal reply to an invitation	Business workshop > 2 Kloze-Zone (p.90) Listening: Customer and staff feedback on a clothing store Task: Brainstorm a brand awareness campaign Writing: An email summary of the campaign
--	---	---	---	---	---

Review p.105

UNIT 3 > JOB HUNTING p.27

Videos: 3.1 Applying for an internship 3.3 Demonstrating active listening

3.1 > A job search Video: Applying for an internship Vocabulary: Getting a job Pronunciation: → Stress in derived words (p.115) Project: Plan and write a job advertisement	3.2 > Job interview questions Listening: Interview questions and answers Grammar: Indirect questions Pronunciation: → Voice range and intonation in indirect questions (p.115) Speaking: A job interview	3.3 > Communication skills: Listening actively Video: Demonstrating active listening Functional language: Active listening Task: The listening/distract game	3.4 > Business skills: Interviews Listening: Two job interviews Functional language: Useful phrases for candidates Task: Create a job and interview for it	3.5 > Writing: Covering letters Model text: Covering letter Functional language: Useful phrases for covering letters Grammar: Past Simple and Present Perfect Task: Write a covering letter	Business workshop > 3 Social media manager required (p.92) Listening: Three video CVs; First interviews Reading: Analysis of three CVs and covering letters Task: Conduct a second interview
--	---	--	--	---	--

Review p.106

UNIT 4 > BUSINESS STRATEGY p.37

Videos: 4.1 A food company's strategy for growth 4.3 Problem-solving styles

4.1 > Food industry strategies Video: A food company's strategy for growth Vocabulary: Business strategy collocations and word building Project: Investigate a food brand's attitude to health	4.2 > PEST analysis Listening: A lecture on PEST analysis Grammar: Modal verbs: obligation, prohibition, necessity, recommendation Writing: A short PEST analysis of a company or organisation	4.3 > Communication skills: Solving problems Video: Problem-solving styles Functional language: Offering and asking for help Pronunciation: → /i:/, /ɪ/, /eɪ/ and /aɪ/ (p.115) Task: Offering and asking for help in work and social situations	4.4 > Business skills: Problem-solving meetings Listening: A problem-solving team meeting Functional language: Leading and participating in problem-solving meetings Pronunciation: → Intonation in 'OK' (p.115) Task: Take part in a problem-solving meeting	4.5 > Writing: Reporting reasons and results Model text: Report extract Functional language: Reporting problems, reasons and results Grammar: Comparison Task: Write a short report outlining problems, reasons and results	Business workshop > 4 Supermarket wars (p.94) Reading: Profiles of competing supermarket chains Task: Select the best strategies for growth Listening: Compare your strategies with a business news report
--	--	--	--	---	---

Review p.107

UNIT 5 > LOGISTICS p.47

📺 **Videos:** 5.1 Amazon: the logistics of e-commerce 5.3 Collaborating on a project

5.1 > E-commerce

Video: 📺 Amazon: the logistics of e-commerce

Vocabulary: Logistics and word building

Pronunciation: → Pausing and stress in presentations (p.116)

Project: Debate the use of drones

5.2 > Driverless technology

Reading: Lorries lead cars in the technology race

Grammar: Passive forms

Pronunciation:

→ Auxiliary verbs in passives (p.116)

Speaking: Describe a process

5.3 > Communication skills: Collaborating

Video: 📺 Collaborating on a project

Functional language: Agreeing and disagreeing

Task: A meeting to discuss controversial proposals

5.4 > Business skills: Negotiating

Listening: 🗣️ Negotiating new terms and conditions

Functional language: Negotiating

Task: Negotiate a new deal

5.5 > Writing: Letter of complaint

Model text: Letter of complaint

Functional language: Useful phrases for letters of complaint

Grammar: 📖 Linking

Task: Write a letter of complaint

Business workshop > 5

Robots wanted for warehouse (p.96)

Listening: 🗣️ Criteria for choosing a supplier; Teleconferences with suppliers

Task: Negotiate and select a supplier

Writing: A formal email confirming the result of the negotiation

Review p.108

UNIT 6 > ENTREPRENEURS p.57

📺 **Videos:** 6.1 The world's first ethical smartphone 6.3 Influencing styles: push and pull

6.1 > Fairphone

Video: 📺 The world's first ethical smartphone

Vocabulary: Running a business

Pronunciation: → Consonant-vowel linking (p.116)

Project: Brainstorm and present new business ideas

6.2 > Young entrepreneurs

Reading: Leaving Harvard to start a business

Grammar: Reported speech

Speaking: Talk to a journalist about your start-up

Writing: An email/article based on the interview

6.3 > Communication skills: Influencing

Video: 📺 Influencing styles: push and pull

Functional language: Dealing with objections

Task: Influencing others to overcome objections

6.4 > Business skills: Presenting facts and figures

Listening: 🗣️ A presentation based on visual data

Functional language: Presenting visual information

Pronunciation: → Intonation and discourse marking in presentations (p.116)

Task: A presentation to an investor

6.5 > Writing: Summarising

Model text: Summary of a business talk

Functional language: Summarising

Grammar: 📖 Order of information in sentences

Task: Listen to a talk and write a summary

Business workshop > 6

Doable crowdfunding (p.98)

Listening: 🗣️ Three crowdfunding pitches

Speaking: Decide which crowdfunding project to back

Task: Prepare and deliver a crowdfunding pitch

Review p.109

UNIT 7 > WORKING ABROAD p.67

📺 **Videos:** 7.1 Working abroad 7.3 Decision-making styles

7.1 > Global work cultures

Video: 📺 Working abroad

Vocabulary: Working abroad: Adjectives, prefixes, opposites

Project: Research a different work or study culture

7.2 > Cultural anecdotes

Listening: 🗣️ Working in other cultures

Grammar: Past tenses: Past Simple, Past Continuous and Past Perfect Simple

Pronunciation: → Phrasing and intonation in past sentences (p.117)

Speaking: Tell an anecdote

Writing: An anecdote

7.3 > Communication skills: Decision-making

Video: 📺 Decision-making styles

Pronunciation: → Strong or weak? (p.117)

Functional language: Expressing preferences

Task: Discuss preferences and reach agreement

7.4 > Business skills: Relationship-building

Listening: 🗣️ Conversations at a networking event

Functional language: Keeping a conversation going

Task: Meeting new people at an induction day

7.5 > Writing: Making recommendations

Model text: Report giving suggestions, advice and recommendations

Functional language: Formal/neutral/informal language for recommendations

Grammar: 📖 First and second conditional

Task: Write a report giving suggestions, advice and recommendations

Business workshop > 7

Cross-cultural consultants (p.100)

Reading: Blog posts on cultural awareness

Listening: 🗣️ Interviews with staff about working internationally

Task: Prepare and present recommendations for working in your culture

Writing: A formal email confirming the outcome of the presentations

Review p.110

UNIT 8 > LEADERSHIP p.77

📺 **Videos:** 8.1 Safari Vet School 8.3 Positive and developmental feedback

8.1 > Learning to lead

Video: 📺 Safari Vet School

Pronunciation: → Glottal stops (p.117)

Vocabulary: Leadership

Project: Discuss and write about a great leader

8.2 > Neuroleadership

Reading: Business leaders need neuroscience

Grammar: Relative clauses

Pronunciation:

→ Phrasing and intonation in relative clauses (p.117)

Speaking: Truth or lie game using relative clauses

8.3 > Communication skills: Giving and receiving feedback

Video: 📺 Positive and developmental feedback

Functional language: Giving and responding to feedback

Task: Give and respond to developmental feedback

8.4 > Business skills: Leading meetings

Listening: 🗣️ Managing a team meeting

Functional language: Leading and managing meetings

Task: Lead a mini-meeting

8.5 > Writing: Informing of a decision

Model text: Email about decisions made by Board of Directors

Functional language: Formal and semi-formal language for decisions

Grammar: 📖 Reduced relative clauses

Task: Write a formal email to inform staff of decisions made

Business workshop > 8

Talent management (p.102)

Listening: 🗣️ Three employees talking about their training needs

Reading: Profiles of training courses

Task: Design a development plan for an employee

Writing: An email to justify a training course

Review p.111

Pronunciation p.112

Grammar reference p.118

Additional material p.126

Videoscripts p.138

Audioscripts p.146

Glossary p.154