## **Contents**

UNIT	TED TALK	GRAMMAR	VOCABULARY	PRONUNCIATION	READING	LISTENING	SPEAKING	WRITING
1 Identity 8-17	404, the story of a page not found Renny Gleeson AUTHENTIC LISTENING SKILL Recognizing key terms CRITICAL THINKING Relevant examples PRESENTATION SKILL Giving examples	Present tenses: active and passive	Tasks and interests	Word stress Using intonation to ask a question	A personal view on personal branding	Networking	The Internet and me Personal branding Making an impression (Meeting people)	An online profile Writing skill: symbols and notes
2 Careers	Keep your goals to yourself Derek Sivers  AUTHENTIC LISTENING SKILL Listening for signposts  CRITICAL THINKING Using appropriate evidence PRESENTATION SKILL Thinking about your audience	Future forms and uses	Career collocations	Elision Elided /d/	Jobs for the future	Little people, big plans Applying for a job	Future goals Learning skills for the future Planning to meet up (Arranging to help someone)	A career goals statement Writing skill: formal language
REVIEW 1 (UNITS 1 AND :	2)   About Balance 28							
Growth and development 30–39	Global population growth, box by box Hans Rosling AUTHENTIC LISTENING SKILL Focused listening CRITICAL THINKING Supporting the main argument PRESENTATION SKILL Using props	Present perfect simple and continuous	Personal growth: abstract nouns	Intonation in requests	What do you need?	Market research	Popular brands Are you satisfied? Leaving voicemails	Making notes from voicemails Writing skill: abbreviations
4 Success and failure	Success is a continuous journey Richard St. John  AUTHENTIC LISTENING SKILL Collaborative listening CRITICAL THINKING Challenging assumptions PRESENTATION SKILL Repeating key phrases	Narrative tenses used to and would	Success and failure Countable and uncountable nouns	Elision of consonants t and d Intonation and meaning	Lessons for life	Reviewing an event	Old habits Passing on lessons learned Making and responding to suggestions	Minutes (1) Writing skill: bullet points
REVIEW 2 (UNITS 3 AND 4)	Krochet Kids 50			THE LABOR OF THE PARTY OF THE P				
5 Exercise 52-61	Got a meeting? Take a walk Nilofer Merchant AUTHENTIC LISTENING SKILL Rising intonation CRITICAL THINKING Reflecting on experiences PRESENTATION SKILL Beginning with a strong statement	Modals and related verbs: past forms (1)	Finance	Word stress in ellipsis	What's in a name?	Young entrepreneurs	Getting motivated A sponsored event Ellipsis: omitting information when the meaning is clear (Asking questions)	An email (1) Writing skill: questions
6 Values 62-71	back in 'awesome'	Zero, first and second conditionals	Consumerism: phrasal verbs	Words beginning with <i>u</i>	Ethical consumption	Sales talk	Consumerism and the economy Ethical awareness Requesting and giving clarification (Consumer to consumer)	A consumer review Writing skill: intensifiers

2

TALK	GRAMMAR	VOCABULARY	PRONUNCIATION	READING	LISTENING	SPEAKING	WRITING
ore problem of prosthetic limbs Sengeh ATIC LISTENING SKILL Dealing with accents AL THINKING Asking significant questions ATATION SKILL Taking the audience on a		Innovation: verbs Online operations	Linking with /w/	The real value of digital tools	New ways of doing things	Technology in everyday life New ideas for unexpected problems Asking and talking about how something works	A formal online message Writing skill: being clear and precise
make work-life balance work farsh  THE LISTENING SKILL Elision: dropped  L THINKING Convincing the listener TATION SKILL Pace and emphasis	Verb patterns with -ing and infinitive	Relaxation	Stress in expressions	Leisure time around the world	Adjusting the balance Taking a break	Making the most of your time Giving advice Discussing options (A day off)	An email (2) Writing skill: linking expressions
/a 94							
rs, unite!  Brown  TIC LISTENING SKILL Understanding fast  L THINKING Supporting arguments  TATION SKILL Supporting key points  des	Relative clauses	Personality adjectives (1)	Stress and meaning	The left brain – right brain debate	Launching a new product	Are you persuaded? Boosting your creativity Co-operating in a discussion: turn- taking (Organizing a campaign)	A personal account Writing skill: informal language
to listen better reasure reasure ric LISTENING SKILL Dealing with n vocabulary . THINKING Identifying problems and s ration skill Body movement and	Reported speech	Customer service	Sounds and meaning	Cross-cultural awareness	Two sides to every story Helplines	Two sides to every story Leaving tips Taking part in a meeting: RASA (Comparing experiences)	Minutes (2) Writing skill: reporting verbs
ha Communication 116							
with a chance of joy retor-Pinney  IC LISTENING SKILL Vowels: sounds Illing /ao/ and /ao/ THINKING Identifying the 'take away' a ATION SKILL Being enthusiastic	Articles Quantifiers	Resources Quantities	Linking with /r/	Life in the slow lane	Making enquiries	How much is too much? Making a difference Making and responding to enquiries (Finding out about a club)	Short emails Writing skill: fixed expressions
disagree t Heffernan IC LISTENING SKILL Grammatical chunks THINKING Relevant background on ATION SKILL Using pauses	Third conditional Mixed conditional sentences Extension: wish	Personality adjectives (2)	Tone and meaning	A letter to my younger self	Managing change	What if ? Never again! Being assertive (Tricky situations)	Letter of complaint Writing skill: past modals (2)
THINKING	Relevant background  L Using pauses	GSKILL Grammatical chunks Relevant background  Extension: wish	GSKILL Grammatical chunks Relevant background  Extension: wish	GSKILL Grammatical chunks Relevant background  Extension: wish  L Using pauses	Relevant background Extension: wish  L Using pauses	Relevant background Extension: wish  L Using pauses	GSKILL Grammatical chunks Relevant background  L Using pauses  Extension: wish  Extension: wish  Being assertive (Tricky situations)

Grammar summaries 140 | Communication activities 164 Audioscripts 165 | TED Talk transcripts 174