

## UNIT 1 > INNOVATION

|                |                                           |      |
|----------------|-------------------------------------------|------|
| Vocabulary     | Innovation                                | p.4  |
| Grammar        | Articles: <i>a/an, the</i> , no article   | p.5  |
| Listening      | A podcast about innovations               | p.6  |
| Reading        | Pelebox                                   | p.7  |
| Writing        | Investment research                       | p.8  |
| Spoken English | 1.2 How are they gonna find out about it? | p.44 |

## UNIT 2 > LIFE CYCLE

|                |                                                 |      |
|----------------|-------------------------------------------------|------|
| Vocabulary     | Circular economies                              | p.9  |
| Grammar        | Additional passive structures                   | p.10 |
| Reading        | My only objective was to make a living          | p.11 |
|                | The RealReal Deal                               | p.12 |
| Writing        | Minutes of a meeting                            | p.13 |
| Spoken English | 2.4 You cannae see the people you're talking to | p.44 |

## UNIT 3 > FINANCE AND INVESTMENT

|                |                                                      |      |
|----------------|------------------------------------------------------|------|
| Vocabulary     | Finance and investment                               | p.14 |
| Grammar        | Expressing attitudes to the future                   | p.15 |
| Reading        | Sustainable investment and the millennial generation | p.16 |
| Writing        | Budget report                                        | p.18 |
| Spoken English | 3.2 Mate, you don't use coupons, vouchers?           | p.45 |

## UNIT 4 > DISRUPTORS

|                |                                                              |      |
|----------------|--------------------------------------------------------------|------|
| Vocabulary     | Disruptors and disruption                                    | p.19 |
| Grammar        | Hypothesising                                                | p.20 |
| Listening      | Industry disruptors                                          | p.21 |
| Reading        | Collaborative transport model aims to disrupt the disruptors | p.22 |
| Writing        | Supply chain choices                                         | p.23 |
| Spoken English | 4.1 We browse with our browser on the internet               | p.45 |

**UNIT 5 > CUSTOMER ENGAGEMENT**

|                |                                                          |      |
|----------------|----------------------------------------------------------|------|
| Vocabulary     | Influencing customer behaviour                           | p.24 |
| Grammar        | Participle clauses                                       | p.25 |
| Listening      | Customer engagement strategies                           | p.26 |
| Reading        | Unilever credit initiative aims to drive Africa revenues | p.27 |
| Writing        | Advertising copy                                         | p.28 |
| Spoken English | 5.2 And I think that little extra mile is a great way    | p.46 |

**UNIT 6 > THE BUSINESS OF TOURISM**

|                |                                              |      |
|----------------|----------------------------------------------|------|
| Vocabulary     | Tourism and hospitality                      | p.29 |
| Grammar        | Review of past tenses and discourse markers  | p.30 |
| Listening      | The issue of sargassum in Mexico             | p.31 |
| Reading        | A photojournalist's 'paradise'               | p.32 |
| Writing        | Email to a business partner                  | p.33 |
| Spoken English | 6.4 It really needs a, a huge overhaul, yeah | p.46 |

**UNIT 7 > MANAGING CONFLICT**

|                |                                                                     |      |
|----------------|---------------------------------------------------------------------|------|
| Vocabulary     | Conflict in the workplace                                           | p.34 |
| Grammar        | Hedging and tentative language                                      | p.35 |
| Reading        | Victims of workplace bullying are still let down by poor management | p.36 |
| Writing        | Report on workplace conflict                                        | p.38 |
| Spoken English | 7.1 Or like a big hospitality section or whatnot                    | p.47 |

**UNIT 8 > MINDSET**

|                |                                                        |      |
|----------------|--------------------------------------------------------|------|
| Vocabulary     | The growth mindset                                     | p.39 |
| Grammar        | Verb patterns                                          | p.40 |
| Reading        | Can we learn to be flexible?                           | p.41 |
| Writing        | Self-assessment                                        | p.43 |
| Spoken English | 8.1 I've been hiding behind this fella for a long time | p.47 |

Answer key p.48

Audioscripts p.54