Contents

1	1.1 Basics p.4	Meeting and greeting people Using forms Following instructions	Verb be I'm Danielle. I'm a technician. Imperatives	Basic vocabulary: say, write Tools, formes, electrical parts, occupations
	1.2 Letters and numbers p.6	Exchanging information Using forms Units of measurement	How do you spell?	Personal details Cardinal numbers Alphabet Abbreviations of units: kg, m
	1.3 Dates and times p.8	Using numbers Talking about travel timetables Making appointments	LH three oh six. Monday the twenty-eighth of December.	Ordinal numbers Dates and times Decimals
	2.1 Naming p.10	Identifying things	What's that? I think it's a car. What's this called? this, that, these, those	Parts: wheel, axie, plate Fixings: nuts, bolts, nails Vehicles: car, bike, plane
	2.2 Assembling p.12	Using checklists Saying what you need for a job Using an instruction manual	I need some bolts. What size? Imperative + object + location: Put the wheel on the axle.	Verbs: loosen, tighten, push Linear: mm, mil, millimetre
	2.3 Ordering p.14	Using voicemail Ordering by phone Introducing yourself and others	How many do you need? What's your name? Please spell that.	Numbers: double 5, zero Sizes: small, medium, large Colours: red, blue, black
iew	Unit A p.16			
ì	3.1 Tools p.20	Describing components Using a product review	Present simple of have My multi-tool has blades and a spanner.	Tools: spanner, (a pair of) pliers Parts of tools: shaft, blade, head
	3.2 Functions p.22	Saying what things do Describing a product Talking about people's jobs	Present simple What does this handle do? Where do you work?	Verbs: measure, grip, cut, open Everyday tools: torch, alarm Occupations: operator, technician
	3.3 Locations p.24	Saying where things are	Adverbials and prepositions of location Where is it? It's at the top.	Location: top, bottom, middle Computer and electronic equipment
	4.1 Directions p.26	Describing direction of movement	Adverbials of direction can, can't, cannot Can a helicopter fly backwards? Yes, it can.	Direction: up, down, forwards Adverbs: straight, vertically Angles: degrees
	4.2 Instructions p.28	Using an instruction manual	Imperative + present simple Push the joystick upwards and the plane accelerates.	Movement: ascend, descend Controls: joystick, slider Speed: km/h, m/s
	4.3 Actions p.30	Using an instruction manual Giving and following instructions Explaining what happens	When clause When you pull the lever backwards, the truck reverses.	Movement: drive, reverse
iew	Unit B p.32			
	5.1 Heating system p.36	Explaining how fluids move around a system Using a flow chart	Present simple The water flows through the pipe into the tank. Prepositions of movement	Parts of a fluid system: inlet Prepositions: into, out of, to Verbs: enter, flow, sink
	5.2 Electrical circuit p.38	Explaining how an electrical circuit works	Zero conditional If the battery is empty, the current doesn't flow.	Circuit: battery, conductor Electrical units: ampere, watt
	5.3 Cooling system p.40	Explaining how cooling systems work Describing everyday routine	Reference words: here, it, this Present simple in routines	Cooling system parts: engine, fan Temperature: degrees Celsius
?	6.1 Materials testing p.42	Giving a demonstration Explaining what you're doing	Present continuous I'm stretching the rope.	Verbs: bend, cut, compress Spelling: strike/striking
	6.2 Properties p.44	Describing the properties of materials	What's it made of? You can't bend it. = It's rigid.	Materials: aluminium, graphite Properties: hard, rigid, tough
Unit 6	6.3 Buying p.46	Using a customer call form Buying and selling by phone Checking Starting a phone call	What's your email address? Could you spell/repeat that? How many would you like?	Email/Web addresses: at, dot Prices: euro, dollar

Unit 7 Specifications	7.1 Dimensions p.52	Specifying dimensions Using a specifications chart	How long is it? It's 9 mm long. The length of the road is 120 km.	Bridge parts: deck, pier, pylon Adjectives/nouns: long/length, high/height Linear and weight: mm, m, kg
	7.2 Quantities p.54	Specifying materials Buying materials for a job Using a materials checklist	Countable and uncountable nouns I'd like some paint, please.	Substances: glue, cement, oil Containers: tube, tin, bag Area and volume: m^2 , m^3 , litre
	7.3 Future projects p.56	Describing plans for the future Using a Gantt chart	will, won't Time expressions: in 2015, at the end of 2015	Verbs: attach, complete, connect
8 Reporting	8.1 Recent incidents p.58	Taking an emergency call Explaining what has happened Checking on progress	Present perfect I've checked the brakes. Have you checked the tyres?	Car repair: brakes, exhaust pipe Building site: beam, bucket, digger
	8.2 Damage and loss p.60	Reporting damage Dealing with a customer	Past participles as adjectives: It's broken. They're dented. There are some scratches on the screen. There's no user manual.	Electrical: antenna, plug Damage: bent, broken, dented Loss: missing
Unit	8.3 Past events p.62	Discussing past events Phoning a repair shop	Past simple They launched it in 2006. Time expressions: in 2008, on 5th October, fifty years ago	Time: today, yesterday, a week ago Revision of dates and years more than, less than
Review	Unit D p.64			
oting	9.1 Operation p.68	Explaining how things work Explaining what things do	Revision of present simple The handlebar steers the airboard.	Verbs: control, drive, press Parts: body, lever Connections: attached to, mounted on
Troubleshooting	9.2 Hotline p.70	Listening to an automated phone message Using a service hotline Taking a customer through a problem and solution	Is the computer connnected to the adapter? Short answers: Yes, I have. No, it doesn't. Yes, it is.	Electronics and computing: RF/SCART socket, router, modem Connections: connected to
Unit 9	9.3 User guide p.72	Using a flow chart Using a troubleshooting guide	Zero conditional + imperative If it doesn't start, check the cable.	Electronics: LED, loose (cable) Computing: disk drive, printer Car repair: flat (battery)
>	10.1 Rules and warnings p.74	Following safety rules Giving and following warnings Using safety signs	could, might, must Always Don't You mustn't You might trap your hand.	Safety gear: hard hat, gloves Hazards: poison, danger Accidents: hurt, injure, trap Shapes: circular, round
iit 10 Safety	10.2 Safety hazards p.76	Giving and following warnings Noticing safety hazards Reporting safety hazards	Past tense of be The fire exit was locked. There were no fire extinguishers.	Hazard nouns: gap, bare wire Hazard adjectives: coiled, damaged, locked Safety: fire exit, safety cone
Unit	10.3 Investigations p.78	Investigating an accident Reporting an accident Giving, accepting and turning down an invitation	Questions in the past simple Where? When? How high? What? How far? How many?	Nouns on a form: position, altitude, distance
Review	Unit E p.80			
Unit 12 Checking and confirming	11.1 Pistons and valves p.84	Expressing causation, permission and prevention Explaining how a four-stage cycle works	Verb constructions cause, allow + to infinitive make, let + bare infinitive stop, prevent + from + gerund	Hydraulics: chamber, inlet, outlet
	11.2 Switches and relays p.86	Explaining how a relay circuit works Giving an oral presentation	Further practice of verb patterns in 11.1	Electrical: battery, buzzer, earth
	11.3 Rotors and turbines p.88	Explaining how a wind turbine works Giving an oral presentation Making suggestions	Further practice of verb patterns in 11.1 Reference words: it, one	Turbines: blade, brake, gear Verbs: drive, rotate, send
	12.1 Data p.90	Describing specifications Expressing approximation Checking that data is correct	Revision of question forms Is that correct? No, that's wrong.	Approximation: about, over, at least Nouns: mass, rotation
	12.2 Instructions p.92	Following spoken instructions Confirming actions Describing results of actions	Revision of imperative with present continuous	Revision of controls, vehicles, direction adverbs, verbs of movement
	12.3 Progress p.94	Describing maintenance work Checking progress with a Gantt chart	Revision of present perfect, past simple, present continuous, and will	Maintenance and repair: check, inspect, assemble

Review Unit F p.96