

Further Ahead

Learner's Book

Further Ahead follows on from the highly successful *Getting Ahead* course. Suitable for both pre- and in-service learners, it offers:

- units based on topics learners will meet in their daily work, such as marketing campaigns, import and export, coping with meetings and business ethics
- a variety of challenging tasks and communicative activities that ensure that all four skills are developed
- clearly structured and measured progression, with revision units to enable learners to check their progress
- clear and accessible layout.

New features include concise grammar summaries to accompany the revision units, and a focus on building up key vocabulary.

The book is accompanied by an Audio Cassette or Audio CD. The Teacher's Guide provides support and guidance, as well as a full key and tapescripts. The Home Study Book offers the learner further practice to consolidate their studies.

Course components:

- Learner's Book
- Learner's Book Cassette
- Learner's Book Audio CD
- Teacher's Guide
- Home Study Book
- Home Study Book Cassette
- Home Study Book Audio CD

The attached **CD-ROM** contains an introduction to the BEC Preliminary examination and one complete Practice Test including audio.



SYSTEM REQUIREMENTS

- Pentium 166MHz or higher
- Windows® 95, 98, NT4, 2000, ME, XP
- 32MB of RAM
- Super VGA 16-bit colour, 800x600 resolution
- a mouse
- a sound card

CAMBRIDGE
UNIVERSITY PRESS

www.cambridge.org

ISBN 0-521-53172-1



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