






Contents

Learner information p6			
Unit	Business communication skills	Reading and listening	Language links
01 Sara, this is Ed p8	Visiting a networking event Fluency Introducing yourself and other people Roleplay Asking other people their name	Reading Event handout Company website Listening Introductions at a networking event Alphabet and spelling	Vocabulary Introductions Grammar Questions and answers using <i>be</i> Subject pronouns Possessives adjectives Phrase bank Introducing people
02 I start work at 8 am p14	Using numbers and times Looking at work routines Fluency Talking about your daily work routine In Company interviews Units 1–2	Reading Text messages Article about a typical day in the office Listening Conversations about daily routines	Vocabulary Numbers and work-related verbs Grammar Present Simple with key words for work Questions with <i>When</i> , <i>What time</i> and <i>How many</i> Phrase bank Telling the time
Survival scenario A: Enjoy your stay! p20	Checking into a hotel Asking questions about hotel facility opening times and locations Roleplay Checking into a hotel and asking about the facilities	Reading Email about travel plans In Company in action A1: Welcome to The Western Hotel A2: I have a few questions	
03 Where do you work? p22	Looking at jobs and companies Fluency Talking about your job and your company	Reading Work the Net profiles Listening Conversations about jobs, sectors and companies	Vocabulary Jobs, sectors and numbers 10–100 (tens), 100–1,000 (hundreds), 10,000–50,000 (thousands) Grammar Questions with <i>do/does</i> Phrase bank Describing your job and company
04 Can I help you? p28	Making simple telephone calls Making arrangements Roleplay Leaving a message Fluency Talking about dates In Company interviews Units 3–4	Listening Telephone calls to leave a message and to arrange a meeting	Vocabulary Telephone numbers Dates, days and months Grammar <i>Can</i> for requests and possibility Phrase bank Telephone phrases
Survival scenario B: It's very close p34	Saying where places are in a town Saying where places are in an office Roleplay Asking where places are in a town	Reading Text message about plans to meet In Company in action B1: I want to get to the office B2: Go straight to the meeting room	
05 I'm here to see Jo p36	Making small talk Roleplay Visiting an office	Reading Emails Office floor plans Listening Conversations with small talk Showing someone around the office	Vocabulary Small talk Job titles Departments Grammar Prepositions: <i>in</i> , <i>on</i> , <i>opposite</i> , <i>next to</i> Phrase bank Arranging a visit Visiting a company

Unit	Business communication skills	Reading and listening	Language links
06 Let's make a start p42	Taking part in meetings Fluency Discussing types of advertising  In Company interviews Units 5–6	Reading Meeting agenda Blog post Listening Introduction to a meeting Conversation about meetings Marketing meeting	Vocabulary Meeting words and phrases Grammar Frequency words, verbs, nouns and time phrases Questions with <i>How often/Do you</i> Phrase bank Useful phrases for meetings
Survival scenario C: Don't mention it p48	Asking for a favour Responding to requests for a favour Roleplay Making and responding to requests for a favour	Reading Business article: How to ask for a favour  In Company in action C1: I know you're busy but ... C2: There's just one more thing	
07 Business on the move p50	Talking about changes in technology Fluency Talking about your life and career	Reading Article about changing technology Listening The life of a business speaker -ed pronunciation	Vocabulary Adjectives and opposites Grammar Past Simple Phrase bank Talking about technology and communication
08 I'd like to talk about ... p56	Giving presentations Fluency Talking about changes and results Roleplay Giving a sales presentation  In Company interviews Units 7–8	Reading Email about investment opportunities Listening Presentation about sales results Question and answer session	Vocabulary Describing change Grammar Past Simple irregular verbs Questions and negatives in the past Phrase bank Useful presentation language
Survival scenario D: Click the icon p62	Giving instructions and responding to instructions for common office tasks Roleplay Giving instructions for sending an email and printing a document	Reading Email about a training session  In Company in action D1: It's really easy, I promise D2: For an outside line, press 9	
09 Where should I stay? p64	Planning a business event Roleplay Organizing food for a business event Fluency Giving travel tips to visitors	Reading Business invitation Listening Planning business events Talking about places	Vocabulary Opposites Food Places Grammar Making suggestions <i>some</i> and <i>any</i> Phrase bank Asking for suggestions
10 Is cash okay? p70	Negotiating Roleplay Negotiating a deal  In Company interviews Units 9–10	Reading Email about a negotiation Contract Listening Negotiations about delivery, price and discounts	Vocabulary Contract language Grammar Talking about the future Phrase bank Requesting, refusing and accepting
Survival scenario E: What's Eton mess? p76	Describing food Talking about food from different countries Fluency Describing a dish from your country or region	Reading Menu of a British restaurant  In Company in action E1: How about a British restaurant? E2: Tell us about Spanish food	
Irregular verb list p78	Writing bank p80	Additional material p82	Listening scripts p89