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| Numbers Saying numbers: large numbers, fractions, years, money <i>6 billion tonnes</i> vs <i>billions of tonnes</i> | Making things work <i>needs doing</i> Vocabulary revision: parts and components | Instructions Instructions and procedures Adjectives and adverbs: <i>tight/tightly</i> , etc. |
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| Progress updates Present Perfect and Past Simple Job status reports | Predictions Nanotechnology <i>can and be able to</i> | Explaining procedures Active and passive Equipment, instructions, and procedures |
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QUALITY CONTROLLER

Works for a pharmaceutical company.
Collects and organizes samples sent to the lab.
Analyzes data and writes reports.

WAREHOUSE MANAGER

Works for a paper company.
Receives shipments and checks quantities.
Keeps records of inventory.
Manages a database.



SOFTWARE ENGINEER

Works for a bank.
Writes tests and debugs code.
Updates security features and troubleshoots.
Is responsible for a project team.