

Socialising

<p>Chapter 1 Travel arrangements</p>	<ul style="list-style-type: none"> ■ phrases for making travel arrangements. ■ phrases for arranging a social meeting. ■ ways to make suggestions with <i>shall</i> and <i>will</i> 	<ul style="list-style-type: none"> ■ discussing travel details. ■ arranging a social meeting. ■ making arrangements with <i>shall</i> and <i>will</i>. 	<ul style="list-style-type: none"> ■ words and phrases related to air travel. ■ ways to give directions. ■ phrases for making suggestions and proposals. 	<ul style="list-style-type: none"> ■ discussing travel arrangements. ■ giving directions. ■ making suggestions and proposals.
<p>Chapter 2 Making small talk</p>	<ul style="list-style-type: none"> ■ phrases for making introductions. ■ phrases for talking about journeys and for talking about the weather. ■ how to ask personal questions. ■ ways to use the present continuous and present simple. 	<ul style="list-style-type: none"> ■ making introductions. ■ making small talk. ■ using the present simple and present continuous 	<ul style="list-style-type: none"> ■ phrases for introductions and personal questions. ■ phrases for talking about journeys and the weather. ■ how to use <i>should</i> and <i>ought to</i> in different situations. ■ how to contrast ideas with <i>despite</i> and <i>in spite of</i>. 	<ul style="list-style-type: none"> ■ meeting someone and asking personal questions. ■ talking about journeys and the weather. ■ talking about the correct courses of action in the past. ■ contrasting ideas using <i>despite</i> and <i>in spite of</i>.
<p>Chapter 3 Going to restaurants</p>	<ul style="list-style-type: none"> ■ phrases for ordering a meal. ■ phrases for discussing food. ■ how to use countable and uncountable nouns. ■ how to use quantifiers. 	<ul style="list-style-type: none"> ■ ordering a meal in a restaurant. ■ using a menu to select food. ■ talking about food and drink. 	<ul style="list-style-type: none"> ■ phrases for ordering a meal. ■ phrases for discussing food. ■ how to use the passive. ■ how to add the auxiliary verb <i>do</i> for emphasis. 	<ul style="list-style-type: none"> ■ ordering a meal. ■ talking about food and meals in restaurants. ■ using the passive appropriately. ■ emphasising phrases.
<p>Chapter 4 Showing people around</p>	<ul style="list-style-type: none"> ■ phrases for showing visitors around. ■ phrases for talking about the facilities in a building. ■ how to use the present perfect with <i>just</i>, <i>already</i> and <i>yet</i>. 	<ul style="list-style-type: none"> ■ showing a visitor around an office. ■ talking about the facilities in a building. ■ giving directions inside a building. ■ using the present perfect to describe recent events. 	<ul style="list-style-type: none"> ■ phrases for talking about office buildings. ■ phrases for giving directions inside a building. ■ how to use the verb <i>mind</i>. 	<ul style="list-style-type: none"> ■ phrases for talking about office buildings. ■ phrases for giving directions inside a building. ■ making phrases with the verb <i>mind</i>.
<p>Chapter 5 Meeting people by chance</p>	<ul style="list-style-type: none"> ■ phrases for talking about families. ■ phrases for talking about work relationships. ■ how to use the present perfect with <i>for</i> and <i>since</i>. ■ how to use the first conditional. 	<ul style="list-style-type: none"> ■ talking about personal histories and relationships. ■ talking about the duration of actions. ■ giving instructions with <i>if</i>. 	<ul style="list-style-type: none"> ■ expressions for meeting people unexpectedly. ■ phrases for talking about personal histories. ■ how to use the present perfect simple and continuous. 	<ul style="list-style-type: none"> ■ meeting someone unexpectedly. ■ talking about personal histories. ■ using the present perfect continuous