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	Language			Skills			
	Grammar / Functions	Vocabulary	Say it right	Listening	Reading	Speaking	Writing
<b>1 Time p4</b>							
Time in your life	Present simple Adverbs of frequency	Describing routines			Four people's answers to a time questionnaire	Talking about how often you do different things	
What are you doing at the moment?	Present continuous	Social media and networking			Social media	Talking about what you are doing at the moment	
Is that the time?	Beginning and ending conversations	Telling the time	Sentence stress	Two conversations	How to make successful small talk	Keeping a conversation going	
<b>Scenario: A question of time</b> Can a language school sort out its timetable problems?							
<b>2 Meeting people p12</b>							
The right person	Present simple and present continuous	Describing people	s at the end of words	Looking for someone in a crowded room	Business cards	Describing people	
The right impression		Describing your job		Two first conversations	First impressions	Making a good first impression	
Let's talk about it over lunch	Offering and accepting food and drink Talking about likes and dislikes	Talking about food		A business lunch	Business lunches	Offering and accepting food and drink	
<b>Scenario: Visitors</b> Mikael has to meet three visitors, but can he find them?							
<b>3 Companies p20</b>							
My first job	Past simple	Pay and conditions		Two people talk about their first jobs		Talking about pay and conditions Talking about your first job	
Company history		Describing companies	Saying dates		Two of the oldest companies in the world	Presenting your company history	
Speaking in public	Structuring a presentation			A presentation about a company	Tips for public speaking	Making a short presentation	
<b>Scenario: The worst company in the world?</b> Can Leviathan Steel improve its public image?							
<b>4 Great ideas p28</b>							
Luck?	Past simple and past continuous			Three people talk about old and new jobs	Great business ideas	Talking about decisions you've made	
Where were you when ...?		Describing past trends			Events in three decades	Describing graphs	
Selling your idea	Getting heard in meetings	Expressions for putting forward your views and ideas	Intonation – interrupting and offering your opinion	A short meeting	Selling your ideas in a meeting	Discussing workplace ideas	
<b>Scenario: Still popular?</b> Can a fairtrade company improve its performance?							
<b>5 Advice p36</b>							
The life coach	Advice and obligation – <i>should</i> and <i>shouldn't</i> , <i>must</i> and <i>mustn't</i>	Verbs for advice and targets	Word stress – giving advice or talking about obligation	A life coach talks about her work	Life coaches	Giving advice	
Experts at work	Obligation and permission – <i>have to</i> and <i>don't have to</i> , <i>can</i> and <i>can't</i>	Help and problems		The IT helpdesk deals with phone calls	Does anyone like the IT department?	Talking about obligations	
Asking for help	Asking for help			Five people ask for help and advice	Asking for help at work	Asking for help and giving advice	
<b>Scenario: A terrible job</b> Nasouh is unhappy. Should he apply for another job?							
<b>Writing emails p44</b>							

Language				Skills			
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<b>6 Pressure p56</b>							
Under pressure	Present perfect with <i>ever</i>	Budgets, schedules and deadlines		A man talks about pressure at work	Pressure at work	Discussing how you manage pressure at work	
Have you done it yet?	Present perfect with <i>yet</i> and <i>already</i>			What have they done?		Six things to do before you die	
Getting things done	Polite requests and reminders	Word-building			Top tips for successful time management Three emails	Polite requests and reminders	An email reminder
<b>Scenario: The Pressurehead tour</b> Organising a tour schedule and the budget							
<b>7 Careers p64</b>							
Qualified for success?		Education and training Academic qualifications			Three Brazilian brothers talk about their qualifications and training		Your education and training
Stages in a career	Present perfect with <i>for</i> and <i>since</i>	Career development	Word stress	A designer talks about her career		Talking about career development	
Selling yourself	Job interviews	Job skills and qualities		Three people answer job interview questions	Seven ways to flunk a job interview	Interviewing your partner for your job	
<b>Scenario: The promotion</b> Who will Anu promote in her department?							
<b>8 Planning p72</b>							
Being organised	<i>be going to</i> and the present continuous for plans and intentions		Intonation in questions	Three people talk about going on a time management course	A messy success	Talking about your plans and intentions	
I must do it!	<i>will</i> and <i>be going to</i> – spontaneous decisions and predictions			Two people talk about their work situation	Spontaneity at work	Making spontaneous decisions	
Let's make it Wednesday instead	Making arrangements			A phone call to make arrangements	Emails making arrangements	Arranging meetings	An email to confirm arrangements
<b>Scenario: Chaos</b> Making arrangements for international visitors							
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Best-sellers	Present and past passives	Product development			How to create a best-selling product	Talking about your 'objects of desire'	A description of a product
Design features		Design features Product life cycle		New products		Launching a new product	
I'm afraid I disagree	Agreeing and disagreeing	Direct and indirect cultures	Tone and intonation for agreeing and disagreeing	A boss and her employee disagree	Diplomacy and directness	Discussing topics, agreeing and disagreeing	
<b>Scenario: Cerulean Sky</b> A company is involved in a lawsuit							
<b>10 Selling p88</b>							
Extra money	First conditional	Selling goods or services		Advice on selling on auction sites	Making extra money	Talking about making and saving money	
Consumer choice	Second conditional			Three people talk about what they're thinking of doing	Consumer types	Imaginary situations	
Negotiating a price	Negotiating	Negotiating		Three price negotiations	Four golden rules for negotiating the price	Negotiating with your partner	
<b>Scenario: A good deal</b> Should a supermarket stock a new product line?							
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