

GRAMMAR

VOCABULARY

READING & LISTENING

PRONUNCIATION

1 LANGUAGE MATTERS

page 4

- Articles review
- Substituting & referring back

- Languages
- Prefix *mis-*
- Expressing change

- R** My family's experiment in extreme schooling
- Listen Mr Oxford Don
- L** A podcast about translation
- A radio phone-in about expressions which are difficult to translate
- Native and second-language speakers of English

- Schwa /ə/
- Intonation: sounding reassuring

page 12 **FUNCTIONAL LANGUAGE:** BEING REASSURING

page 13 **SPEAKING TASK:** CREATING A LEARNING PLAN

page 130 **WRITING BANK:** AN ONLINE GUIDE FOR STUDENTS

2 COMMUNITY SPIRIT

page 14

- Auxiliary verbs review
- Modal verbs: speculating about the past

- Community
- Achievements

- R** Is it me?
- Twitter: is there more to it than meets the eye?
- L** Settling into a new community
- Ancient cave paintings

- Weak forms (*have*)
- Intonation: fluent connected speech

page 22 **FUNCTIONAL LANGUAGE:** GATHERING YOUR THOUGHTS

page 23 **WRITING TASK:** PROMOTING A COMMUNITY PROJECT

page 24 **REVIEW A,** UNITS 1–2

3 WORK TRENDS

page 26

- Hedging
- Uses of *it*

- Work
- Personal qualities

- R** Hot-desking
- Just another interview...? No!
- L** A short report about school
- Distractions at work and productivity
- Qualities employers look for in job applicants

- Word stress
- Intonation: emphatic stress on adverbs

page 34 **FUNCTIONAL LANGUAGE:** SOFTENING THE MESSAGE

page 35 **SPEAKING TASK:** PREPARING FOR AN INTERVIEW

page 132 **WRITING BANK:** AN EMAIL CONFIRMING ARRANGEMENTS

4 IN BUSINESS

page 36

- The passive voice
- Speculating about the future

- Business
- Business metaphors

- R** Three basic principles of successful niche marketing
- The Bull and the Bear
- L** The sharing economy
- Business logos

- Emphatic stress
- Intonation: denying knowledge

page 44 **FUNCTIONAL LANGUAGE:** CONFIRMING AND DENYING INFORMATION

page 45 **WRITING TASK:** DESCRIBING DATA

page 46 **REVIEW B,** UNITS 3–4

5 FEAR AND COURAGE

page 48

- Participle clauses
- Past perfect continuous

- Fear
- Descriptions

- R** That Nearly Scared Me to Death! Let's Do It Again
- An extract from *The Smoke Ghost*
- L** An expedition into the Antarctic

- Weak form of *had been*
- Intonation: lengthening syllables to express doubt

page 56 **FUNCTIONAL LANGUAGE:** EXPRESSING RESERVATIONS

page 57 **SPEAKING TASK:** DRAMATISING AN ANECDOTE

page 134 **WRITING BANK:** A NARRATIVE

page 58 **BRING IT TOGETHER A,** UNITS 1–5

GRAMMAR

VOCABULARY

READING & LISTENING

PRONUNCIATION

6 THE FUNNY SIDE
page 60

- Patterns with *get*
- Uses of *would*

- Humour
- Jokes
- Laughter

- R** Spoofing
 - No Funny Business
- L** A sense of humour?
 - A joke
 - Laughter yoga

- Strong & weak forms of *would*
- Intonation: connected speech

page 68 **FUNCTIONAL LANGUAGE:** MANAGING MISUNDERSTANDINGS page 69 **WRITING TASK:** A REVIEW

page 70 **REVIEW C,** UNITS 5–6

7 IMAGES AT WORK
page 72

- Uses of *if*
- Alternatives for *if*

- Images
- Advertising collocations

- R** Dispelling myths
 - A brief history of sponsorship
- L** Images in advertising
 - Advertising techniques

- Turning statements into questions
- Intonation: questions inviting comment

page 80 **FUNCTIONAL LANGUAGE:** INTERPRETING IMAGES page 81 **SPEAKING TASK:** GIVING A PRESENTATION
page 136 **WRITING BANK:** AN OPINION ESSAY

8 SENSE AND SENSATION
page 82

- Adverbials overview
- Inversion after negative & limiting adverbials

- Senses
- Tastes
- Uses & meanings of *like*

- R** Synaesthesia: when two senses become one
 - Extract from *Shantaram*
- L** The world's favourite foods!
 - Smells associated with memories

- Stress in polysyllabic words
- Intonation: being polite

page 90 **FUNCTIONAL LANGUAGE:** MANAGING INTERRUPTIONS page 91 **WRITING TASK:** AN ARTICLE

page 92 **REVIEW D,** UNITS 7–8

9 THE SAME BUT DIFFERENT
page 94

- Sentences & clauses
- Noun phrases

- Similarities & differences (1)
- Binomials
- Similarities & differences (2)

- R** It's a Big Mac World
 - Marriage *en masse*
- L** The same but different

- Stress in binomials
- Intonation: listing

page 102 **FUNCTIONAL LANGUAGE:** CRITICISING POLITELY page 103 **SPEAKING TASK:** WEIGHING UP OPTIONS
page 138 **WRITING BANK:** A PROPOSAL

10 THE BEGINNING AND THE END
page 104

- Linkers
- Infinitive & *-ing* review

- Starting & finishing
- Cinema
- Mood & atmosphere

- R** A midsummer party
 - What makes a good opening?
- L** An important first time

- Weak form of *to*
- Intonation: saying goodbye

page 112 **FUNCTIONAL LANGUAGE:** SAYING GOODBYE page 113 **WRITING TASK:** A SUMMARY

page 114 **REVIEW E,** UNITS 9–10 page 116 **BRING IT TOGETHER B,** UNITS 6–10