

Unit/Title		Topics & Vocabulary	Listening	Speaking
1	Companies – big and small page 5 	<ul style="list-style-type: none"> types of company products and services organograms 	Skill: using slides to help understanding Grammar: recognizing singular and plural	Introducing a talk <ul style="list-style-type: none"> good morning/afternoon/evening your name (and your job) your topic
2	 It's just the job! page 19	<ul style="list-style-type: none"> hard skills and soft skills different types of job 	Skill: recognizing signposts Grammar: identifying positive and negative sentences with <i>be</i>	Using notes <ul style="list-style-type: none"> to prepare for a talk during a talk
3	Industrial revolution page 33 	<ul style="list-style-type: none"> different types of industry countries and nationalities the supply chain 	Skill: recognizing and using examples Grammar: recognizing positive and negative sentences with other verbs	Ending a talk <ul style="list-style-type: none"> saying that you have finished thanking the audience asking for questions
4	 Keeping the customer happy page 47	<ul style="list-style-type: none"> keeping the customer happy the four Ps of marketing market research 	Skill: making notes during a talk Grammar: predicting the next word	Speaking in sense groups <ul style="list-style-type: none"> pausing after key words pausing after full stops rising to commas falling to full stops
5	What's my motivation? page 61 	<ul style="list-style-type: none"> areas of motivation at work ways to motivate workers Maslow's theory of motivation Taylorism and Hawthorne Effect 	Skill: making notes of interviews Grammar: recognizing information (<i>Wh~</i> questions)	Good habits <ul style="list-style-type: none"> standing still, looking at the audience, smiling Bad habits <ul style="list-style-type: none"> playing with your hair, waving your hands around, biting your nails
Review Units 1–5 page 75				
6	 Who wants to be a millionaire? page 79	<ul style="list-style-type: none"> starting a new business costs – set-up, direct and indirect profit and loss pricing strategies 	Skill: listening for definitions Grammar: predicting content after a linking word – <i>and/but</i>	Taking part in a meeting <ul style="list-style-type: none"> introducing the topic asking for and making suggestions making decisions
7	Now you're talking page 93 	<ul style="list-style-type: none"> good communication communication problems taking and leaving messages writing good e-mails 	Skill: finding examples from the real world Grammar: recognizing possibility and obligation	Understanding <ul style="list-style-type: none"> saying you understand saying you don't understand asking about understanding
8	 Up, up and ... down? page 107	<ul style="list-style-type: none"> the product life cycle company strategies for growth 	Skill: active listening Grammar: predicting content after linking word – <i>because/so</i>	Referring to graphs <ul style="list-style-type: none"> Figure 1 shows ... The purple line represents ... As you can see, ...
9	Going green page 121 	<ul style="list-style-type: none"> your carbon footprint green issues in business reducing the environmental impact of business 	Skill: recognizing separate points in a talk Grammar: recognizing passive sentences	Working in a team <ul style="list-style-type: none"> listening sharing ideas helping and encouraging making decisions
10	 How to get a good job page 135	<ul style="list-style-type: none"> job applications interview skills body language in job interviews 	Skill: two-part signposts Grammar: recognizing introductory phrases	Giving yourself time to think <ul style="list-style-type: none"> using hesitation devices
Review Units 6–10 page 149				

Resources page 153

Grammar reference page 173

Transcripts page 192

Word list page 221

Reading	Writing	Pronunciation	English in action
Skill: recognizing text types Grammar: identifying the subject – noun/pronoun	Subject and verb agreement with <i>be</i> (SVC)	<ul style="list-style-type: none"> numbers – 0 to 99 saying prices short forms with <i>be</i> 	Talking about prices
Skill: predicting the content of a text Grammar: identifying the subject and the verb (<i>be</i>)	Simple sentences with <i>be</i> (SVC) <ul style="list-style-type: none"> noun adjective prepositional phrases 	<ul style="list-style-type: none"> numbers – hundreds and thousands polite language <i>their/they're</i> 	Using polite language
Skill: understanding a process Grammar: identifying the subject and the verb	Simple sentences with subject, verb and object (SVO)	<ul style="list-style-type: none"> percentages spellings and sounds multi-syllable words stress in nationalities 	Meeting people
Skill: using topic sentences Grammar: finding the object	Sentences with longer objects (SVO) <ul style="list-style-type: none"> adjective + noun quantifier + noun noun + prepositional phrase 	<ul style="list-style-type: none"> <i>schwa</i> at the end of words <i>schwa</i> in function words /ə/ 	Buying food and drink
Skill: reading for research Grammar: understanding long objects	Sentences with adverbials of place and time (SV[O]A)	Pronouncing simple present questions <ul style="list-style-type: none"> <i>do</i> = /du:/ <i>does</i> = /dəz/ 	Showing interest in people
Skill: dealing with new words Grammar: predicting content after a linking word – <i>and/but</i>	Writing a paragraph <ul style="list-style-type: none"> topic sentence point explanation example 	Polite language <ul style="list-style-type: none"> <i>please, thank you</i> Short forms <ul style="list-style-type: none"> <i>you're, I'd, I'll, let's</i> 	Buying services
Skill: understanding the subject, the purpose and the deadline in a text Grammar: recognizing the verb form	Choosing the verb form <ul style="list-style-type: none"> past actions and situations present actions routines and habits future plans 	Joining /d/ and /dʒ/ to /u:/ <ul style="list-style-type: none"> <i>do you</i> <i>could you</i> <i>would you</i> 	Taking and leaving messages
Skill: scanning for names and numbers Grammar: understanding pronouns and noun reference	<ul style="list-style-type: none"> giving reasons with <i>because</i> giving results with <i>so</i> using pronouns using possessive adjectives 	Stress in noun phrases <ul style="list-style-type: none"> noun + noun adjective + noun 	Giving good and bad news
Skill: active reading Grammar: understanding passive sentences	Using the present simple passive <ul style="list-style-type: none"> with an object without an object 		Arranging a meeting
Skill: active reading (2) Grammar: understanding long subjects	<ul style="list-style-type: none"> Writing a CV 	Emphasizing to show enthusiasm <ul style="list-style-type: none"> <i>I'd really love ...</i> <i>I'm extremely interested in ...</i> <i>I'll do the job very well.</i> 	Getting through the first day