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		Unit	Learning objectives
1		Welcome	<ul style="list-style-type: none"><li>• introduce yourself and others</li><li>• name your job and company</li></ul>
2		At work	<ul style="list-style-type: none"><li>• answer a call</li><li>• take a message</li></ul>
3		Around the company	<ul style="list-style-type: none"><li>• greet visitors</li><li>• name things in the office</li><li>• say where things are</li></ul>
4		Colleagues and companies	<ul style="list-style-type: none"><li>• talk about yourself</li><li>• talk about your company</li><li>• exchange information</li></ul>
5		Work schedules	<ul style="list-style-type: none"><li>• talk about work</li><li>• talk about free time</li></ul>
6		Reviews and reports	<ul style="list-style-type: none"><li>• say dates</li><li>• talk about the past</li><li>• give a report</li><li>• write emails</li></ul>
7		Business travel	<ul style="list-style-type: none"><li>• talk about journeys</li><li>• talk about agendas</li><li>• give directions</li><li>• order in a restaurant</li><li>• make small talk</li></ul>

Key language	Grammar	Page
<ul style="list-style-type: none"> <li>• job titles</li> <li>• words for telephone calls</li> </ul>	The verb <i>to be</i> Questions and answers with <i>to be</i> Question words Personal pronouns and possessive determiners Genitive 's	9
<ul style="list-style-type: none"> <li>• phrases at work</li> <li>• the alphabet</li> <li>• telephone phrases</li> <li>• numbers</li> </ul>	Subject and object pronouns The verb <i>can</i> Questions with <i>can</i> Requests with <i>can</i>	17
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<ul style="list-style-type: none"> <li>• countries and nationalities</li> <li>• company facts</li> <li>• business cards</li> </ul>	Simple present Questions	33
<ul style="list-style-type: none"> <li>• numbers and times</li> <li>• days of the week</li> <li>• activities at work</li> <li>• free-time activities</li> </ul>	Simple present Short answers Verb + <i>-ing</i> Adverbs of frequency	41
<ul style="list-style-type: none"> <li>• months</li> <li>• ordinal numbers</li> <li>• regular business events</li> </ul>	<i>Was/Were</i> – Simple past of <i>to be</i> Questions with <i>was/were</i> Simple past of regular verbs Simple past of irregular verbs	49
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		Unit	Learning objectives
8		Hotels and conferences	<ul style="list-style-type: none"><li>• make small talk</li><li>• describe hotels</li><li>• compare things</li><li>• check into a hotel</li></ul>
9		Activities and trends	<ul style="list-style-type: none"><li>• talk about the present</li><li>• talk about trends</li><li>• ask for and give an opinion</li><li>• agree and disagree</li></ul>
10		Your product line	<ul style="list-style-type: none"><li>• describe products</li><li>• talk about measurements and sizes</li><li>• talk about future arrangements</li><li>• use a dictionary</li></ul>
11		Getting information	<ul style="list-style-type: none"><li>• make and reply to an enquiry</li><li>• ask about prices</li><li>• make telephone calls about these things</li></ul>
12		Orders and payments	<ul style="list-style-type: none"><li>• talk about methods of payment</li><li>• send a quotation</li><li>• place an order</li></ul>
13		Logistics	<ul style="list-style-type: none"><li>• arrange shipment</li><li>• deal with and explain problems</li><li>• read and understand business documents</li></ul>
14		New personnel	<ul style="list-style-type: none"><li>• talk about job descriptions, applications and interviews</li><li>• talk about your job experience</li></ul>

Key language	Grammar	Page
<ul style="list-style-type: none"> <li>• phrases for small talk</li> <li>• hotel and travel vocabulary</li> </ul>	Simple present (revision) Simple past (revision) Comparatives and superlatives <i>than</i> and <i>as</i>	65
<ul style="list-style-type: none"> <li>• activities at work</li> <li>• verbs to describe developments</li> <li>• vocabulary to describe charts</li> </ul>	Present continuous Questions and short answers Present continuous vs simple present: Signal words <i>Some</i> and <i>any</i>	73
<ul style="list-style-type: none"> <li>• adjectives</li> </ul>	The future <i>must / have to</i>	81
<ul style="list-style-type: none"> <li>• purchasing and sales terms</li> <li>• telephone phrases</li> </ul>	Relative clauses Adjectives and adverbs Forms of adverbs	89
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<ul style="list-style-type: none"> <li>• vocabulary for job profiles</li> <li>• phrases for applications and interviews</li> </ul>	<i>Since</i> and <i>for</i> <i>Have you ever ...?</i>	113

