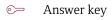
Table of contents

Page	Title
4	Welcome
5	Preface
6	Teaching tips
	A1
11	Unit 1: Welcome
16	Unit 2: At work
23	Unit 3: Around the company
29	Unit 4: Colleagues and companies
34	Unit 5: Work schedules
39	Unit 6: Reviews and reports
44	Unit 7: Business travel
	A2
49	Unit 8: Hotels and conferences
55	Unit 9: Activities and trends
61	Unit 10: Your product line
68	Unit 11: Getting information
75	Unit 12: Orders and payments
82	Unit 13: Logistics
89	Unit 14: New personnel
97	Photocopiables

Symbols in this Teaching Guide



Audio transcripts for the listening tasks

Photocopiable activities