

# Table of contents

	<b>Welcome!</b>			<b>6</b>
		• Talking about English at work    • Meeting the characters		
<b>Unit 1</b>	<b>Introductions</b>			<b>10</b>
Part A	<b>At a networking conference</b>	• Introducing yourself and your company • Sounds natural: Echoing	Question tags Simple present vs present continuous	
Part B	<b>Company facts</b>	• Talking about roles and responsibilities • Describing company structures and processes	Passive: simple present and present continuous	
Part C	<b>Management structures</b>	• Reading about real company management structures	Extra practice Culture spot: First name or last name?	19
<b>Unit 2</b>	<b>Business partners</b>			<b>22</b>
Part A	<b>A new contact</b>	• Writing emails • Sounds natural: Keeping things short	Simple past, present perfect and present perfect continuous Passive: simple past	
Part B	<b>Business small talk</b>	• Talking about experiences • Sounds natural: Making small talk		
Part C	<b>Working internationally</b>	• Discussing cultural differences	Extra practice Culture spot: Breaking the ice	31
	<b>Business file 1: A company visit</b>			<b>34</b>
<b>Unit 3</b>	<b>Business moves</b>			<b>36</b>
Part A	<b>New plans</b>	• Talking about plans and schedules • Conducting conference calls • Sounds natural: Interrupting	The future: <i>will</i> , <i>going to</i> and the present continuous Passive: <i>going to</i> and <i>will</i>	
Part B	<b>Moving forward</b>	• Talking about your experience, skills and knowledge • Sounds natural: Indirect questions	Passive: present perfect Present perfect with <i>already</i> and <i>yet</i> Verbs + infinitive or <i>-ing</i> form	
Part C	<b>Team building</b>	• Discussing team-building activities	Extra practice Culture spot: Making a good impression in interviews	45
<b>Unit 4</b>	<b>Problem-solving</b>			<b>48</b>
Part A	<b>A company help desk</b>	• Making oral and written summaries • Sounds natural: Summarizing information	Adverbs Past continuous and past perfect	
Part B	<b>A weekly task force meeting</b>	• Taking part in meetings • Writing minutes	Passive: modal verbs (and their substitutes) Passive with <i>it</i>	
Part C	<b>Meetings</b>	• Discussing tips for effective meetings	Extra practice Culture spot: Was that a 'yes' or a 'no'?	57
	<b>Business file 2: A team meeting</b>			<b>60</b>
<b>Unit 5</b>	<b>Presenting</b>			<b>62</b>
Part A	<b>Doing the groundwork</b>	• Preparing for a presentation • Talking about future and past hypothetical situations	First, second and third conditionals	
Part B	<b>Off to a good start</b>	• Sounds natural: Summarizing your message • Starting and ending a presentation		
Part C	<b>Meet Derek Sivers</b>	• Analysing a presentation	Extra practice Culture spot: Keeping things simple	71

<b>Unit 6</b>	<b>A new market</b>		<b>74</b>	
Part A	<b>Picture this</b>	<ul style="list-style-type: none"> <li>Structuring the body of a presentation</li> <li>Talking about facts, figures and trends</li> <li>Sounds natural: Linking words</li> </ul>	Comparatives and superlatives (adjectives and adverbs)	
Part B	<b>The Q &amp; A session</b>	<ul style="list-style-type: none"> <li>Handling questions</li> </ul>	<i>Used to</i>	
Part C	<b>Lost and found</b>	<ul style="list-style-type: none"> <li>Analysing a report and listening to a presentation</li> </ul>	<b>Extra practice</b> Culture spot: Getting your message across	<b>83</b>
<b>Business file 3: A presentation</b>			<b>86</b>	
<b>Unit 7</b>	<b>Negotiating</b>		<b>88</b>	
Part A	<b>Finding a new business partner</b>	<ul style="list-style-type: none"> <li>Reporting what people have said</li> </ul>	Reported speech	
Part B	<b>Making concessions</b>	<ul style="list-style-type: none"> <li>Taking part in negotiations</li> <li>Sounds natural: Tentative language</li> </ul>	Phrasal verbs	
Part C	<b>Strategic partnerships</b>	<ul style="list-style-type: none"> <li>Discussing negotiation strategies</li> </ul>	<b>Extra practice</b> Culture spot: Negotiating internationally	<b>97</b>
<b>Unit 8</b>	<b>Global challenges</b>		<b>100</b>	
Part A	<b>Across cultures</b>	<ul style="list-style-type: none"> <li>Discussing cross-cultural issues</li> <li>Speculating about behaviour</li> </ul>	Modal verbs for speculating Modal verbs + <i>have</i> + past participle	
Part B	<b>A win-win solution</b>	<ul style="list-style-type: none"> <li>Sounds natural: Open and closed questions</li> <li>Negotiating effectively</li> </ul>		
Part C	<b>Knowing your own culture</b>	<ul style="list-style-type: none"> <li>Thinking about your own culture and how others see you</li> </ul>	<b>Extra practice</b> Culture spot: Taking things at face value?	<b>109</b>
<b>Business file 4: A negotiation</b>			<b>112</b>	
<b>Unit 9</b>	<b>Project work</b>		<b>114</b>	
Part A	<b>A new team</b>	<ul style="list-style-type: none"> <li>Talking about projects and schedules</li> </ul>	Future continuous and future perfect	
Part B	<b>A progress report</b>	<ul style="list-style-type: none"> <li>Writing a progress report</li> <li>Sounds natural: Dealing with favours</li> </ul>	Relative clauses (defining and non-defining)	
Part C	<b>Delegating</b>	<ul style="list-style-type: none"> <li>Discussing effective delegation</li> </ul>	<b>Extra practice</b> Culture spot: Taking turns	<b>123</b>
<b>Unit 10</b>	<b>New ideas</b>		<b>126</b>	
Part A	<b>The perfect product</b>	<ul style="list-style-type: none"> <li>Talking about products and services</li> </ul>	Grammar revision	
Part B	<b>Brainstorming solutions</b>	<ul style="list-style-type: none"> <li>Writing a report</li> <li>Sounds natural: Brainstorming ideas</li> </ul>		
Part C	<b>Professional communities</b>	<ul style="list-style-type: none"> <li>Discussing the benefits of professional communities</li> </ul>	<b>Extra practice</b> Culture spot: Expressing your opinion	<b>135</b>
<b>Business file 5: At a trade fair</b>			<b>138</b>	