

UNIT 1 > TRAVELLING FOR WORK p.7					
Videos: 1.1 Business travel 1.3 Making small talk					
<b>1.1 &gt; Business travel</b>	<b>1.2 &gt; Events management</b>	<b>1.3 &gt; Communication skills:</b> Small talk	<b>1.4 &gt; Business skills:</b> Dealing with problems	<b>1.5 &gt; Writing:</b> Email – Asking for information	<b>Business workshop &gt; 1</b> A business trip (p.88)
<b>Video:</b> Business travel <b>Vocabulary:</b> Transport, accommodation and travel <b>Project:</b> Helping a business traveller	<b>Listening:</b> Interview with an Events Manager <b>Grammar:</b> Comparatives and superlatives <b>Speaking and writing:</b> Choose a venue for a party <b>Pronunciation:</b> The letter ‘r’ (p.114)	<b>Video:</b> Making small talk <b>Pronunciation:</b> Showing interest in small talk (p.114) <b>Functional language:</b> Making small talk <b>Task:</b> Practise making small talk with colleagues	<b>Listening:</b> Talking about problems <b>Functional language:</b> Explaining and solving IT problems <b>Task:</b> Practise explaining and solving an IT problem	<b>Model text:</b> Email asking for information <b>Functional language:</b> Phrases for writing an email <b>Grammar:</b> <i>can</i> and <i>could</i> to ask for information <b>Task:</b> Write an email asking for information	<b>Reading:</b> Website of a music talent agency <b>Listening:</b> Phone call to arrange a business trip <b>Task:</b> Rearrange plans
Review p.104					

UNIT 2 > LOCATION p.17					
Videos: 2.1 Choosing a business location 2.3 Clarifying information					
<b>2.1 &gt; Dovetailed in Cambridge</b>	<b>2.2 &gt; Visiting Singapore</b>	<b>2.3 &gt; Communication skills:</b> Checking and clarifying	<b>2.4 &gt; Business skills:</b> Starting a meeting	<b>2.5 &gt; Writing:</b> Short communications	<b>Business workshop &gt; 2</b> A new location (p.90)
<b>Video:</b> Choosing a business location <b>Vocabulary:</b> Location <b>Pronunciation:</b> Syllables and stress (p.114) <b>Project:</b> Researching the location of a company	<b>Pronunciation:</b> Stress in noun phrases (p.114) <b>Reading:</b> Singapore creates a tropical wildlife paradise <b>Grammar:</b> <i>enough</i> and <i>too</i> <b>Speaking and writing:</b> Describing problematic situations	<b>Video:</b> Clarifying information <b>Functional language:</b> Checking and clarifying <b>Task:</b> Checking and clarifying information in a meeting	<b>Listening:</b> A meeting <b>Functional language:</b> Opening a meeting, referring to the agenda and stating purpose <b>Task:</b> Opening a meeting	<b>Model text:</b> Short messages <b>Functional language:</b> Abbreviations <b>Grammar:</b> Present Continuous <b>Task:</b> Informal and formal messages	<b>Listening:</b> New office locations <b>Reading:</b> Magazine report <b>Task:</b> Choose a location
Review p.105					

UNIT 3 > RETAIL p.27					
Videos: 3.1 An unusual café 3.3 Dealing with a problem					
<b>3.1 &gt; The Ziferblat café</b>	<b>3.2 &gt; The retail experience</b>	<b>3.3 &gt; Communication skills:</b> Solving workflow problems	<b>3.4 &gt; Business skills:</b> Presenting results	<b>3.5 &gt; Writing:</b> An online review form	<b>Business workshop &gt; 3</b> Pop-up stores (p.92)
<b>Video:</b> An unusual café <b>Vocabulary:</b> Shops and the shopping experience <b>Project:</b> A survey about shopping habits	<b>Listening:</b> Shopping experiences <b>Grammar:</b> Past Simple and Past Continuous <b>Pronunciation:</b> Past Simple (p.115) <b>Writing:</b> Writing a tweet	<b>Video:</b> Dealing with a problem <b>Functional language:</b> Solving problems <b>Pronunciation:</b> Stress in short sentences (p.115) <b>Task:</b> Dealing with a workflow problem	<b>Listening:</b> A presentation <b>Functional language:</b> Signposting a presentation <b>Task:</b> A presentation	<b>Model text:</b> An online review <b>Functional language:</b> Phrases from a review <b>Grammar:</b> Types of adverbs <b>Task:</b> An online review	<b>Reading:</b> Article about a famous retailer <b>Listening:</b> Market research interviews <b>Task:</b> Design your own pop-up store
Review p.106					

UNIT 4 > WORK PATTERNS p.37					
Videos: 4.1 The working day 4.3 Approaches to decision-making					
<b>4.1 &gt; My working life</b>	<b>4.2 &gt; Executives at work</b>	<b>4.3 &gt; Communication skills:</b> Making group decisions	<b>4.4 &gt; Business skills:</b> Phoning to change arrangements	<b>4.5 &gt; Writing:</b> Confirming arrangements	<b>Business workshop &gt; 4</b> The Holsted way (p.94)
<b>Video:</b> The working day <b>Vocabulary:</b> Describing jobs and contracts <b>Pronunciation:</b> Vowel sounds: British English and American English (p.115) <b>Project:</b> Researching work patterns	<b>Reading:</b> Women in Business <b>Grammar:</b> Present Perfect Simple <b>Pronunciation:</b> Present Perfect Simple (p.116) <b>Speaking:</b> Asking and answering questions using the Present Perfect Simple	<b>Video:</b> Approaches to decision-making <b>Functional language:</b> Facilitating a decision-making meeting <b>Task:</b> Discussing proposals in a meeting	<b>Listening:</b> Changing an appointment on the phone <b>Functional language:</b> Rescheduling appointments on the phone <b>Task:</b> Roleplay a phone call to confirm an appointment	<b>Model text:</b> Emails making and confirming arrangements <b>Functional language:</b> Phrases for confirming, inviting questions, thanking, apologising and concluding in an email <b>Grammar:</b> Prepositions of time <b>Task:</b> An email to confirm arrangements	<b>Listening:</b> Presentation about company culture; Meeting about work patterns <b>Task:</b> Negotiate changes <b>Writing:</b> Reply to an email
Review p.107					

UNIT 5 > MONEY p.47					
Videos: 5.1 Cashless payments 5.3 Negotiating roles					
<b>5.1 &gt; Going cashless</b>	<b>5.2 &gt; Consumer spending</b>	<b>5.3 &gt; Communication skills:</b> Negotiating team roles	<b>5.4 &gt; Business skills:</b> Presenting facts and figures	<b>5.5 &gt; Writing:</b> Letter about a price increase	<b>Business workshop &gt; 5</b> Local economy boost (p.96)
<b>Video:</b> Cashless payments <b>Vocabulary:</b> Money; Collocations <b>Project:</b> Creating an advertising campaign to persuade people to go cashless	<b>Listening:</b> Podcast about money <b>Grammar:</b> First conditional <b>Pronunciation:</b> Intonation in conditionals (p.116) <b>Speaking:</b> Talking about yourself	<b>Video:</b> Negotiating roles <b>Functional language:</b> Agreeing on team roles in meetings <b>Task:</b> Team Tasks Game	<b>Listening:</b> Presentation about retail banking <b>Functional language:</b> Quoting figures in presentations <b>Pronunciation:</b> Numbers and figures (p.116) <b>Task:</b> Give a presentation on equal pay	<b>Model text:</b> Formal letter <b>Functional language:</b> Reasons, explanations, enclosures, conclusions <b>Grammar:</b> <i>because</i> , <i>so</i> , <i>so that</i> <b>Task:</b> A letter explaining price increases	<b>Listening:</b> A town council meeting <b>Reading:</b> Information on a local government website <b>Speaking:</b> Choose a project <b>Writing:</b> Announcement for the town council website
Review p.108					

UNIT 6 > TEAMWORK p.57					
Videos: 6.1 Teamwork in extreme situations 6.3 Offering support to a colleague					
<b>6.1 &gt; Working together</b>	<b>6.2 &gt; Team building</b>	<b>6.3 &gt; Communication skills:</b> Supporting a colleague	<b>6.4 &gt; Business skills:</b> Being positive in meetings	<b>6.5 &gt; Writing:</b> Making requests	<b>Business workshop &gt; 6</b> The Amazing Chair Company (p.98)
<b>Video:</b> Teamwork in extreme situations <b>Pronunciation:</b> Vowel sounds: /ɪ/, /i:/, /aɪ/ and /ə/ (p.117) <b>Vocabulary:</b> Teamwork; Word building – verbs and nouns <b>Project:</b> Plan and make a schedule for a meeting	<b>Reading:</b> The rise of sport at work <b>Pronunciation:</b> Linking between words (p.117) <b>Grammar:</b> Pronouns with <i>some-</i> and <i>every-</i> <b>Speaking and writing:</b> Describing people, places, things, jobs and studies	<b>Video:</b> Offering support to a colleague <b>Functional language:</b> Encouraging and motivating <b>Task:</b> Supporting a colleague	<b>Listening:</b> A recruitment problem <b>Functional language:</b> Supporting, building on and questioning ideas <b>Task:</b> Supporting, building on and questioning ideas in a meeting	<b>Model text:</b> Email making requests <b>Functional language:</b> Making requests <b>Grammar:</b> Linking words for sequence <b>Task:</b> An email making a request	<b>Listening:</b> Employees talk about their jobs <b>Reading:</b> Business emails <b>Task:</b> Rearrange team roles
Review p.109					

UNIT 7 > MOVING FORWARD p.67					
Videos: 7.1 Developing a new product 7.3 Giving explanations					
<b>7.1 &gt; Research and development</b>	<b>7.2 &gt; Innovation</b>	<b>7.3 &gt; Communication skills:</b> Giving explanations	<b>7.4 &gt; Business skills:</b> Dealing with technical problems	<b>7.5 &gt; Writing:</b> Preparing slides	<b>Business workshop &gt; 7</b> Zapatos Trujillo S.A. (p.100)
<b>Video:</b> Developing a new product <b>Vocabulary:</b> Research and development <b>Project:</b> Planning product testing	<b>Reading:</b> Henn na Hotel <b>Grammar:</b> <i>can</i> , <i>have to</i> , <i>need to</i> <b>Pronunciation:</b> <i>can</i> and <i>can't</i> (p.117) <b>Speaking and writing:</b> Explanation of a process	<b>Video:</b> Giving explanations <b>Functional language:</b> Explaining a procedure clearly and effectively <b>Pronunciation:</b> Phrasing and pausing when giving instructions (p.118) <b>Task:</b> Explain how to use an app	<b>Listening:</b> Problems and solutions in a webinar <b>Functional language:</b> Signalling and dealing with technical problems <b>Task:</b> Dealing with technical problems in an online meeting	<b>Model text:</b> Presentation slides <b>Functional language:</b> Language used in slides <b>Grammar:</b> <i>Wh-</i> questions <b>Task:</b> Slides for a presentation	<b>Listening:</b> Conversation about shoe manufacturing <b>Reading:</b> Progress report <b>Task:</b> Manage production <b>Writing:</b> Email explaining the board's decision
Review p.110					

UNIT 8 > GREEN SOLUTIONS p.77					
Videos: 8.1 Tourism in Punta de Lobos 8.3 Feedback in a review meeting					
<b>8.1 &gt; Green business</b>	<b>8.2 &gt; Transport solutions</b>	<b>8.3 &gt; Communication skills:</b> Giving and receiving feedback	<b>8.4 &gt; Business skills:</b> Managing questions	<b>8.5 &gt; Writing:</b> An intranet update	<b>Business workshop &gt; 8</b> Walsh Ryan's green office (p.102)
<b>Video:</b> Tourism in Punta de Lobos <b>Pronunciation:</b> Vowel sounds: /ɜ:/, /ʊ/, /u:/ and /əʊ/ (p.118) <b>Vocabulary:</b> The environment <b>Project:</b> Protecting the environment	<b>Listening:</b> An interview about public transport <b>Grammar:</b> <i>should</i> and <i>could</i> for advice and suggestions <b>Pronunciation:</b> <i>should</i> and <i>could</i> (p.118) <b>Writing:</b> Email offering advice and suggestions	<b>Video:</b> Feedback in a review meeting <b>Functional language:</b> Giving and receiving feedback <b>Task:</b> Practise giving and receiving feedback	<b>Listening:</b> A Q&A session in a presentation <b>Functional language:</b> Managing a Q&A session <b>Task:</b> Roleplay a Q&A session	<b>Model text:</b> An intranet update <b>Functional language:</b> Language for giving an update <b>Grammar:</b> Future forms <b>Task:</b> Write an intranet update	<b>Reading:</b> Report about office energy use <b>Listening:</b> Ways to reduce energy costs and waste <b>Task:</b> Present ideas on waste and energy reduction
Review p.111					