

UNIT 1 > INNOVATION p.7					
<p><b>Videos:</b> 1.1 Innovation Director, Haiyan Zhang 1.3 Pitching your ideas</p>					
<p><b>1.1 &gt; An innovative approach</b></p> <p><b>Video:</b> Innovation Director, Haiyan Zhang <b>Vocabulary:</b> Innovation <b>Project:</b> The impact of technology</p>	<p><b>1.2 &gt; How innovators think</b></p> <p><b>Reading:</b> Understanding what makes inventors tick <b>Grammar:</b> Articles: <i>a/an, the</i>, no article <b>Writing:</b> An intranet post on creativity <b>Spoken English:</b> I need a chain of command p. 112</p>	<p><b>1.3 &gt; Communication skills:</b> Pitching your ideas</p> <p><b>Preparation:</b> Pitching an idea for a magazine section <b>Roleplay:</b> A pitch <b>Video:</b> Pitching your ideas</p>	<p><b>1.4 &gt; Business skills:</b> Engaging presentations</p> <p><b>Listening:</b> Presentation of a senior sales director <b>Useful language:</b> Techniques for engaging an audience <b>Task:</b> Opening and closing a presentation</p>	<p><b>1.5 &gt; Writing:</b> Investment research</p> <p><b>Model text:</b> Research report <b>Useful language:</b> Topic sentences and cohesion <b>Grammar:</b> Substitution of nouns and noun phrases <b>Task:</b> Write a research report based on a SWOT analysis</p>	<p><b>Business workshop &gt; 1</b> Innovative thinking (p.88)</p> <p><b>Listening:</b> A presentation about innovation <b>Speaking:</b> Types of innovation <b>Task:</b> Create a set of recommendations <b>Writing:</b> An email explaining a choice</p>
Review p.104					

UNIT 2 > LIFE CYCLE p.17					
<p><b>Videos:</b> 2.1 Take, make, dispose? 2.3 Reformulating and clarifying</p>					
<p><b>2.1 &gt; A circular economy</b></p> <p><b>Video:</b> Take, make, dispose? <b>Vocabulary:</b> Circular economies <b>Project:</b> Replacing electronic devices</p>	<p><b>2.2 &gt; Product life cycles</b></p> <p><b>Listening:</b> Podcast – Manufacturing and the environment <b>Grammar:</b> Additional passive structures <b>Speaking and writing:</b> Discussing and writing about a plan for waste management</p>	<p><b>2.3 &gt; Communication skills:</b> Reformulating and clarifying</p> <p><b>Preparation:</b> Meeting to discuss an article <b>Roleplay:</b> Discussion meeting about an article <b>Video:</b> Reformulating and clarifying</p>	<p><b>2.4 &gt; Business skills:</b> Effective meetings</p> <p><b>Listening:</b> Conference call to announce details of a new business partnership <b>Useful language:</b> Communication principles <b>Task:</b> Putting forward problems and proposals in a meeting <b>Spoken English:</b> I do wonder really where it all ends up, I mean p. 112</p>	<p><b>2.5 &gt; Writing:</b> Minutes of a meeting</p> <p><b>Model text:</b> Notes and full minutes of a meeting <b>Useful language:</b> Language for writing minutes <b>Grammar:</b> Ellipsis <b>Task:</b> Use notes to write full minutes of a meeting</p>	<p><b>Business workshop &gt; 2</b> Achieving a circular economy (p.90)</p> <p><b>Listening:</b> A symposium talk about implementing a circular economy <b>Reading:</b> Reports on environmental initiatives <b>Task:</b> Make an action plan</p>
Review p.105					

UNIT 3 > FINANCE AND INVESTMENT p.27					
<p><b>Videos:</b> 3.1 Trader Piers Curran 3.3 Challenging facts politely</p>					
<p><b>3.1 &gt; How traders work</b></p> <p><b>Video:</b> Trader Piers Curran <b>Vocabulary:</b> Finance and investment <b>Project:</b> Presentation on types of investments</p>	<p><b>3.2 &gt; Financial investments</b></p> <p><b>Listening:</b> Talks offering investment advice <b>Grammar:</b> Expressing attitudes to the future <b>Writing:</b> An email to discuss personal financial investment options <b>Spoken English:</b> Don't put all your eggs in one basket p. 113</p>	<p><b>3.3 &gt; Communication skills:</b> Challenging facts politely</p> <p><b>Preparation:</b> Discussing research for an article <b>Roleplay:</b> Sharing research for a joint assignment <b>Video:</b> Challenging facts politely</p>	<p><b>3.4 &gt; Business skills:</b> Exploring options</p> <p><b>Listening:</b> Negotiation of an office lease <b>Useful language:</b> Questions in negotiations <b>Task:</b> Negotiating time involvement on a project</p>	<p><b>3.5 &gt; Writing:</b> Budget report</p> <p><b>Model text:</b> Budget report <b>Useful language:</b> Expressions for writing financial reports <b>Grammar:</b> Modal verbs: possibility <b>Task:</b> Write an executive summary of a budget report</p>	<p><b>Business workshop &gt; 3</b> Financial strategy (p.92)</p> <p><b>Reading:</b> Options for making an opportunity feasible <b>Listening:</b> A discussion evaluating financing options <b>Task:</b> Pitch an idea <b>Writing:</b> A request for financial support</p>
Review p.106					

UNIT 4 > DISRUPTORS p.37					
<p><b>Videos:</b> 4.1 Game-changers 4.3 Finding solutions</p>					
<p><b>4.1 &gt; Disruptors in business</b></p> <p><b>Video:</b> Game-changers <b>Vocabulary:</b> Disruptors and disruption; Collocations <b>Project:</b> Products we rely on <b>Spoken English:</b> My time is my own and I can take work or leave it p. 113</p>	<p><b>4.2 &gt; Disruptive innovation</b></p> <p><b>Reading:</b> On the difficulty of defining disruption <b>Grammar:</b> Hypothesising <b>Speaking and writing:</b> Discussing and writing about the next big disruptor</p>	<p><b>4.3 &gt; Communication skills:</b> Finding solutions</p> <p><b>Preparation:</b> Finding ways to increase the magazine's revenue <b>Roleplay:</b> Brainstorming <b>Video:</b> Finding solutions</p>	<p><b>4.4 &gt; Business skills:</b> Reporting and planning</p> <p><b>Listening:</b> Meeting about change management <b>Useful language:</b> Expressions for discussing change <b>Task:</b> Interviewing for a change management consultancy role</p>	<p><b>4.5 &gt; Writing:</b> Supply chain choices</p> <p><b>Model text:</b> Report <b>Useful language:</b> Phrases for a report <b>Grammar:</b> Emphasis using inversion and fronting <b>Task:</b> Write a report about company supply chains</p>	<p><b>Business workshop &gt; 4</b> Disruption – planning ahead (p.94)</p> <p><b>Listening:</b> A radio programme about the development and use of autonomous vehicles <b>Speaking:</b> Changes in transportation <b>Task:</b> Present a choice <b>Writing:</b> A handout for a presentation</p>
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UNIT 5 > CUSTOMER ENGAGEMENT p.47					
<p><b>Videos:</b> 5.1 The psychology of shopping 5.3 Presenting research data</p>					
<p><b>5.1 &gt; Marketing strategies</b></p> <p><b>Video:</b> The psychology of shopping <b>Vocabulary:</b> Influencing customer behaviour <b>Project:</b> Planning a marketing campaign</p>	<p><b>5.2 &gt; Persuasion</b></p> <p><b>Reading:</b> Advice for time-pressed executives <b>Grammar:</b> Participle clauses <b>Speaking:</b> Priorities in financial decision-making <b>Spoken English:</b> I'd buy things at the drop of a hat p. 114</p>	<p><b>5.3 &gt; Communication skills:</b> Presenting research data</p> <p><b>Preparation:</b> Presenting and discussing research findings <b>Roleplay:</b> A presentation <b>Video:</b> Presenting research data</p>	<p><b>5.4 &gt; Business skills:</b> Building relationships on trust</p> <p><b>Listening:</b> Establishing a plan to diagnose problems among senior management <b>Useful language:</b> Expressions for trust-building <b>Task:</b> Using trust-building strategies to negotiate a good deal</p>	<p><b>5.5 &gt; Writing:</b> Advertising copy</p> <p><b>Model text:</b> Advertising copy for the Slanket <b>Useful language:</b> Language in advertising <b>Grammar:</b> Groups of adjectives and gradable adjectives <b>Task:</b> Write advertising copy for microwavable slippers</p>	<p><b>Business workshop &gt; 5</b> The art of persuasion (p.96)</p> <p><b>Listening:</b> A discussion about soft skills in the workplace <b>Reading:</b> Skills needed in different companies <b>Task:</b> Create a course</p>
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UNIT 6 > THE BUSINESS OF TOURISM p.57					
<p><b>Videos:</b> 6.1 Iceland's tourism boom 6.3 Business networking</p>					
<p><b>6.1 &gt; The impact of tourism</b></p> <p><b>Video:</b> Iceland's tourism boom <b>Vocabulary:</b> Tourism and hospitality <b>Project:</b> The tourist accommodation debate</p>	<p><b>6.2 &gt; Evolving tourism</b></p> <p><b>Reading:</b> Spanish tourism's journey from mass market to luxury <b>Grammar:</b> Review of past tenses and discourse markers <b>Writing:</b> An article about the development of tourism in your country</p>	<p><b>6.3 &gt; Communication skills:</b> Business networking</p> <p><b>Preparation:</b> Networking at a trade fair <b>Roleplay:</b> Networking <b>Video:</b> Business networking</p>	<p><b>6.4 &gt; Business skills:</b> Storytelling in presentations</p> <p><b>Listening:</b> Conference presentation about environmental responsibility <b>Useful language:</b> Storytelling <b>Task:</b> Telling a story about a life lesson <b>Spoken English:</b> Mate, stop it – 'cause it's annoying p. 114</p>	<p><b>6.5 &gt; Writing:</b> Email to a business partner</p> <p><b>Model text:</b> Emails discussing trip arrangements <b>Useful language:</b> Enquiring about and confirming travel arrangements <b>Grammar:</b> If and alternatives <b>Task:</b> Write emails to plan an international sales conference</p>	<p><b>Business workshop &gt; 6</b> Sustainable business travel (p.98)</p> <p><b>Listening:</b> A response to corporate image damage <b>Reading:</b> An outline of preliminary findings <b>Task:</b> Create a travel policy <b>Writing:</b> An email summarising recommendations</p>
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UNIT 7 > MANAGING CONFLICT p.67					
<p><b>Videos:</b> 7.1 Issues at work 7.3 Giving support and guidance</p>					
<p><b>7.1 &gt; Workplace clashes</b></p> <p><b>Video:</b> Issues at work <b>Vocabulary:</b> Conflict in the workplace <b>Project:</b> HR survey for managing conflict <b>Spoken English:</b> Some people just don't like change p. 115</p>	<p><b>7.2 &gt; The road to reconciliation</b></p> <p><b>Listening:</b> Meeting to resolve staff conflict <b>Grammar:</b> Hedging and tentative language <b>Speaking:</b> Defusing a workplace conflict</p>	<p><b>7.3 &gt; Communication skills:</b> Giving support and guidance</p> <p><b>Preparation:</b> Giving guidance to a team member <b>Roleplay:</b> An informal discussion about a colleague's behaviour <b>Video:</b> Giving support and guidance</p>	<p><b>7.4 &gt; Business skills:</b> Mediating conflict</p> <p><b>Listening:</b> Conversations that deal with a conflict at work <b>Useful language:</b> Phrases for workplace mediation <b>Task:</b> Mediating between colleagues</p>	<p><b>7.5 &gt; Writing:</b> Report on workplace conflict</p> <p><b>Model text:</b> HR report on a conflict <b>Useful language:</b> Phrases for writing a report about a workplace conflict <b>Grammar:</b> Prepositions and prepositional phrases <b>Task:</b> Write a report to explain a decision</p>	<p><b>Business workshop &gt; 7</b> International team conflict (p.100)</p> <p><b>Reading and listening:</b> Survey results on team collaboration <b>Reading:</b> A blog post about culture and conflict <b>Task:</b> Introduce a training programme <b>Writing:</b> A blog post summarising a presentation</p>
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UNIT 8 > MINDSET p.77					
<p><b>Videos:</b> 8.1 Julie Deane and The Cambridge Satchel Company 8.3 Handling a performance review</p>					
<p><b>8.1 &gt; The entrepreneurial mindset</b></p> <p><b>Video:</b> Julie Deane and The Cambridge Satchel Company <b>Vocabulary:</b> The growth mindset <b>Project:</b> Setting a goal <b>Spoken English:</b> Ah, some of us are just worker bees, you know p. 115</p>	<p><b>8.2 &gt; Mindsets</b></p> <p><b>Listening:</b> Interview with a professor of psychology <b>Grammar:</b> Verb patterns <b>Speaking and writing:</b> Discussing and writing about moving towards a growth mindset</p>	<p><b>8.3 &gt; Communication skills:</b> Handling a performance review</p> <p><b>Preparation:</b> Holding a performance review <b>Roleplay:</b> A performance review meeting <b>Video:</b> Handling a performance review</p>	<p><b>8.4 &gt; Business skills:</b> Action learning</p> <p><b>Listening:</b> Action learning meeting <b>Useful language:</b> Expressions for effective action learning <b>Task:</b> Solving a problem through action learning</p>	<p><b>8.5 &gt; Writing:</b> Self-assessment</p> <p><b>Model text:</b> Self-assessment <b>Useful language:</b> Language for a self-assessment <b>Grammar:</b> Verb patterns <b>Task:</b> Write a self-assessment</p>	<p><b>Business workshop &gt; 8</b> Encouraging personal growth (p.102)</p> <p><b>Listening:</b> A discussion about employee retention <b>Speaking:</b> Job satisfaction <b>Task:</b> Choose a course <b>Writing:</b> A proposal for management</p>
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Review p.111	Spoken English p.112	Grammar reference p. 116	Additional material p. 124	Additional material for Writing p. 136	Videoscripts p. 145 Audioscripts p. 151 Glossary p. 166