UNIT 1 ➤ CAREER CHO	ICES p.7	Videos: 1.1 Transferable skills 1.3 Building rapport			
1.1 > Transferable skills	1.2 > Careers advice	1.3 > Communication skills: Building rapport	1.4 > Business skills: Networking	1.5 > Writing: Emails - Introducing yourself	Business workshop > 1 Global recruitment agency (p.88)
Video: □ Transferable skills  Vocabulary: Transferable skills  Pronunciation: → Word stress (p.114)  Project: Writing a job description	Listening: ◆ Careers advice programme  Grammar: Advice and suggestions  Pronunciation: → Voice range (p.114)  Speaking: Advising how to improve an online profile	Video: ▶ Building rapport Functional language: Asking questions to build rapport Task: Building rapport during a short conversation	Listening: ◆ Advice on networking Functional language: Networking at a careers event Task: Meeting a recruiter at a careers event	Model text: Email introducing yourself Functional language: Formal and informal language Grammar: Adverbs of degree Task: Write an introduction email	Listening: ◆ Initial job interviews  Reading: Job listing  Task: Discuss job candidates
Review p.104					

UNIT 2 ➤ BUSINESS SECTORS p.17		■ Videos: 2.1 Japan's economy 2.3 Induction meeting				
2.1 > Japan's economy	2.2 The energy industry	2.3 > Communication skills: Dealing with interruptions	2.4 > Business skills: Voicemail messages	2.5 > Writing: Emails - Action points	Business workshop > 2 Investing your money (p.90)	
Video: □ Japan's economy Vocabulary: Sectors and industries Project: Research sectors and industries	Pronunciation: → Stress in compound nouns and noun phrases (p.114)  Reading: Big oil: From black to green  Grammar: Past Simple and Past Continuous  Writing: A short story	Video: ▶ Induction meeting Functional language: Interrupting and dealing with interruptions Pronunciation: → Stress in phrases for turn taking (p.114) Task: Discussion during a meeting	Listening: ◆ Four voicemail messages Functional language: Leaving a voicemail message Task: Leave a voicemail message	Model text: Email with action points  Functional language: Action points  Grammar: will and going to  Task: Email with action points	Listening: ◆ Investing  Speaking: Investor's checklist  Task: Choose a company to invest in	
Review p.105						

UNIT 3 ➤ PROJECTS p.27		<b>▶ Videos:</b> 3.1 Project management 3.3 Resolving a problem with a schedule change			
3.1 > Project management	3.2 > Large-scale projects	3.3 > Communication skills: Giving instructions	3.4 > Business skills: Meetings: Updates and action		Business workshop <b>3</b> The grand opening (p.92)
Video: □ Project management  Vocabulary: Managing projects; word building  Pronunciation: → Stress in derived words (p.115)  Project: A project debriefing and lessons learnt	Listening: ◆ Three can Grammar: Comparative and superlatives Pronunciation: → Weak forms in comparisons (p.115) Speaking: Choosing the winning bid	problem with a schedule change  Functional language: Giving and responding to instructions, standing	Listening: ◆ A stand-up meeting Functional language: Asking for and giving updates Task: An update meeting	Model text: Email requesting an update Functional language: Asking for information Grammar: (not) enough Task: Email requesting an update	Listening: ◆ Understanding project priorities  Reading: Analysing follow-up emails  Task: Hold a project meeting
Review p.106					

UNIT 4 ➤ GLOBAL MARKETS p.37 Videos: 4.1 A food company's strategy for growth 4.3 Managing conversations					
4.1 > One size fits all	4.2 ➤ Online markets	4.3 > Communication skills: Managing conversations	<b>4.4 &gt; Business skills:</b> Building consensus	<b>4.5 Writing:</b> Letter confirming an order	Business workshop > 4 Hand-made (p.94)
Video: ■ A food company's strategy for growth  Vocabulary: Global markets: adjective and noun collocations; word building  Project: Adapt a product to a new market	Reading: Who wants to be a sofapreneur? Grammar: Present Simple and Past Simple passive Writing: A product description	Video: ▶ Managing conversations  Functional language: Changing the subject and staying on track  Pronunciation: → Pronunciation of -(e)s endings (p.115)  Task: A conversation between a client and a supplier	Listening: ◆ A meeting to build consensus  Functional language: Reaching agreement  Pronunciation: → Consonant-vowel linking between words (p.115)  Task: A discussion to reach agreement	Model text: Letter confirming an order Functional language: Confirming order details Grammar:  Verbs + prepositions  Task: Write an order confirmation letter	Listening: Key factors for global business  Speaking: Doing market research  Task: Choose a strategy to go global
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5.1 ➤ Innovative product design	5.2 > Product testing	<b>5.3</b> Communication skills: Managing information	<b>5.4</b> Susiness skills: Selling a product	<b>5.5 &gt; Writing:</b> Product review	Business workshop > 5 Smart fabric (p.96)
Video: ■ Eatsa  Vocabulary: Technological innovation; Describing innovative products  Pronunciation: → Numbers of syllables in words (p.116)  Project: Innovation in business	Reading: A dream job in product development  Grammar: Present Perfect Simple with just, already and yet  Pronunciation:  Contrastive stress (p.116)  Speaking: A typical day at work	Video: ▶ Managing information Functional language: Asking open and closed questions Task: Getting feedback on presentation skills	Listening: ◀ Two sales presentations Functional language: Describing features and benefits Task: Present a product	Model text: Product review  Functional language: Language of reviews  Grammar: Order of adjectives before nouns  Task: Write a review	Reading and listening:  A Market research Task: Choose a product to develop
Review p.108					
UNIT 6 > SAFETY AND	SECURITY p.57	ideos: 6.1 Health and safet	y at a company 6.3 Dealir	ng with disagreement	
6.1 ➤ Safety at work	6.2 > Being security- conscious	<b>6.3</b> Communication skills: Dealing with disagreement	<b>6.4 &gt; Business skills:</b> Dealing with conflict	<b>6.5 &gt; Writing:</b> Instructions and warnings	Business workshop <b>&gt;</b> ( Visitor safety (p.98)
Video: ► Health and safety at a company Vocabulary: Health and safety Project: Accident questionnaire	Listening: ◆ Security measures in the workplace Grammar: Modal verbs of prohibition, obligation and no obligation Pronunciation: → Phrasing and pausing (p.116) Writing: Email about new security measures	Video: ▶ Dealing with disagreement Functional language: Explaining rules and requirements Task: Convincing someone of your arguments	Listening: ♥ Discussion about a problem at work Functional language: Resolving a conflict Pronunciation: → Stress in phrases (p.116) Task: Resolving a conflict	Model text: Instructions on using equipment Functional language: Instructions and warnings Grammar: Linking words for time Task: Guidelines for company staff	Reading: Safety and security Listening: Risk assessment Task: Prepare a visitor safety and security report
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UNIT 7 > CUSTOMER S	ERVICE p.67 D Vide	os: 7.1 Customer service in	n the airline industry 7.3 S	olving customer problems	
7.1 > Airline customer service	7.2 > Hanging on the telephone	7.3 Communication skills: Responding to customer concerns	7.4 > Business skills: Generating and presenting ideas	7.5 > Writing: External 'thank you' email	Business workshop > Red Cushion Furniture (p.100)
Video: ➤ Customer service in the airline industry Vocabulary: Customer service Project: Design a premium service	Listening: ◆ Complaint about a service  Grammar: Verb + to-infinitive or -ing  Pronunciation: → Unstressed syllables at the end of a sentence (p.117)  Writing: A complaint on a company forum	Video: ► Solving customer problems Functional language: Responding to customer concerns Task: Deal with customer complaints	Listening:  ◆> Training day on customer service  Functional language: Discussing and presenting ideas  Pronunciation: → Introducing a topic (p.117)  Task: Generate and present ideas	Model text: A 'thank you' email  Functional language: Opening, giving details and closing a 'thank you' email  Grammar: Some (of), any, all (of), most (of), no, none (of)  Task: A 'thank you' email	Reading: Customer complaints Listening: → Dealing with angry customers Task: Turn failure into success
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UNIT 8 > COMMUNIC	ATION p.77 Video	os: 8.1 Improving commun	ication in the workplace 8	3.3 Closing a deal	
8.1 ➤ Face to face?	8.2 > How to communicate	8.3 > Communication skills: Closing a deal	<b>8.4</b> Susiness skills: Talking about priorities	<b>8.5 &gt; Writing:</b> Short report	Business workshop > { Global communication (p.102)
Video: Improving communication in the workplace Vocabulary: Digital communication Project: Communication survey	Reading: Three tips for effective workplace communication  Grammar: First and second conditional  Pronunciation:  Conditional sentences (p.117)  Speaking: Solutions to communication problems	Video: Closing a deal Functional language: Closing a deal Task: Trying to close a deal	Listening:  Setting priorities  Functional language: Talking about priorities  Task: Prioritising	Model text: A short report Functional language: Introduction, findings and recommendations Grammar: Past Perfect Simple Pronunciation: Contractions in speech (p.117) Task: Write a short report	Listening: ◆ Communication problem Reading: Email exchang about a problem Task: Recommend ways improve communication

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