

UNIT 1 > CORPORATE CULTURE p.7

Videos: 1.1 A culture of equal pay 1.3 Building relationships

1.1 > Workplace culture	1.2 > Employee retention	1.3 > Communication skills: Building relationships	1.4 > Business skills: Presenting yourself	1.5 > Writing: A company news blog	Business workshop > 1 Keeping the workforce happy (p.88)
Video: A culture of equal pay Vocabulary: Elements of corporate culture Pronunciation: → Stress in compound nouns (p.114) Project: Company policy	Reading: Work-life balance schemes Grammar: Future Continuous and Future Perfect Simple Pronunciation: → Auxiliary verbs (p.114) Speaking: How do you see yourself in the future?	Video: Building relationships Functional language: Building trust Task: Choosing a candidate	Listening: Presenting yourself to a new project team Functional language: Self-presentation Task: Presenting yourself to international colleagues	Model text: A company news blog Functional language: Structuring a company news blog Grammar: Phrases with <i>be</i> Task: Write a blog	Listening: Employee suggestions for improvements Reading: Analysing a survey Task: Brainstorm ways to improve staff retention Writing: A proposal confirming your ideas

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UNIT 2 > TRAINING AND DEVELOPMENT p.17

Videos: 2.1 Types of training 2.3 Team communication

2.1 > Learning on the job	2.2 > Human resource strategies	2.3 > Communication skills: Team communication	2.4 > Business skills: Facilitating a meeting	2.5 > Writing: A training request	Business workshop > 2 Quality service for all (p.90)
Video: Types of training Pronunciation: → Stressing key words in sentences (p.114) Vocabulary: Training and development Project: Induction to a new job	Listening: Strategy for training and development across a whole company Grammar: Modals in the passive voice Speaking: Agreeing action points Writing: A memo outlining action points	Video: Team communication Functional language: Exchanging ideas Task: Organising a team-building event	Listening: Possible changes to learning management Pronunciation: → Linking between words (p.114) Functional language: Facilitating a discussion Task: Facilitating a discussion to come to an agreement	Model text: Email with a request for training Functional language: Requests and reasons Grammar: Linking words for reason and purpose Task: Write an email requesting a course	Listening: Regional HR Directors discussing training issues Reading: Analysis of Regional Directors' reports Task: Create and present an online course

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UNIT 3 > FINANCE p.27

Videos: 3.1 Past crashes and crises 3.3 Managing bad news

3.1 > Recessions and depressions	3.2 > Catching up with rivals	3.3 > Communication skills: Managing bad news	3.4 > Business skills: Telephoning to clarify	3.5 > Writing: Annual report summary	Business workshop > 3 Investment opportunities (p.92)
Video: Past crashes and crises Vocabulary: Finance and economic crises Project: Research the history of a bank or financial institution	Reading: Adidas raises targets Grammar: Expressing certainty and probability; Position of adverbs and adverbial phrases Speaking: Discussing future changes	Video: Managing bad news Functional language: Responding to bad news Pronunciation: → The letter 't' (p.115) Task: Balancing positives with negatives when giving bad news	Listening: A phone conversation to check details Pronunciation: → Strong and weak forms of <i>that</i> (p.115) Functional language: Asking for clarification and paraphrasing Task: Making a call to clarify information in a financial document	Model text: Summary of an annual report Functional language: Useful phrases for annual report summaries Grammar: Articles - <i>a/an, the</i> , no article Task: Write an annual report summary for shareholders	Listening: Managers' meeting and a guide to VC investment Speaking: Describing and analysing graphs Task: Presenting a company that is worth investing in Writing: A report explaining your investment decision

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UNIT 4 > DIGITAL BUSINESS p.37

Videos: 4.1 A disruptive marketing start-up 4.3 Handling difficult communicators

4.1 > Digital disruptors	4.2 > Talking technology	4.3 > Communication skills: Handling difficult communicators	4.4 > Business skills: Negotiating strategies	4.5 > Writing: Short business proposal	Business workshop > 4 Rise of the robots (p.94)
Video: A disruptive marketing start-up Vocabulary: Digital business and technology Pronunciation: → Stress in word building (p.115) Project: Disruptive technology	Listening: Product presentations at a trade show Grammar: Zero, first and second conditionals; Linkers Speaking: Trade show demonstration of an app Writing: Instructions for the app	Video: Handling difficult communicators Functional language: Keeping a meeting on track Task: Managing a difficult meeting successfully	Listening: Positional and principled negotiation Pronunciation: → Stress in phrases (p.115) Functional language: Reaching agreement in a negotiation Task: Negotiating an agreement at work	Model text: Short business proposal Functional language: Useful phrases for business proposals Grammar: Noun phrases to replace verb phrases Task: Write a short proposal	Reading: Robots in the workplace Listening: Incidents with robots at an exhibition Task: Analyse feedback statistics and discuss future improvements Writing: A report analysing feedback and giving recommendations

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UNIT 5 > PERFORMANCE p.47
Videos: 5.1 The cyber manager 5.3 Managing challenging feedback

5.1 > Performance and rewards Video: ▶ The cyber manager Vocabulary: Rewarding performance Project: Moving up in the company	5.2 > A culture of rewards Reading: How to develop a rewarding culture Grammar: Linking words and concessive clauses Pronunciation: → Intonation and linking words (p.116) Speaking: Concessions and compromises in your own life	5.3 > Communication skills: Managing challenging feedback Video: ▶ Managing challenging feedback Functional language: Responding to challenging feedback Pronunciation: → Intonation when handling challenging feedback (p.116) Task: Responding to feedback	5.4 > Business skills: Reviewing projects Listening: ◀ A project review meeting Functional language: Leading and participating in review meetings Task: A performance development workshop	5.5 > Writing: Performance review summary Model text: Performance review summary Functional language: Positive comments and constructive criticism Grammar: ▶ Phrasal verbs Task: Write a performance review summary	Business workshop > 5 Changing expectations (p.96) Listening: ◀ A meeting to find new ways of rewarding performance Task: Negotiating for change in rewards/benefits Speaking: How the negotiations went
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UNIT 6 > ETHICS p.57
Videos: 6.1 Ethics in the fashion industry 6.3 Transparency in business

6.1 > Ethical choices Video: ▶ Ethics in the fashion industry Vocabulary: Business ethics Project: Survey – How ethical are your clothes?	6.2 > The triple bottom line Listening: ◀ The triple bottom line Grammar: Third conditional Pronunciation: → Contractions and weak forms in third conditionals (p.116) Speaking: Discuss an organisation's ethical performance	6.3 > Communication skills: Transparency in business Video: ▶ Transparency in business Functional language: Voicing and responding to concerns Task: Voicing and responding to concerns with a colleague	6.4 > Business skills: Sales and selling Listening: ◀ A local networking event Functional language: Selling a product or service Task: Promoting a product or service	6.5 > Writing: Company newsletter Model text: Company newsletter Functional language: Recent news, current news and future plans Grammar: ▶ Linking words for causes and results Pronunciation: → Chunking, pausing and stress when reading aloud (p.116) Task: Write a newsletter	Business workshop > 6 AFhomes, Tanzania (p.98) Reading: Articles on the ethics of AFhomes Listening: ◀ A radio investigative programme Task: An action plan to maintain ethical reputation
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UNIT 7 > TIME MANAGEMENT p.67
Videos: 7.1 Time management 7.3 Dealing with matters of urgency

7.1 > Managing time Video: ▶ Time management Vocabulary: Managing time Project: The working from home debate	7.2 > Smart work Reading: Cutting overtime in Japan Grammar: Adverbials and time expressions Pronunciation: → Stress in adverbials and time expressions (p.117) Speaking: Are you good at managing time?	7.3 > Communication skills: Dealing with urgency Video: ▶ Dealing with matters of urgency Functional language: Discussing priorities Task: Following up on emails	7.4 > Business skills: Difficult negotiations Listening: ◀ A difficult meeting Functional language: Dealing with difficulties in negotiations Pronunciation: → Intonation when negotiating (p.117) Task: Dealing with difficult people at work	7.5 > Writing: An email giving reasons Model text: An email giving reasons Functional language: Problem, reasons and required action Grammar: ▶ Prepositions of time Task: Write an email giving reasons	Business workshop > 7 Planning for a trade fair (p.100) Listening: ◀ Details of an upcoming trade fair Task: Create a plan to exhibit at a trade fair Writing: A summary of successful participation in a trade fair
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UNIT 8 > CHANGE p.77
Videos: 8.1 Brompton Bikes 8.3 Discussing future options

8.1 > Change at Brompton Bikes Video: ▶ Brompton Bikes Vocabulary: Change management Project: Adaptability quiz	8.2 > Managing change Listening: ◀ Difficult decisions and changes Grammar: Reported speech and reporting verbs Pronunciation: → /s/, /z/, /ʃ/, /tʃ/ and /dʒ/ (p.117) Speaking and writing: Telling and reporting a story	8.3 > Communication skills: Coaching and mentoring Video: ▶ Discussing future options Functional language: Coaching and mentoring Task: The GROW model	8.4 > Business skills: Brainstorming Listening: ◀ A brainstorming meeting Pronunciation: → Voice range (p.117) Functional language: Leading a brainstorming session Task: Brainstorming in small groups	8.5 > Writing: Press release Model text: A press release Functional language: Useful phrases for a press release Grammar: ▶ Passive voice with reporting verbs Task: Write a press release	Business workshop > 8 Chillhot Sauces, Malaysia (p.102) Reading: A change at Michelin Reading and listening: ◀ Rumours about a company Task: Putting a stop to rumours
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