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Unit / Section	Function / Skill	Grammar / Discourse	Lexis / Technology
Unit 1 Action	<b>1.1 Teamwork</b> p.4	Describing a series of actions Giving a series of instructions	Revision of present simple and imperative Maintenance: <i>adjust, lower, raise, tighten</i> ... Equipment: <i>flap, hose, jack, nozzle</i> ...
	<b>1.2 Training</b> p.6	Reporting jobs in progress Reporting jobs completed	Revision of present continuous and present perfect Word order of phrasal verb: <i>take off the tyres/take them off</i>
	<b>1.3 Method</b> p.8	Discussing how things work Describing method	Method: <i>by + gerund</i> Method: <i>by/using; by using/by means of + noun</i>
Unit 2 Work	<b>2.1 Routines</b> p.10	Describing routines Explaining future plans Job descriptions	Use of present simple: job descriptions and routines Use of present continuous: current actions and future plans Line management: <i>report to, supervise</i> ... Job titles: <i>Assistant, Crew, Operator, Supervisor</i>
	<b>2.2 Plans</b> p.12	Stating plans and intentions Arranging a meeting by phone Writing emails	Future: present continuous; <i>going to</i> Intentions: <i>/plan/want/intend/hope + to</i> Formulae in emails Work tasks: <i>hold (a meeting), inspect, meet, run (a fire drill)</i>
	<b>2.3 New job</b> p.14	Talking about your CV Job adverts and interviews	Revision of past simple Headings on a CV: <i>experience, qualification, training</i> ... Syllable stress: <i>engineer, engine, engineering</i>
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Unit 3 Comparison	<b>3.1 Limits</b> p.20	Explaining dimension limits Comparing two items	Revision of dimension: <i>It's 5 m wide/It has a width of; 2 by 3 metres</i> Comparative adjectives; <i>too; enough</i> Specifications: <i>diameter, height, length</i> ...
	<b>3.2 Products</b> p.22	Asking, offering and checking Specifying requirements	Modals and contractions: <i>could, would, shall, I'd</i> Gerund: <i>would you mind ... ing?</i> Pronouns <i>one/ones</i> : <i>Which one? The red one with the cover.</i> Customer service: <i>cancel, catalogue, order</i> ...
	<b>3.3 Equipment</b> p.24	Comparing three or more items Collaborative problem solving Reporting on a meeting	Superlative adjectives: <i>the -est of; the most/least (adj) of</i> Engine descriptions: <i>cheap, expensive, noisy</i> ...
Unit 4 Processes	<b>4.1 Infrastructure</b> p.26	Describing a process	Present simple passive: formation and use Passive with/without <i>by + agent</i> Stages in a process: <i>casting, cooling, cutting</i> ... Mechanical: <i>chute, conveyor belt, cylinder</i> ...
	<b>4.2 Manufacturing</b> p.28	Expressing purpose Describing two parallel processes	Purpose clause: <i>to + verb</i> Passive + <i>to</i> : <i>The car body is painted to protect it from rust.</i> Car assembly: <i>axle, body, chassis</i> ... Sequence: <i>finally, first, next</i> ... Simultaneity: <i>meanwhile, simultaneously</i>
	<b>4.3 Communications</b> p.30	Describing a process	Relative clauses (non-defining): <i>which, who</i> Telecoms: <i>dish, frequency, satellite</i> ... Synonyms: <i>convert/change, receive/get</i> ... Hyphens: <i>high-frequency, 13-amp</i> ...
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Unit 5 Descriptions	<b>5.1 Uses</b> p.36	Describing use or function	Gerund: <i>(used) for + verb + -ing</i> Infinitive: <i>(designed) to + infinitive</i> Act as + noun: <i>it acts as a propeller</i> Agent nouns in <i>-er/-or</i> : <i>stabiliser, transmitter, conductor, generator</i> ...
	<b>5.2 Appearance</b> p.38	Describing shape and appearance	<i>It looks like a dome.</i> <i>It is shaped like a dome/dome-shaped.</i> <i>It is in the shape of an L/L-shaped.</i> Shapes and syllable stress: <i>cylinder/cylindrical</i> ... Letter shapes: <i>A-frame, E-clip, U-bend</i> ...
	<b>5.3 Definitions</b> p.40	Giving a definition	Defining relative clauses: <i>who, which, that</i> Definition: <i>A solar panel is a device that converts sunlight into electricity.</i> 'Type' nouns: <i>device, instrument, system</i> ...
Unit 6 Procedures	<b>6.1 Safety</b> p.42	Describing safety hazards Explaining safety procedures Expressing necessity	Modals: <i>must/should/have to/need to</i> Modal + passive: <i>helmets must be worn/have to be worn/should be worn</i> Warehouse: <i>aisle, fork, pallet, ramp</i> ... Warning labels: <i>fragile, keep frozen, keep upright</i> ...
	<b>6.2 Emergency</b> p.44	Brainstorming Recommending action	Revision of zero conditional Necessity: <i>must/have to/need to</i> Recommendation: <i>should</i> Scuba diving: <i>buoy, buoyant, surface</i> ... Rescue/first aid: <i>artificial respiration, casualty, treatment</i> ...
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Unit 7 Services	<b>7.1 Technical support</b> p.52	Diagnosing causes Suggesting solutions Certainty and possibility	Certainty/possibility: <i>must/may/might + be/present continuous/present perfect: I must have done it. Try doing ...; Why don't you ...? You could ...</i>	Computers: <i>access, click on, connect, log into ...</i>
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	<b>8.2 Engines</b> p.60	Actions in sequence Simultaneous actions A mechanical cycle	Time clauses: <i>when; as</i> Adverbials: <i>after this; at the same time</i> Cohesion: <i>this/which</i> referring to a whole clause	Engine parts: <i>cam, camshaft, exhaust valve ...</i>
	<b>8.3 Cooling and heating</b> p.62	Describing a flow cycle	Revision of a range of forms	Verb/agent noun/concept noun families: <i>compress/compression/compressor</i> Refrigeration: <i>coil, evaporator, valve ...</i>
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Unit 10 Forces	<b>10.1 Properties</b> p.74	Stating objectives Describing properties of materials	Indirect <i>Yes/No</i> question: <i>if/whether</i> <i>The aim/objective of the test is to find out if the plastic bends.</i>	Property nouns: <i>plasticity, rigidity ...</i> Property adjectives: <i>plastic, rigid ...</i>
	<b>10.2 Resistance</b> p.76	Resistance to forces Marking stages of a presentation	Modal + passive: <i>It can't be stretched.</i> Formulae: <i>I'd like to begin by/that brings me to/as you can see ...</i>	Property suffixes: <i>-able/-ible, -proof, -resistant ...</i> Construction: <i>beam, brace, column ...</i>
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