

UNIT 1 > ORGANISATION p.7		Videos: 1.1 A news organisation 1.3 Managing first meetings			
1.1 > A news organisation	1.2 > Innovative organisations	1.3 > Communication skills: Managing first meetings	1.4 > Business skills: Small talk in first meetings	1.5 > Writing: Emails – Organising information	Business workshop > 1 Office space (p.88)
Video: ▶ A news organisation Vocabulary: Roles and responsibilities Pronunciation: → Word stress (p.114) Project: Showing someone around a department	Listening: ▶ Flat and tall organisations Grammar: Future forms: Present Simple, Present Continuous and <i>be going to</i> Writing: An email about future plans and arrangements	Video: ▶ Managing first meetings Functional language: Greetings, introductions and goodbyes Pronunciation: → Intonation and politeness (p.114) Task: Making introductions and contacts at an event	Listening: ▶ Interview with a communication coach; Small talk between colleagues Functional language: Asking and answering questions in first meetings Task: Meet a visitor and manage small talk	Model text: Invitation to an induction day Functional language: Ordering information in an email Grammar: ▶ Present Simple and Continuous Task: Write a reply to a work-related invitation	Listening: ▶ Employee views on their workspace Reading: Millennial-friendly workspaces Task: Design a new office space

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UNIT 2 > BRANDS p.17		Videos: 2.1 A luxury brand 2.3 Teamwork			
2.1 > The life of luxury	2.2 > Asian brands go west	2.3 > Communication skills: Supporting teamwork	2.4 > Business skills: Making a presentation	2.5 > Writing: Formal and semi-formal emails	Business workshop > 2 Kloze-Zone (p.90)
Video: ▶ A luxury brand Vocabulary: Marketing and brands Pronunciation: → Stress in compound nouns (p.114) Project: Research and discuss an advertising campaign	Reading: Chinese combine holidays with luxury shopping Grammar: Connectors Pronunciation: → Connectors: intonation and pausing (p.114) Speaking: Discussing brands using connectors	Video: ▶ Teamwork Functional language: Giving and responding to advice Task: Asking for and giving advice	Listening: ▶ Different ways to open a presentation Functional language: Signposting in presentations Task: Prepare and give a presentation	Model text: Invitation to a corporate event Functional language: Writing, accepting and declining an invitation Grammar: ▶ Verbs + <i>-ing</i> vs. infinitive Task: Write a formal reply to an invitation	Listening: ▶ Customer and staff feedback on a clothing store Task: Brainstorm a brand awareness campaign Writing: An email summary of the campaign

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UNIT 3 > JOB HUNTING p.27		Videos: 3.1 Applying for an internship 3.3 Demonstrating active listening			
3.1 > A job search	3.2 > Job interview questions	3.3 > Communication skills: Listening actively	3.4 > Business skills: Interviews	3.5 > Writing: Covering letters	Business workshop > 3 Social media manager required (p.92)
Video: ▶ Applying for an internship Vocabulary: Getting a job Pronunciation: → Stress in derived words (p.115) Project: Plan and write a job advertisement	Listening: ▶ Interview questions and answers Grammar: Indirect questions Pronunciation: → Voice range and intonation in indirect questions (p.115) Speaking: A job interview	Video: ▶ Demonstrating active listening Functional language: Active listening Task: The listening/distracton game	Listening: ▶ Two job interviews Functional language: Useful phrases for candidates Task: Create a job and interview for it	Model text: Covering letter Functional language: Useful phrases for covering letters Grammar: ▶ Past Simple and Present Perfect Task: Write a covering letter	Listening: ▶ Three video CVs; ▶ First interviews Reading: Analysis of three CVs and covering letters Task: Conduct a second interview

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UNIT 4 > BUSINESS STRATEGY p.37		Videos: 4.1 A food company's strategy for growth 4.3 Problem-solving styles			
4.1 > Food industry strategies	4.2 > PEST analysis	4.3 > Communication skills: Solving problems	4.4 > Business skills: Problem-solving meetings	4.5 > Writing: Reporting reasons and results	Business workshop > 4 Supermarket wars (p.94)
Video: ▶ A food company's strategy for growth Vocabulary: Business strategy collocations and word building Project: Investigate a food brand's attitude to health	Listening: ▶ A lecture on PEST analysis Grammar: Modal verbs: obligation, prohibition, necessity, recommendation Writing: A short PEST analysis of a company or organisation	Video: ▶ Problem-solving styles Functional language: Offering and asking for help Pronunciation: → /i:/, /ɪ/, /eɪ/ and /a:/ (p.115) Task: Offering and asking for help in work and social situations	Listening: ▶ A problem-solving team meeting Functional language: Leading and participating in problem-solving meetings Pronunciation: → Intonation in 'OK' (p.115) Task: Take part in a problem-solving meeting	Model text: Report extract Functional language: Reporting problems, reasons and results Grammar: ▶ Comparison Task: Write a short report outlining problems, reasons and results	Reading: Profiles of competing supermarket chains Task: Select the best strategies for growth Listening: ▶ Compare your strategies with a business news report

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UNIT 5 > LOGISTICS p.47
Videos: 5.1 Amazon: the logistics of e-commerce 5.3 Collaborating on a project

5.1 > E-commerce Video: Amazon: the logistics of e-commerce Vocabulary: Logistics and word building Pronunciation: → Pausing and stress in presentations (p.116) Project: Debate the use of drones	5.2 > Driverless technology Reading: Lorries lead cars in the technology race Grammar: Passive forms Pronunciation: → Auxiliary verbs in passives (p.116) Speaking: Describe a process	5.3 > Communication skills: Collaborating Video: Collaborating on a project Functional language: Agreeing and disagreeing Task: A meeting to discuss controversial proposals	5.4 > Business skills: Negotiating Listening: Negotiating new terms and conditions Functional language: Negotiating Task: Negotiate a new deal	5.5 > Writing: Letter of complaint Model text: Letter of complaint Functional language: Useful phrases for letters of complaint Grammar: Linking Task: Write a letter of complaint	Business workshop > 5 Robots wanted for warehouse (p.96) Listening: Criteria for choosing a supplier; Teleconferences with suppliers Task: Negotiate and select a supplier Writing: A formal email confirming the result of the negotiation
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UNIT 6 > ENTREPRENEURS p.57
Videos: 6.1 The world's first ethical smartphone 6.3 Influencing styles: push and pull

6.1 > Fairphone Video: The world's first ethical smartphone Vocabulary: Running a business Pronunciation: → Consonant-vowel linking (p.116) Project: Brainstorm and present new business ideas	6.2 > Young entrepreneurs Reading: Leaving Harvard to start a business Grammar: Reported speech Speaking: Talk to a journalist about your start-up Writing: An email/article based on the interview	6.3 > Communication skills: Influencing Video: Influencing styles: push and pull Functional language: Dealing with objections Task: Influencing others to overcome objections	6.4 > Business skills: Presenting facts and figures Listening: A presentation based on visual data Functional language: Presenting visual information Pronunciation: → Intonation and discourse marking in presentations (p.116) Task: A presentation to an investor	6.5 > Writing: Summarising Model text: Summary of a business talk Functional language: Summarising Grammar: Order of information in sentences Task: Listen to a talk and write a summary	Business workshop > 6 Doable crowdfunding (p.98) Listening: Three crowdfunding pitches Speaking: Decide which crowdfunding project to back Task: Prepare and deliver a crowdfunding pitch
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UNIT 7 > WORKING ABROAD p.67
Videos: 7.1 Working abroad 7.3 Decision-making styles

7.1 > Global work cultures Video: Working abroad Vocabulary: Working abroad: Adjectives, prefixes, opposites Project: Research a different work or study culture	7.2 > Cultural anecdotes Listening: Working in other cultures Grammar: Past tenses: Past Simple, Past Continuous and Past Perfect Simple Pronunciation: → Phrasing and intonation in past sentences (p.117) Speaking: Tell an anecdote Writing: An anecdote	7.3 > Communication skills: Decision-making Video: Decision-making styles Pronunciation: → Strong or weak? (p.117) Functional language: Expressing preferences Task: Discuss preferences and reach agreement	7.4 > Business skills: Relationship-building Listening: Conversations at a networking event Functional language: Keeping a conversation going Task: Meeting new people at an induction day	7.5 > Writing: Making recommendations Model text: Report giving suggestions, advice and recommendations Functional language: Formal/neutral/informal language for recommendations Grammar: First and second conditional Task: Write a report giving suggestions, advice and recommendations	Business workshop > 7 Cross-cultural consultants (p.100) Reading: Blog posts on cultural awareness Listening: Interviews with staff about working internationally Task: Prepare and present recommendations for working in your culture Writing: A formal email confirming the outcome of the presentations
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UNIT 8 > LEADERSHIP p.77
Videos: 8.1 Safari Vet School 8.3 Positive and developmental feedback

8.1 > Learning to lead Video: Safari Vet School Pronunciation: → Glottal stops (p.117) Vocabulary: Leadership Project: Discuss and write about a great leader	8.2 > Neuroleadership Reading: Business leaders need neuroscience Grammar: Relative clauses Pronunciation: → Phrasing and intonation in relative clauses (p.117) Speaking: Truth or lie game using relative clauses	8.3 > Communication skills: Giving and receiving feedback Video: Positive and developmental feedback Functional language: Giving and responding to feedback Task: Give and respond to developmental feedback	8.4 > Business skills: Leading meetings Listening: Managing a team meeting Functional language: Leading and managing meetings Task: Lead a mini-meeting	8.5 > Writing: Informing of a decision Model text: Email about decisions made by Board of Directors Functional language: Formal and semi-formal language for decisions Grammar: Reduced relative clauses Task: Write a formal email to inform staff of decisions made	Business workshop > 8 Talent management (p.102) Listening: Three employees talking about their training needs Reading: Profiles of training courses Task: Design a development plan for an employee Writing: An email to justify a training course
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