

TOPICS		LANGUAGE FUNCTIONS
1	<ul style="list-style-type: none"> • Roles and responsibilities • Planning meetings and schedules • Current and future car trends 	<ul style="list-style-type: none"> • Describing your job and workspace • Managing discussions • Making predictions
Working in the automotive industry		
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2	<ul style="list-style-type: none"> • Designing a car • The development process • Project management • Virtual meetings 	<ul style="list-style-type: none"> • Describing cars and features • Explaining processes • Giving updates • Leading online meetings
Design and development		
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3	<ul style="list-style-type: none"> • Selecting suppliers • Writing specifications • Business trips • Meetings 	<ul style="list-style-type: none"> • Giving presentations • Explaining requirements • Writing emails • Leading discussions
Working with business partners		
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4	<ul style="list-style-type: none"> • Improving processes • The production line • Exterior and interior car parts 	<ul style="list-style-type: none"> • Making suggestions • Talking about problems and solutions • Describing car parts
Processes and production		
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5	<ul style="list-style-type: none"> • Sustainability in the car industry • Cultural intelligence • Financial performance 	<ul style="list-style-type: none"> • Talking about goals • Telephoning • Presenting numbers
Sustainability and performance		
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6	<ul style="list-style-type: none"> • Car-buying attitudes • Digital marketing • Customer experience • Planning a future car model 	<ul style="list-style-type: none"> • Convincing and persuading • Making comparisons • Dealing with customers and handling complaints
Sales and marketing		
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Partner Files	Page 54	Useful Phrases
Transcripts	Page 65	A-Z Wordlist
Answer Key	Page 70	Glossary
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