

# Contents

| Page | Unit   | Grammar  | Business topics  |
|------|--|--|--|
| 5    | <b>Unit 1</b><br>Training for work                       | <ul style="list-style-type: none"> <li>• Present simple</li> <li>• Present continuous</li> </ul>                   | <ul style="list-style-type: none"> <li>• Training and jobs</li> </ul>                  |
| 15   | <b>Unit 2</b><br>Just the job                            | <ul style="list-style-type: none"> <li>• Past simple</li> <li>• Present perfect</li> </ul>                         | <ul style="list-style-type: none"> <li>• At the office</li> </ul>                      |
| 27   | <b>Unit 3</b><br>Europe                                  | <ul style="list-style-type: none"> <li>• Past simple</li> <li>• Past perfect</li> <li>• Past continuous</li> </ul> | <ul style="list-style-type: none"> <li>• Banking</li> </ul>                            |
| 37   | <b>Unit 4</b><br>Telecommunications/<br>Advertising      | <ul style="list-style-type: none"> <li>• Future</li> <li>• Adjectives</li> <li>• Adverbs</li> </ul>                | <ul style="list-style-type: none"> <li>• Retailing</li> </ul>                          |
| 45   | <b>Unit 5</b><br>Transport                               | <ul style="list-style-type: none"> <li>• Relative clauses</li> <li>• Modal auxiliaries</li> </ul>                  | <ul style="list-style-type: none"> <li>• The structure of the economy</li> </ul>       |
| 56   | <b>Unit 6</b><br>Environment                             | <ul style="list-style-type: none"> <li>• Reported speech</li> </ul>  | <ul style="list-style-type: none"> <li>• Departments in a wholesale company</li> </ul> |
| 64   | <b>Unit 7</b><br>Energy                                  | <ul style="list-style-type: none"> <li>• Conditionals</li> </ul>   | <ul style="list-style-type: none"> <li>• Business charts</li> </ul>                    |
| 72   | <b>Unit 8</b><br>Automation                              | <ul style="list-style-type: none"> <li>• Passive voice</li> </ul>  | <ul style="list-style-type: none"> <li>• Office equipment</li> </ul>                   |
| 81   | <b>Unit 9</b><br>Changes in<br>British Industry          | <ul style="list-style-type: none"> <li>• Infinitive</li> <li>• Gerund</li> </ul>                                   | <ul style="list-style-type: none"> <li>• Working on the computer</li> </ul>            |
| 89   | <b>Unit 10</b><br>Immigration in the<br>United States    | <ul style="list-style-type: none"> <li>• Present participle</li> <li>• Past participle</li> </ul>                  | <ul style="list-style-type: none"> <li>• International business</li> </ul>             |
| 96   | <b>Unit 11–16</b><br>Commercial correspondence           |  |  |
| 119  | <b>Unit 17</b><br>Online shopping                        |  | <ul style="list-style-type: none"> <li>• How online shopping works</li> </ul>          |
| 121  | <b>Unit 18</b><br>Getting information<br>on the internet |  | <ul style="list-style-type: none"> <li>• Frequently asked questions</li> </ul>         |
| 123  | <b>Unit 19</b><br>Online banking                         |  | <ul style="list-style-type: none"> <li>• How online banking works</li> </ul>           |
| 126  | <b>Unit 20</b><br>Call centers in Asia                   |  | <ul style="list-style-type: none"> <li>• Why call centers in Asia?</li> </ul>          |
| 128  | <b>Unit 21</b><br>Japan                                  |  | <ul style="list-style-type: none"> <li>• Facts and figures</li> </ul>                  |
| 130  | <b>Word list</b>   |  |  |