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Learning objectives	<ul style="list-style-type: none">• introduce yourself• name your job and company• make small talk	<ul style="list-style-type: none">• answer a call• take a message	<ul style="list-style-type: none">• name things in the office• greet visitors• say where things are
Key language	<ul style="list-style-type: none">• departments and jobs• words for telephone calls	<ul style="list-style-type: none">• office activities• telephone phrases• numbers 1–10	<ul style="list-style-type: none">• office equipment• phrases for meeting and greeting• expressions of place
Grammar	<ul style="list-style-type: none">• the verb <i>to be</i>• question words• personal pronouns and possessive adjectives• genitive 's	<ul style="list-style-type: none">• subject and object pronouns• <i>can</i> / <i>can't</i>• requests with <i>can</i>	<ul style="list-style-type: none">• <i>there is</i> / <i>there are</i>• the verb <i>to have</i>• the plural of nouns
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- talk about yourself
- talk about your company
- exchange information

- countries and nationalities
- company facts
- business profiles

- simple present: affirmative statements
- simple present: questions with question words

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- talk about work
- talk about free time

- numbers and times
- days of the week
- activities at work
- free-time activities

- simple present: negative statements
- yes / no questions and short answers
- frequencies

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AND UPDATES

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- say dates
- talk about the past
- give a report
- write emails

- months
- ordinal numbers
- regular business events and activities

- was / were – simple past of to be
- questions and answers with was / were
- simple past of regular and irregular verbs

A COMPANY
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- talk about journeys
- talk about agendas
- give directions
- order in a restaurant

- business travel terms
- directions
- restaurant phrases

- simple past: more irregular verbs
- simple past: questions and short answers
- verb + ing

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