

# Contents

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### Learning objectives

- introduce yourself
- name your job and company
- make small talk

### Key language

- departments and jobs
- words for telephone calls

### Grammar

- the verb *to be*
- question words
- personal pronouns and possessive adjectives
- genitive 's

### Case studies

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- answer a call
- take a message

- office activities
- telephone phrases
- numbers 1–10

- subject and object pronouns
- *can / can't*
- requests with *can*

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- name things in the office
- greet visitors
- say where things are

- office equipment
- phrases for meeting and greeting
- expressions of place

- *there is / there are*
- the verb *to have*
- the plural of nouns

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COLLEAGUES AND COMPANIES	WORK SCHEDULES	REVIEWS AND UPDATES	A COMPANY VISIT
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<ul style="list-style-type: none"> <li>• talk about yourself</li> <li>• talk about your company</li> <li>• exchange information</li> </ul>	<ul style="list-style-type: none"> <li>• talk about work</li> <li>• talk about free time</li> </ul>	<ul style="list-style-type: none"> <li>• say dates</li> <li>• talk about the past</li> <li>• give a report</li> <li>• write emails</li> </ul>	<ul style="list-style-type: none"> <li>• talk about journeys</li> <li>• talk about agendas</li> <li>• give directions</li> <li>• order in a restaurant</li> </ul>
<ul style="list-style-type: none"> <li>• countries and nationalities</li> <li>• company facts</li> <li>• business profiles</li> </ul>	<ul style="list-style-type: none"> <li>• numbers and times</li> <li>• days of the week</li> <li>• activities at work</li> <li>• free-time activities</li> </ul>	<ul style="list-style-type: none"> <li>• months</li> <li>• ordinal numbers</li> <li>• regular business events and activities</li> </ul>	<ul style="list-style-type: none"> <li>• business travel terms</li> <li>• directions</li> <li>• restaurant phrases</li> </ul>
<ul style="list-style-type: none"> <li>• simple present: affirmative statements</li> <li>• simple present: questions with question words</li> </ul>	<ul style="list-style-type: none"> <li>• simple present: negative statements</li> <li>• yes / no questions and short answers</li> <li>• frequencies</li> </ul>	<ul style="list-style-type: none"> <li>• was / were – simple past of to be</li> <li>• questions and answers with was / were</li> <li>• simple past of regular and irregular verbs</li> </ul>	<ul style="list-style-type: none"> <li>• simple past: more irregular verbs</li> <li>• simple past: questions and short answers</li> <li>• verb + ing</li> </ul>
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