

WELCOME

9

Part A

Hello

Part B

Introductions

Watch & talk

Progress check

AT WORK

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Where people are

Taking a message

Communication trends

Units 1 & 2

- answer a call
- take a message

- office activities
- the alphabet
- telephone phrases
- numbers 1–10

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

AROUND THE COMPANY

27

Welcoming visitors

Describing locations

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

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

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

Learning objectives

- introduce yourself and others
- name your job and company

Key language

- departments and jobs
- words for telephone calls

Grammar

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

COLLEAGUES
AND COMPANIES

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Business contacts

You and your company

Workplace trends

Units 3 & 4

- talk about yourself
- talk about your company
- exchange information

- countries and nationalities
- company facts
- contact information

- simple present: affirmative statements, questions with question words

Partner files

Audioscripts

Videoscripts

WORK
SCHEDULES

45

Routines

Work-life balance

- 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
- adverbs of frequency

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78

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Chronological wordlist

A – Z wordlist

Places and nationalities

REVIEWS
AND UPDATES

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Was it a good year?

Giving updates

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

- months
- ordinal numbers
- regular business events and activities

- was/were
- simple past of regular and irregular verbs: affirmative and negative statements

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99

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Acknowledgements

Track list

A COMPANY
VISIT

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A meeting in Bremen

A business dinner

Information trends

Units 5, 6 & 7

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

- business travel terms
- directions
- restaurant phrases

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

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