

Vocabulary revision | 4

People; jobs; work; the home, rooms and furniture; traffic and transport; the body, clothes and accessories; at school; eating and drinking; using adjectives to describe people and things; what people do (verbs + prepositions and particles); nature

Grammar revision | 10

Articles; plurals; some / any / much / many / little / few; prepositions; adjectives; question tags; possessive case; word order

Basic course

Unit 1 | Young people in the world of work | 16

Grammar	Skills	Vocabulary
Present simple – present continuous	How to describe pictures	Definitions; verbs & nouns; antonyms; crossword; gapped summary

Unit 2 | Getting a job | 22

Grammar	Skills	Vocabulary
Past simple – present perfect simple – present perfect continuous	How to describe statistics	Synonyms; continents & countries; matching words & phrases; adjectives with 'ed' & 'ing'

Unit A | Cross-cultural communication at work: Preparing for a work placement in London | 28

UK-member states; writing an e-mail; making a phone call

Unit 3 | The youth market | 30

Grammar	Skills	Vocabulary
Past simple – past perfect simple – past continuous	How to do a role play	Definitions; synonyms & antonyms; gapped summary; crossword; word families

Unit 4 | Media in our lives | 36

Grammar	Skills	Vocabulary
Will-future – future with 'going to'	How to describe a cartoon	Syllables; collocations; prepositions; crossword

Unit 5 | Economic and social changes | 42

Grammar	Skills	Vocabulary
Relative clauses – modal auxiliaries	How to anticipate, skim and scan	Verbs & nouns; prepositions & particles; gapped summary; collocations; matching; crossword

Unit B | Cross-cultural communication at work: Starting a placement in London | 48

Showing the way; a new guest; introducing people; showing people around

Advanced course

Unit 6 | Ecology and economy | 50

Grammar	Skills	Vocabulary
Reported speech	How to work with a dictionary	Collocations; verbs & nouns; lexical fields; definitions

Unit 7 | Energy, technology and employment | 56

Grammar	Skills	Vocabulary
Passive voice	How to write a composition	Lexical fields; definitions; gapped composition; crossword

Unit 8 The service industry	 62
Grammar	Skills
Conditionals	How to answer questions on a text
Vocabulary	Crossword; adjectives, verbs & nouns; synonyms
Unit 9 Living and working in a globalized world	 68
Grammar	Skills
Infinitive – gerund	How to do mediation exercises
Vocabulary	Explanations; adjectives & adverbs; lexical fields; verbs & nouns; crossword
Unit 10 International organizations and politics	 74
Grammar	Skills
Participles – infinitive – gerund	How to write a summary
Vocabulary	Collocations; antonyms; crossword
Unit C Cross-cultural communication at work: Doing a placement in London	 82
Making arrangements on the phone; helping people; writing business and personal letters; writing a business e-mail	

Business communication

Unit 11 Enquiries	 84
Synonyms; completing a business letter; prepositions; an enquiry on the phone; M: Enquiries	
Unit 12 Offers	 86
Completing an offer; crossword; an offer on the phone; M: Offers	
Unit 13 Orders	 88
Matching; completing an order; dealing with terms of payment; placing an order on the phone; M: Orders	
Unit 14 Complaints	 90
Crossword; prepositions; a complaint on the phone; M: Complaints	
Unit 15 Reminders	 92
Verbs & nouns; spelling commercial terms; a reminder on the phone; M: Reminders	

Exam course

Unit 16 Perspectives after college	 94
R: Finding a job • M: Gap year • P: Perspectives • Business communication: Writing an enquiry	
Unit 17 Modern media and marketing	 99
R: Use of the media • M & P: Advertising of alcohol • Business communication: Writing an offer	
Unit 18 Money makes the world go round	 104
R: Young people & money • M & P: Money in sports • Business communication: Writing an order	
Unit 19 Technological developments and environment	 109
R: Technology • M & P: Inner-city traffic • Business communication: Writing a complaint	
Unit 20 Going global	 114
R: Problems of globalization • M & P: Integration • Business communication: Writing a reminder	