

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 | Consumer technology | 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 & particles; crossword |

Unit 5 | Technological 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: Living in London | 48

Showing the way; a new guest; at the breakfast table; British weather

Advanced course

Unit 6 | Technology and the environment | 50

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

Unit 7 | The present and future of technology | 56

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

Unit 8 | Tourism and transport | 62

| Grammar | Skills | Vocabulary |
|--------------|-----------------------------------|---|
| Conditionals | How to answer questions on a text | Gapped summary; crossword; adjectives, verbs & nouns; summary; synonyms |

Unit C | Cross-cultural communication at work: Working in London | 68

Introducing people; showing people around a factory; working in a factory; managing situations: typical questions in a workshop

Unit 9 | Living and working conditions in a globalized world | 70

| Grammar | Skills | Vocabulary |
|---------------------|-------------------------------|--|
| Infinitive – gerund | How to do mediation exercises | Explanations; adjectives & adverbs; lexical fields; verbs & nouns; crossword |

Unit 10 | International organizations and politics | 76

| Grammar | Skills | Vocabulary |
|-----------------------------------|------------------------|--|
| Participles – infinitive – gerund | How to write a summary | Collocations; nouns; antonyms; crossword |

Exam course

Unit 11 | Entering the world of work | 84

R: Finding a job • M: Jobs in 2050; *Industrie 4.0* • P: Car production; shift work; options after college

Unit 12 | Modern media and data transmission | 90

R: Use of the media • M: Internet access in the developing world; *Datenübertragung* • P: LAN and WLAN at home; online worldwide; computer skills and the labour market

Unit 13 | Biotechnology | 96

R: Bioengineering & GM food • M: GMO food labels; *Gentechnik* • P: GM research; global area of biotech crops; pros and cons of genetic engineering

Unit 14 | Technological developments and environment | 102

R: Technology & health • M: Healthier cities; *Autofreie Städte* • P: Inner-city traffic; attitudes to electric cars and vans; banning cars in inner cities

Unit 15 | Global work and global transport | 108

R: Problems of globalization • M: Working conditions on cruise ships; *Gefahrstoffe in Kinderspielzeug* • P: *Kraftfahrzeugproduktion in China*; working in Asian countries

Audioscripts | 114

Units 11–15