

MODULE	BUSINESS TOPIC	BUSINESS SKILLS	EXAM SPOTLIGHT
1	1.1 Working life <i>page 6</i> Vocabulary: Describing working life Reading: Attitudes to work Grammar: Gerund and infinitive Listening: The future of human resources Vocabulary: CVs and personal summaries Reading: The anonymous CV	1.2 Asking and answering questions <i>page 12</i> Listening: An environmental accident Grammar: Indirect questions Speaking: A job interview	1.3 Reading Test: Introduction and Part One <i>page 14</i> Key skill: Summarising
2	2.1 Growing the company <i>page 16</i> Vocabulary: Parts of a company Vocabulary: Growth strategy Reading: SAP competes with 'organic growth' Grammar: Past tenses Writing: Writing about the past Reading: Mergers and acquisitions Listening: The PeopleSoft takeover Writing: A press release Reading: Organisational culture Speaking: An employee survey	2.2 Presenting facts <i>page 22</i> Listening: Falling shares Speaking: Presenting facts	2.3 Speaking Test: Introduction and Part One <i>page 24</i> Key skills: Talking about yourself and your work; Expressing opinions
3	3.1 Communication at work <i>page 26</i> Vocabulary: Means of communication Reading: Better communication? Grammar: Verb patterns Listening: Dealing with problems Speaking: Handling calls sensitively	3.2 Email exchange <i>page 32</i> Writing: Formal and informal emails	3.3 Listening Test: Introduction and Part One <i>page 34</i> Key skill: Prediction
4	4.1 The art of selling <i>page 36</i> Vocabulary: Selling Listening: Sales techniques Reading: Advertising trends Grammar: Tenses and time phrases Grammar: Transitive and intransitive verbs Speaking: In the field Writing: A sales report	4.2 Presenting figures <i>page 42</i> Vocabulary: Describing performance Listening: A sales forecast Speaking: Presenting figures	4.3 Writing Test: Introduction and Part One <i>page 44</i> Key skill: Analysing a graph
5	5.1 Money and finance <i>page 46</i> Vocabulary: Money expressions Speaking: A bank loan Listening: A culture of debt Grammar: Expressions of comparison Speaking: Choosing an investment Vocabulary: Company finance Reading: A financial summary	5.2 Discussing options <i>page 52</i> Vocabulary: Business costs Listening: Discussing costs Speaking: Discussing options and making recommendations	5.3 Listening Test: Part Two <i>page 54</i> Key skill: Matching
6	6.1 Purchasing power <i>page 56</i> Vocabulary: Online trading Speaking: Managing suppliers Reading: How the supermarkets are squeezing their suppliers Grammar: Relative and participial clauses Listening: A contract to supply Grammar: Ordering events: tense practice Writing: A letter of complaint	6.2 Telephoning <i>page 62</i> Vocabulary: Telephone expressions Speaking: Problems with orders	6.3 Writing Test: Part Two <i>page 64</i> Key skill: Letter writing conventions

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7	7.1 Managing people <i>page 66</i> Vocabulary: Managerial qualities Listening: Strengths and weaknesses Vocabulary: Idioms: management problems Grammar: Expressing purpose Reading: Management consultants Grammar: Word order: adverbs	7.2 Report writing <i>page 72</i> Writing: A business report Vocabulary: Linking phrases Writing: A report on employee training	7.3 Reading Test: Part Two <i>page 74</i> Key skill: Cohesion
8	8.1 Being responsible <i>page 76</i> Vocabulary: Environmental problems Reading: Trading pollution quotas Grammar: Use of prepositions with statistics Writing: Describing a graph Listening: Corporate social responsibility Grammar: Gerunds and infinitives	8.2 Formal meetings <i>page 82</i> Vocabulary: Business meetings Grammar: Modal verbs Speaking: Discussing business ethics	8.3 Reading Test: Part Four <i>page 84</i> Key skill: Choosing the right word
9	9.1 Innovation <i>page 86</i> Vocabulary: Describing products Speaking: Market research Grammar: Collocations: verb + preposition Listening: A product presentation Reading: Don't waste your money on innovation Listening: Idioms Grammar: <i>would</i> Writing: A letter in response to a request	9.2 Negotiating <i>page 92</i> Reading: Getting past no Speaking: Business angels: a negotiation	9.3 Reading and Listening Test: Part Three <i>page 94</i> Key skill: Key words
10	10.1 Travel and entertainment <i>page 96</i> Vocabulary: Business travel Listening: A team-building day Grammar: Future forms Reading: Events management Vocabulary: <i>go</i> and <i>get</i> Reading: Planning a corporate event Speaking: Making a pitch	10.2 The language of proposals <i>page 102</i> Listening: Taking notes Reading: Two proposals Writing: A proposal for a corporate event	10.3 Speaking Test: Part Three <i>page 104</i> Key skill: Structuring a discussion
11	11.1 The economy <i>page 106</i> Vocabulary: Economic issues Reading: The new philanthropists Grammar: Conditionals (types 1 and 2) Speaking: Socio-economic problems Reading: Nicaragua? Yes, please! Listening: Relocation experiences	11.2 Effective writing <i>page 112</i> Writing: Written business communication Writing: A delicate letter	11.3 Speaking Test: Part Two <i>page 114</i> Key skill: Organising your thoughts
12	12.1 Crossing cultures <i>page 116</i> Vocabulary: Globalisation Reading: Cross-cultural communication Reading: Understanding cultural differences Grammar: Speculation Reading: China rules Listening: Understanding business culture Writing: A market profile report	12.2 Social English <i>page 122</i> Vocabulary: Conversation starters Listening: Small talk: short responses Speaking: Social situations	12.3 Reading Test: Part Five and Part Six <i>page 124</i> Key skills: Choosing the right word; Identifying redundant words

Information files (Student B) *page 127* BEC Higher exam: Key information *page 128* Useful expressions *page 130*

Business idioms *page 134* Listening scripts *page 134*