

MODULE	BUSINESS TOPIC	BUSINESS SKILLS	EXAM SPOTLIGHT
1	1.1 Ways of working <i>page 6</i> Vocabulary: Different ways of working Reading: How to job-share Listening: Working from home Grammar: Present tenses Speaking: A mini-presentation	1.2 Making contacts <i>page 10</i> Vocabulary: Job responsibilities Reading: Life's all about making connections Listening: Starting a conversation Speaking: Developing a conversation Writing: Business correspondence	1.3 Speaking Test: Part One <i>page 14</i>
2	2.1 Company benefits <i>page 16</i> Vocabulary: Benefits and incentives Reading: Is working for Xerox too good to be true? Vocabulary: Expressions with <i>take</i> Speaking: Asking questions about jobs Grammar: The past Writing: A letter of application	2.2 Presenting your company <i>page 20</i> Vocabulary: Company terms Listening: Presentations Pronunciation: Pausing, intonation and stress Speaking: Giving a presentation Writing: A memo	2.3 Reading Test: Part Five Writing Test: Part One <i>page 24</i>
3	3.1 Starting a business <i>page 26</i> Vocabulary: Types of business Reading: We wanna hold your hand Listening: Advice on franchises Listening: Planning a seminar Grammar: <i>will</i> and the future Speaking: Discussing a schedule	3.2 Leaving and taking messages <i>page 30</i> Listening: Leaving messages Speaking: Leaving a voicemail message Writing: Taking notes and messages	3.3 Listening Test: Part One <i>page 34</i>
4	4.1 Advertising <i>page 36</i> Vocabulary: Types of advertising Listening: Advertising on the web Speaking: A short presentation Reading: Advertising standards Grammar: Modals	4.2 Delegating <i>page 40</i> Reading: How to delegate Listening: A bad delegator Pronunciation: Sentence stress Speaking: Delegating Writing: A report	4.3 Reading Test: Part Four <i>page 44</i>
5	5.1 The workplace <i>page 46</i> Reading: Art at work Listening: An interview with an art consultant Grammar: Reporting Listening: Some opinions on art Speaking: A meeting about artwork	5.2 Participating in a meeting <i>page 50</i> Reading: Meetings are great Vocabulary: Verb collocations Speaking: Expressions for meetings Listening: Report on a meeting Writing: Minutes of a meeting	5.3 Speaking Test: Part Two <i>page 54</i>
6	6.1 Recruitment <i>page 56</i> Reading: Employment news Vocabulary: Hiring and firing Listening: Employment case studies Speaking: Employment issues Grammar: Passives	6.2 Emailing <i>page 60</i> Reading: Clicking the habit Vocabulary: Emailing terms Reading: Internal communication and emails Writing: An email	6.3 Reading Test: Part Two <i>page 64</i>

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7	7.1 Sales <i>page 66</i> Reading: Not sold on sales? Vocabulary: Sales terms Reading: The worst job in the world? Vocabulary: Describing jobs Grammar: Comparatives and superlatives Speaking: Comparing jobs	7.2 Selling <i>page 70</i> Reading: How to sell ... Listening: Selling Speaking: A sales conversation Reading: A proposal Writing: A fax	7.3 Reading Test: Part One <i>page 74</i>
8	8.1 Training <i>page 76</i> Reading: Training courses Listening: Assessing training needs Speaking: Giving reasons for and against Grammar: -ing form and infinitive Speaking: Discussing training needs	8.2 Showing you're listening <i>page 80</i> Reading: The importance of listening Listening: Good and bad listeners Speaking: Showing you're listening Vocabulary: Linking phrases Listening: Responding to a letter of complaint Writing: A letter of complaint	8.3 Listening Test: Part Two <i>page 84</i>
9	9.1 Branding <i>page 86</i> Reading: What's that smell? Speaking: Discussing branding Grammar: Relative clauses Reading: Chinese luxury obsession	9.2 Getting through <i>page 90</i> Listening: Automated voicemail systems Vocabulary: Telephone words Speaking: Making phone calls Reading: Email marketing Writing: Correcting and rewriting	9.3 Writing Test: Part Two <i>page 94</i>
10	10.1 Management <i>page 96</i> Reading: How Madonna managed success Vocabulary: Verb + noun combinations Grammar: Conditionals Speaking: Case study Writing: A report on a meeting	10.2 Solving problems <i>page 100</i> Listening: Problems and solutions Speaking: Discussing problems Vocabulary: Managing projects Vocabulary: Cause and result Writing: An email	10.3 Listening Test: Part Three <i>page 104</i>
11	11.1 Ethical economics <i>page 106</i> Reading: Coffeenomics Vocabulary: Financial and trade terms Speaking: The economics of your country Grammar: Articles Listening: Fairtrade Speaking: Giving reasons and benefits	11.2 Discussing trends <i>page 110</i> Speaking: Alternative energy sources Reading: Good greed Vocabulary: Describing trends Listening: Reasons for trends Speaking: Discussing trends Writing: A proposal	11.3 Reading Test: Part Three <i>page 114</i>
12	12.1 Business law <i>page 116</i> Listening: A colour problem Vocabulary: Legal terms Reading: Colourful cases Grammar: Indirect questions and tags Speaking: The BEC Vantage speaking game	12.2 Handling questions <i>page 120</i> Listening: Difficult questions Speaking: Responding to questions Reading: Press releases Writing: A press release	12.3 Speaking Test: Part Three <i>page 124</i>

Information files (Student A) *page 126* Grammar reference *page 128* Information files (Students B and C) *page 131*
 Useful expressions *page 133* Listening scripts *page 134*