

# Map of the Practice File

Language work					Talk business
	Vocabulary	Language review	Writing	Sound work	Survival business English
<b>Unit 1</b> <b>Globalisation</b> page 2 / page 68	Words for talking about globalisation Phrasal verbs	Comparing	Replying to an order	<b>Individual sounds:</b> Pronunciation of comparative and superlative forms <b>Connected speech:</b> <i>as</i> Consonant-vowel links <b>Stress and intonation:</b> Stress in phrasal verbs	Telephoning Socialising 1
<b>Unit 2</b> <b>Brands</b> page 6 / page 70	Words for talking about brands Words that go with <i>market</i>	Past simple and present perfect	Making recommendations	<b>Individual sounds:</b> Pronunciation of the <i>-ed</i> ending of regular verbs <b>Connected speech:</b> Consonant-vowel links <b>Stress and intonation:</b> Stress differences in related words <i>/ə/ schwa</i>	First-time meetings Informal conversation
<b>Unit 3</b> <b>Travel</b> page 10 / page 72	Words for talking about travel	<i>Will</i>	Replying to letters of complaint	<b>Individual sounds:</b> <i>will</i> (contractions) (dark /ɪ/) <b>Connected speech:</b> Disappearing sounds <b>Stress and intonation:</b> <i>Wh-</i> questions	Asking for agreement or confirmation Useful phrases
<b>Unit 4</b> <b>Advertising</b> page 14 / page 74	Words for talking about advertising	Articles: <i>a, an, the</i>	Making complaints	<b>Individual sounds:</b> <i>/eɪ/ vs /e/</i> <b>Connected speech:</b> How many words? <b>Stress and intonation:</b> Agreement and polite disagreement	Dealing with complaints Starting presentations
<b>Unit 5</b> <b>Employment</b> page 18 / page 76	Words for talking about employment	Questions	Giving news to job applicants	<b>Individual sounds:</b> <i>/ɒ/ vs /əʊ/</i> <b>Connected speech:</b> Sound changes <b>Stress and intonation:</b> Stress in three-syllable words	Managing meetings Asking for repetition
<b>Unit 6</b> <b>Trade</b> page 22 / page 78	Words for talking about international trade	Conditions	Placing an order	<b>Individual sounds:</b> <i>/u/ vs /ʊ/</i> <b>Connected speech:</b> vowel-vowel link with <i>/j/</i> <b>Stress and intonation:</b> Stress patterns Intonation in lists	Negotiating
<b>Unit 7</b> <b>Innovation</b> page 26 / page 80	Words for talking about innovation	Passives	Replying to letters of enquiry	<b>Individual sounds:</b> <i>/ɜ:/</i> <b>Connected speech:</b> vowel-vowel link with <i>/w/</i> <b>Stress and intonation:</b> Highlighting	Making presentations Insisting tactfully
<b>Unit 8</b> <b>Organisation</b> page 30 / page 82	Words for talking about organisation	Noun combinations	Notices	<b>Individual sounds:</b> <i>/ʌ/</i> <b>Connected speech:</b> Linking with <i>/r/</i> <b>Stress and intonation:</b> Compound nouns	Conversation skills



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<b>Unit 9</b> <b>Money</b> page 34 / page 84	Words for talking about money and figures	Trends	Organising a report	<b>Individual sounds:</b> /əʊ/ vs /oʊ/ <b>Connected speech:</b> Weak forms: <i>was, were</i> <b>Stress and intonation:</b> 'Old' and 'new' information	Correcting information Describing trends
<b>Unit 10</b> <b>Ethics</b> page 38 / page 86	Words for talking about business ethics	Narrating	Introducing a company's products or services	<b>Individual sounds:</b> /æ/ vs /a/ <b>Connected speech:</b> Auxiliary verbs: strong and weak forms <b>Stress and intonation:</b> Stress patterns	Problem solving Tactful suggestions
<b>Unit 11</b> <b>Change</b> page 42 / page 88	Words for talking about change	Reporting	Agendas and action minutes	<b>Individual sounds:</b> /v/ vs /w/ <b>Connected speech:</b> Contractions <b>Stress and intonation:</b> Sentence stress	Agreeing and disagreeing 1 Asking for clarification
<b>Unit 12</b> <b>Strategy</b> page 46 / page 90	Words for talking about business strategies	Dependent prepositions	Reports	<b>Individual sounds:</b> /ɔ:/ vs /əʊ/ <b>Connected speech:</b> Prepositions: weak forms <b>Stress and intonation:</b> Stress in word partnerships	Sounding decisive
<b>Unit 13</b> <b>Cultures</b> page 50 / page 92	Socialising with business associates	Modal verbs	Invitations and thanking people for hospitality	<b>Individual sounds:</b> Spellings of the sound /i:/ <b>Connected speech:</b> Weak forms: modal verbs <b>Stress and intonation:</b> Expressing enthusiasm Expressing doubt or reservation	Socialising 2 Adding emphasis
<b>Unit 14</b> <b>Leadership</b> page 54 / page 94	Words to describe character and skills	Relative clauses	Curricula vitae (resumes) and covering letters	<b>Individual sounds:</b> /θ/ vs /ð/ <b>Connected speech:</b> How many words? Making links <b>Stress and intonation:</b> Stress patterns in adjectives	Saying what you mean Giving explanations
<b>Unit 15</b> <b>Competition</b> page 58 / page 96	Words for talking about competition	Talking about the future	Making bookings and confirming plans	<b>Individual sounds:</b> Odd-one-out (revision of a variety of vowel phonemes) Pronunciation of the letters <i>-ea-</i> <b>Connected speech:</b> Talking about the future <b>Stress and intonation:</b> Sentence stress	Making an appointment Agreeing and disagreeing 2
<b>Unit 16</b> <b>Quality</b> page 62 / page 98	Words for talking about quality	Prepositions of time	Asking for payment	<b>Individual sounds:</b> Words ending in <i>-tion</i> or <i>-sion</i> <b>Connected speech:</b> Revision <b>Stress and intonation:</b> Intonation in complaints / replies to complaints	Polite requests in meetings Dealing with problems