

Review (p 6-13)

Country, nationality and
language
Personal information
Checking into a hotel
Spelling your name
Times and numbers
Objects in an office
Talking about jobs

1 (p 14-17)

Introducing yourself
Greeting people
Shopping
Clothes

2 (p 18-21)

Describing a job, a working
day and conditions
Discussing a time and place
to meet

3 (p 22-25)

Daily activities
Directions
Interview questions and
answers
Advertisements for jobs

4 (p 26-29)

Describing job
responsibilities
Food and restaurants
Talking about what you
want and don't want

Where is ... ?
What time is it?
What's your name?
He/She is from ...
She/He works in ...
Prepositions
can/can't

Questions
Personal pronouns and
possessive adjectives
How much?/How many?

Present Simple
Questions
Negatives
Prepositions

Present Simple/Progressive
Short answers
has/have got

Frequency adverbs
I like/I'd like

Countries and languages
Numbers
Objects in the office
Jobs
Days of the week
Months

Greetings
Opposites
Clothes

/i:/ she or /ɪ/ English
/əʊ/ clothes or /ɒ/ cloth

Opposites
See, hear and talk

/ɜ:/ her
/ɪ/ busy or /ʌ/ bus

Opposites
Directions
Money

☐ ☐ ☐ ☐
thirteen or thirty
/θ/ think

Customers and services
Food

/ʃ/ shop or /tʃ/ chop
/u:/ food or /ʊ/ foot

• What's your address? • I
have a reservation. • A single
room with a shower. • How
do you spell that? • Can I see
your passport? • What do you
do? • Who do you work for?
• drive, speak, use, play,
count, answer

• How do you do?/How are you?
• I'm looking for something
that costs ... • I'm afraid
that's too much ...

• It usually takes her ... to get
to work. • Do you remember
me? • I'd like to discuss
something with you. • Let me
look in my diary.
• office, suburb, salary

• have breakfast/a shower
• I don't know. • Can you tell
me the way to ... ? • Turn
right/left. • Go straight ahead.
• I was born in ... • I'm
very interested in ...
• trainee manager,
apprentice, receptionist
• necessary

• Sales are increasing.
• I'm glad to hear that.
• What kind of food would you
like to eat? • What do you
suggest? • What about ... ?
• Some other time perhaps.
• Can I take your order now?
• I'd like ...

5 (p 30–33)

Describing companies
Time
Changing arrangements

Past, present and future
was/were

Time
Numbers

Present or past

• *The company makes, employs, manufactures, plans to ...*
• *The main office is located in ...*
• *Sales are not very good.*
• *I'm afraid ...* • *I'm terribly sorry.* • *convenient*

6 (p 34–37)

A day at work
Making plans
Comparing people and things

Regular and irregular past
Comparatives
think so

have
'In between' words

Stress

• *She didn't feel very well.*
• *have a meeting with ...*
• *What's wrong?* • *I wanted to ...* • *busy*

7 (p 38–41)

Telephone calls
Asking about flights
Dates and numbers
Airport announcements
Problems and advice

as/than
some/any

Leaving and arriving
see

/h/ **here**
/æ/ **bad** or /e/ **bed**

• *Can you hold?* • *As early as possible.* • *Let's see.*
• *have an argument with*
• *good friends*

8 (p 42–45)

Education and previous experience
Getting and giving personal information
Showing interest

Past Simple
Short answers
Short questions to show interest

get
Words with two meanings

/g/ **get** or /dʒ/ **jet**
/s/ **this** or /z/ **is**

• *be born in ...* • *grow up in ...* • *go to school* • *get a degree* • *leave university*
• *get a job* • *specialise in ...*
• *What do you plan to do now?* • *Here's my card.*
• *software* • *architect*

9 (p 46–49)

'Delicate' questions
Asking for and giving advice

for/ago
should

Feelings
say and *tell*

/ju:/ **you**
odd one out

• *I'm glad we could meet.*
• *I hope you understand.*
• *It's confidential.*
• *polite* • *smile*

10 (p 50–53)

Giving and taking messages
Making requests
Talking about the future

could
will

Travel
take or *go on*
-ing and *-ed* adjectives

/ə/ **yesterday**

• *Would you like to leave a message?* • *as soon as possible* • *away on business*
• *urgent*

11 (p 54–57)

Describing a product
Materials

Superlatives
Adjectives and adverbs

lend or *borrow*
Materials

I'll do or *I do*

• *Just a moment, please.*
• *make notes* • *Go on, please.* • *It doesn't work.*
• *The quality is unusually high.* • *materials*

phrases and other vocabulary

company makes, employs, achieves, plans to ...
main office is located in
sales are not very good.
found ... • I'm terribly
convenient.

don't feel very well.
a meeting with ...
wrong? • I wanted
busy

you bold? • As early as
Let's see.
an argument with
friends

in ... • grow up
go to school • get a
leave university
job • specialise in ...
do you plan to do
Here's my card.
architect

had we could meet.
you understand.
confidential.
smile

you like to leave a
as soon as
away on business

moment, please.
makes • Go on.
it doesn't work.
quality is unusually
materials

Unit number Themes and functions	Grammar	Vocabulary and pronunciation	Useful phrases and other vocabulary
12 (p 58-61) Feelings Talking about ambitions	have to something/anything/nothing	Feelings Dimensions <div>Stress and weak forms</div>	<ul style="list-style-type: none"> increase sales of ... It's in my report. His real ambition was to ... try hard enough
13 (p 62-65) Money and finance Plans and intentions Describing a company's financial performance	going to that/who/which	Money make or do up or down <div>/ɔ:/ moment or /ɒ/ modern /ʃ/ she</div>	<ul style="list-style-type: none"> What do you know about their financial situation? They didn't do too well ... bring out a new product Profits fell/rose. There's nothing to worry about. exact figures
14 (p 66-69) Talking about a job in detail A letter of application	Present Perfect Progressive some/any	Verbs and nouns Words people confuse <div>Verbs and nouns some</div>	<ul style="list-style-type: none"> work very closely with ... I have the impression that ... I am writing to you on the recommendation of ... I enclose ... I look forward to your reply.
15 (p 70-73) Making a good impression at interviews Things you'd like to do	Present Perfect Simple Three verb forms	say or tell make or do <div>Stress Same or different</div>	<ul style="list-style-type: none"> You look worried. All my experience has been in ... Do you mean I should ...? No, of course not. have the wrong effect on ... make a good impression in case there is a delay
16 (p 74-77) Making a job offer Asking for opinions Making decisions	Past participles Question tags seem	meet, introduce and know price, cost and value <div>Weak forms</div>	<ul style="list-style-type: none"> What exactly is all this about? What exactly do you want to ...? By the way, ... I'm not sure. I haven't heard from you for ... As for myself, ... offer/accept a job One of the reasons I am writing now is ... Let me explain the situation. the financial side advantages

Grammar Summary (p 78-91)

Tapescript (p 92-96)