MODULE	BUSINESS TODIC	BIICINESS SVILLS	EVAM SPOTLICHT
MODOLE	I.I Ways of working page 6 Vocabulary: Different ways of working Reading: How to job-share Listening: Working from home Grammar: Present tenses Speaking: A mini-presentation	I.2 Making contacts page 10 Vocabulary: Job responsibilities Reading: Life's all about making connections Listening: Starting a conversation Speaking: Developing a conversation Writing: Business correspondence	I.3 Speaking Test: Part One page 14
2	2.1 Company benefits page 16 Vocabulary: Benefits and incentives Reading: Is working for Xerox too good to be true? Vocabulary: Expressions with take Speaking: Asking questions about jobs Grammar: The past Writing: A letter of application	2.2 Presenting your company page 20 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 page 24
3	3.1 Starting a business page 26 Vocabulary: Types of business Reading: We wanna hold your hand Listening: Advice on franchises Listening: Planning a seminar Grammar: will and the future Speaking: Discussing a schedule	3.2 Leaving and taking messages page 30 Listening: Leaving messages Speaking: Leaving a voicemail message Writing: Taking notes and messages	3.3 Listening Test: Part One page 34
4	4.1 Advertising page 36 Vocabulary: Types of advertising Listening: Advertising on the web Speaking: A short presentation Reading: Advertising standards Grammar: Modals	4.2 Delegating page 40 Reading: How to delegate Listening: A bad delegator Pronunciation: Sentence stress Speaking: Delegating Writing: A report	4.3 Reading Test: Part Four page 44
5	5.1 The workplace page 46 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 page 50 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 page 54
6	6.1 Recruitment page 56 Reading: Employment news Vocabulary: Hiring and firing Listening: Employment case studies Speaking: Employment issues Grammar: Passives	6.2 Emailing page 60 Reading: Clicking the habit Vocabulary: Emailing terms Reading: Internal communication and emails Writing: An email	6.3 Reading Test: Part Two page 64

MODULE	BUSINESS TOPIC	BUSINESS SKILLS	EXAM SPOTLIGHT
7	7.1 Sales page 66 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 page 70 Reading: How to sell Listening: Selling Speaking: A sales conversation Reading: A proposal Writing: A fax	7.3 Reading Test: Part One page 74
8	8.1 Training page 76 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 page 80 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 page 84
9	9.1 Branding page 86 Reading: What's that smell? Speaking: Discussing branding Grammar: Relative clauses Reading: Chinese luxury obsession	9.2 Getting through page 90 Listening: Automated voicemail systems Vocabulary: Telephone words Speaking: Making phone calls Reading: Email marketing Writing: Correcting and rewriting	9.3 Writing Test: Part Two page 94
10	IO.1 Management page 96 Reading: How Madonna managed success Vocabulary: Verb + noun combinations Grammar: Conditionals Speaking: Case study Writing: A report on a meeting	10.2 Solving problems page 100 Listening: Problems and solutions Speaking: Discussing problems Vocabulary: Managing projects Vocabulary: Cause and result Writing: An email	10.3 Listening Test: Part Three page 104
	II.I Ethical economics page 106 Reading: Coffeeenomics Vocabulary: Financial and trade terms Speaking: The economics of your country Grammar: Articles Listening: Fairtrade Speaking: Giving reasons and benefits	II.2 Discussing trends page 110 Speaking: Alternative energy sources Reading: Good greed Vocabulary: Describing trends Listening: Reasons for trends Speaking: Discussing trends Writing: A proposal	II.3 Reading Test: Part Three page 114
12	12.1 Business law page 116 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 page 120 Listening: Difficult questions Speaking: Responding to questions Reading: Press releases Writing: A press release	12.3 Speaking Test: Part Three page 124

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