

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

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

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