

MODULE	BUSINESS TOPIC	BUSINESS SKILLS	EXAM SPOTLIGHT
1	1.1 World of work <i>page 6</i> Reading: Training and workshops Listening: What does your job involve? Grammar: The present simple Grammar: Adverbs and expressions of frequency Speaking: Work-life balance	1.2 Personal and professional details <i>page 10</i> Vocabulary: Meeting people Writing: Personal and professional profiles Vocabulary: <i>job</i> and <i>work</i> Reading: Employee of the Year Award	1.3 BEC Preliminary Exam Format; Reading Test Format <i>page 14</i>
2	2.1 Work in progress <i>page 16</i> Listening: New projects Grammar: The present continuous Reading: Temping is learning Speaking: Temporary jobs Vocabulary: Hiring and firing	2.2 Making arrangements <i>page 20</i> Listening: Arranging a meeting Writing: Confirming a meeting Grammar: Prepositions of time: <i>at, in, on</i> Writing: Accepting an invitation	2.3 Writing Test Format <i>page 24</i>
3	3.1 Company biography <i>page 26</i> Reading: The man behind McDonald's Grammar: The past simple Reading: Company profiles Speaking: Presenting your company	3.2 Company performance <i>page 30</i> Vocabulary: What companies do Writing: Press release Listening: Company structure Vocabulary: Production, sales and share prices Reading: An agency built on proactive processes	3.3 Listening Test Format; Listening Test: Part One <i>page 34</i>
4	4.1 International business <i>page 36</i> Reading: Fashion industry crisis after EU import ban Listening: Views on import controls Speaking: Imported goods Grammar: Modal verbs: <i>can/could</i> and <i>should</i> Reading: business2business: global communication	4.2 Business communications <i>page 40</i> Speaking: On the phone Writing: Dealing with complaints Grammar: <i>will</i> for offers and promises Listening: Telephone messages	4.3 Speaking Test Format; Speaking Test: Part One <i>page 44</i>
5	5.1 Career choices <i>page 46</i> Reading: Escaping the rat race Vocabulary: Money expressions Grammar: The present perfect Listening: Career changes	5.2 Achievements and plans <i>page 50</i> Reading: In-company communications Writing: Progress reports Reading: Talking about results Grammar: <i>going to</i> Listening: Negotiating a bank loan	5.3 Reading Test: Parts One to Three <i>page 54</i>
6	6.1 Business travel <i>page 56</i> Listening: Flight problems Grammar: Reported speech Reading: No card, no ticket	6.2 Travel arrangements <i>page 60</i> Vocabulary: Hotel amenities Writing: Booking enquiries Listening: At the hotel Listening: Arranging business travel Speaking: Making a booking Writing: Changes to flight details	6.3 Writing Test: Part One <i>page 64</i>

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7	7.1 Products and services <i>page 66</i> Reading: Smart homes: the future is here Grammar: Comparatives and superlatives Listening: Hotels of the future Speaking: Customer service questionnaire Reading: Choosing a business school	7.2 Orders and contracts <i>page 70</i> Vocabulary: Shapes and sizes Listening: Making an order Speaking: Service providers Listening: Changing ISP Writing: ISP contract	7.3 Listening Test: Parts Two and Three <i>page 74</i>
8	8.1 Manufacturing processes <i>page 76</i> Reading: Graffiti a problem? Just wash it! Grammar: The passive Vocabulary: Supply and demand Vocabulary: Production philosophies Reading: Just-in-Time	8.2 Problems and solutions <i>page 80</i> Listening: Solving problems Reading: Use a Smart Lid Grammar: <i>when</i> and <i>if</i> Vocabulary: Collocations with <i>problem</i> Speaking: We've got a problem	8.3 Speaking Test: Parts Two and Three <i>page 84</i>
9	9.1 The future <i>page 86</i> Reading: Press release from Hydrohybrid Grammar: The future: <i>will</i> for predictions Grammar: The first conditional Reading: Strategies for the future Listening: A strategy meeting	9.2 Meetings <i>page 90</i> Reading: Tropical storm hits Poland Listening: Crisis meeting Grammar: <i>will</i> + time clauses Speaking: Brainstorming Listening: Crisis strategy Vocabulary: Collocations with <i>meeting</i> Writing: Letter of apology	9.3 Reading Test: Parts Four and Five <i>page 94</i>
10	10.1 Career development <i>page 96</i> Reading: Business skills portfolio Grammar: Relative clauses Listening: Creativity and leadership Vocabulary: Describing people Reading: Don't just manage, lead!	10.2 Organising a conference <i>page 100</i> Vocabulary: Collocations Listening: What's still to do? Listening: The conference budget Speaking: Small talk Listening: Offers and invitations Writing: Replying to an invitation	10.3 Writing Test: Part Two <i>page 104</i>
11	11.1 Health and safety <i>page 106</i> Vocabulary: Signs Listening: A factory tour Grammar: Modal verbs: <i>must(n't)</i> and <i>(don't) have to</i> Reading: Why is it dangerous? Vocabulary: In your break Vocabulary: <i>go, play</i> and <i>do</i>	11.2 Reporting accidents <i>page 110</i> Grammar: The past simple and past continuous Listening: After the accident Reading: Theme park safety Speaking: Safety suggestions Writing: Information leaflet	11.3 Listening Test: Part Four <i>page 114</i>
12	12.1 The job market <i>page 116</i> Listening: Job satisfaction Grammar: The second conditional Speaking: Working abroad Reading: Migrant workers Vocabulary: Getting a job Speaking: Problems at work	12.2 Job applications <i>page 120</i> Reading: An advertisement Writing: A covering letter Listening: A job interview Writing: Interview follow-up	12.3 Reading Test: Parts Six and Seven; How to approach the BEC Exam <i>page 124</i>