

1 Introductions

1.1	Talking about your job	Present simple: positive and negative	Responsibilities
1.2	Talking about products and services	Present simple: questions	Business activities
1.3	Eating out		Understanding a menu Ordering a meal

2 Teamwork

2.1	Discussing work in progress	Present continuous	Projects
2.2	Discussing strengths and weaknesses	Gerund	Skills and personal characteristics
2.3	Talking about your interests		Sport and leisure Likes and dislikes

3 Choices

3.1	Comparing offers	Comparatives <i>as ... as</i>	Quotes and orders
3.2	Discussing requirements	Superlatives	Needs analysis
3.3	Describing places		Location and geography Travel recommendations

4 Experience

4.1	Discussing past performance	<i>be</i> : past simple <i>too/enough</i>	Describing products
4.2	Discussing past projects	Past simple: regular and irregular verbs	Problems and solutions
4.3	Talking about the weekend		Life at home

5 Arrangements

5.1	Making arrangements	<i>will/shall</i> : offers and suggestions	Communication
5.2	Confirming arrangements	Present tenses as future	Confirmation by email
5.3	Sightseeing		Tourist information

6 Objectives

6.1	Forecasting	<i>will</i> : predictions	Probability
6.2	Discussing aims	First conditional	Aims
6.3	Booking a flight		Reservations

7 Success

7.1	Talking about your education and career	Present perfect/Past simple	Education Career history
7.2	Giving an update	Present perfect: <i>yet/already/so far</i>	Good news and bad news
7.3	Discussing interesting experiences		Describing feelings and experiences

8 Media

8.1	Understanding business news	Present perfect: <i>today, this week (month/year)</i>	Trends Financial markets
8.2	Talking about the economy	Review of tenses	Economic indicators
8.3	Discussing what's on TV		Television programmes

9 Strategy

9.1	Describing a business concept	Passive: present simple, past simple	Marketing and advertising
9.2	Discussing strategies	Adverbs of manner	Business development
9.3	Using the Internet		Website language

10 Solutions

10.1	Discussing ideas	Second conditional	Suggestions
10.2	Making decisions	<i>should, have to</i>	Recommendations
10.3	Dealing with problems		Travel problems

11 Transport

11.1	Describing how things work	Prepositions: position and movement	Size and dimensions
11.2	Describing safety procedures	<i>must</i>	Health and safety
11.3	Using tourist facilities		Accommodation and facilities Entertainment

12 Agendas

12.1	Attending meetings	Time clauses	Meetings
12.2	Passing on information	Reported speech	Reactions and decisions
12.3	Welcoming visitors		Polite phrases Small talk