

UNIT 1 > ORGANISATION p.7

▶ **Videos:** 1.1 A news organisation 1.3 Managing first meetings

1.1 > A news organisation	1.2 > Innovative organisations	1.3 > Communication skills: Managing first meetings	1.4 > Business skills: Small talk in first meetings	1.5 > Writing: Emails – Organising information	Business workshop > 1 Office space (p.88)
Video: ▶ A news organisation Vocabulary: Roles and responsibilities Pronunciation: → Word stress (p.114) Project: Showing someone around a department	Listening: ▶ Flat and tall organisations Grammar: Future forms: Present Simple, Present Continuous and <i>be going to</i> Writing: An email about future plans and arrangements	Video: ▶ Managing first meetings Functional language: Greetings, introductions and goodbyes Pronunciation: → Intonation and politeness (p.114) Task: Making introductions and contacts at an event	Listening: ▶ Interview with a communication coach; Small talk between colleagues Functional language: Asking and answering questions in first meetings Task: Meet a visitor and manage small talk	Model text: Invitation to an induction day Functional language: Ordering information in an email Grammar: ▶ Present Simple and Continuous Task: Write a reply to a work-related invitation	Listening: ▶ Employee views on their workspace Reading: Millennial-friendly workspaces Task: Design a new office space

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UNIT 2 > BRANDS p.17

▶ **Videos:** 2.1 A luxury brand 2.3 Teamwork

2.1 > The life of luxury	2.2 > Asian brands go west	2.3 > Communication skills: Supporting teamwork	2.4 > Business skills: Making a presentation	2.5 > Writing: Formal and semi-formal emails	Business workshop > 2 Kloze-Zone (p.90)
Video: ▶ A luxury brand Vocabulary: Marketing and brands Pronunciation: → Stress in compound nouns (p.114) Project: Research and discuss an advertising campaign	Reading: Chinese combine holidays with luxury shopping Grammar: Connectors Pronunciation: → Connectors: intonation and pausing (p.114) Speaking: Discussing brands using connectors	Video: ▶ Teamwork Functional language: Giving and responding to advice Task: Asking for and giving advice	Listening: ▶ Different ways to open a presentation Functional language: Signposting in presentations Task: Prepare and give a presentation	Model text: Invitation to a corporate event Functional language: Writing, accepting and declining an invitation Grammar: ▶ Verbs + <i>-ing</i> vs. infinitive Task: Write a formal reply to an invitation	Listening: ▶ Customer and staff feedback on a clothing store Task: Brainstorm a brand awareness campaign Writing: An email summary of the campaign

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UNIT 3 > JOB HUNTING p.27

▶ **Videos:** 3.1 Applying for an internship 3.3 Demonstrating active listening

3.1 > A job search	3.2 > Job interview questions	3.3 > Communication skills: Listening actively	3.4 > Business skills: Interviews	3.5 > Writing: Covering letters	Business workshop > 3 Social media manager required (p.92)
Video: ▶ Applying for an internship Vocabulary: Getting a job Pronunciation: → Stress in derived words (p.115) Project: Plan and write a job advertisement	Listening: ▶ Interview questions and answers Grammar: Indirect questions Pronunciation: → Voice range and intonation in indirect questions (p.115) Speaking: A job interview	Video: ▶ Demonstrating active listening Functional language: Active listening Task: The listening/distracton game	Listening: ▶ Two job interviews Functional language: Useful phrases for candidates Task: Create a job and interview for it	Model text: Covering letter Functional language: Useful phrases for covering letters Grammar: ▶ Past Simple and Present Perfect Task: Write a covering letter	Listening: ▶ Three video CVs; ▶ First interviews Reading: Analysis of three CVs and covering letters Task: Conduct a second interview

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UNIT 4 > BUSINESS STRATEGY p.37

▶ **Videos:** 4.1 A food company's strategy for growth 4.3 Problem-solving styles

4.1 > Food industry strategies	4.2 > PEST analysis	4.3 > Communication skills: Solving problems	4.4 > Business skills: Problem-solving meetings	4.5 > Writing: Reporting reasons and results	Business workshop > 4 Supermarket wars (p.94)
Video: ▶ A food company's strategy for growth Vocabulary: Business strategy collocations and word building Project: Investigate a food brand's attitude to health	Listening: ▶ A lecture on PEST analysis Grammar: Modal verbs: obligation, prohibition, necessity, recommendation Writing: A short PEST analysis of a company or organisation	Video: ▶ Problem-solving styles Functional language: Offering and asking for help Pronunciation: → /i:/, /ɪ/, /eɪ/ and /a/ (p.115) Task: Offering and asking for help in work and social situations	Listening: ▶ A problem-solving team meeting Functional language: Leading and participating in problem-solving meetings Pronunciation: → Intonation in 'OK' (p.115) Task: Take part in a problem-solving meeting	Model text: Report extract Functional language: Reporting problems, reasons and results Grammar: ▶ Comparison Task: Write a short report outlining problems, reasons and results	Reading: Profiles of competing supermarket chains Task: Select the best strategies for growth Listening: ▶ Compare your strategies with a business news report

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UNIT 5 > LOGISTICS p.47

Videos: 5.1 Amazon: the logistics of e-commerce 5.3 Collaborating on a project

<p>5.1 > E-commerce</p> <p>Video: Amazon: the logistics of e-commerce</p> <p>Vocabulary: Logistics and word building</p> <p>Pronunciation: Pausing and stress in presentations (p.116)</p> <p>Project: Debate the use of drones</p>	<p>5.2 > Driverless technology</p> <p>Reading: Lorries lead cars in the technology race</p> <p>Grammar: Passive forms</p> <p>Pronunciation: Auxiliary verbs in passives (p.116)</p> <p>Speaking: Describe a process</p>	<p>5.3 > Communication skills: Collaborating</p> <p>Video: Collaborating on a project</p> <p>Functional language: Agreeing and disagreeing</p> <p>Task: A meeting to discuss controversial proposals</p>	<p>5.4 > Business skills: Negotiating</p> <p>Listening: Negotiating new terms and conditions</p> <p>Functional language: Negotiating</p> <p>Task: Negotiate a new deal</p>	<p>5.5 > Writing: Letter of complaint</p> <p>Model text: Letter of complaint</p> <p>Functional language: Useful phrases for letters of complaint</p> <p>Grammar: Linking</p> <p>Task: Write a letter of complaint</p>	<p>Business workshop > 5 Robots wanted for warehouse (p.96)</p> <p>Listening: Criteria for choosing a supplier; Teleconferences with suppliers</p> <p>Task: Negotiate and select a supplier</p> <p>Writing: A formal email confirming the result of the negotiation</p>
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UNIT 6 > ENTREPRENEURS p.57

Videos: 6.1 The world's first ethical smartphone 6.3 Influencing styles: push and pull

<p>6.1 > Fairphone</p> <p>Video: The world's first ethical smartphone</p> <p>Vocabulary: Running a business</p> <p>Pronunciation: Consonant-vowel linking (p.116)</p> <p>Project: Brainstorm and present new business ideas</p>	<p>6.2 > Young entrepreneurs</p> <p>Reading: Leaving Harvard to start a business</p> <p>Grammar: Reported speech</p> <p>Speaking: Talk to a journalist about your start-up</p> <p>Writing: An email/article based on the interview</p>	<p>6.3 > Communication skills: Influencing</p> <p>Video: Influencing styles: push and pull</p> <p>Functional language: Dealing with objections</p> <p>Task: Influencing others to overcome objections</p>	<p>6.4 > Business skills: Presenting facts and figures</p> <p>Listening: A presentation based on visual data</p> <p>Functional language: Presenting visual information</p> <p>Pronunciation: Intonation and discourse marking in presentations (p.116)</p> <p>Task: A presentation to an investor</p>	<p>6.5 > Writing: Summarising</p> <p>Model text: Summary of a business talk</p> <p>Functional language: Summarising</p> <p>Grammar: Order of information in sentences</p> <p>Task: Listen to a talk and write a summary</p>	<p>Business workshop > 6 Doable crowdfunding (p.98)</p> <p>Listening: Three crowdfunding pitches</p> <p>Speaking: Decide which crowdfunding project to back</p> <p>Task: Prepare and deliver a crowdfunding pitch</p>
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UNIT 7 > WORKING ABROAD p.67

Videos: 7.1 Working abroad 7.3 Decision-making styles

<p>7.1 > Global work cultures</p> <p>Video: Working abroad</p> <p>Vocabulary: Working abroad: Adjectives, prefixes, opposites</p> <p>Project: Research a different work or study culture</p>	<p>7.2 > Cultural anecdotes</p> <p>Listening: Working in other cultures</p> <p>Grammar: Past tenses: Past Simple, Past Continuous and Past Perfect Simple</p> <p>Pronunciation: Phrasing and intonation in past sentences (p.117)</p> <p>Speaking: Tell an anecdote</p> <p>Writing: An anecdote</p>	<p>7.3 > Communication skills: Decision-making</p> <p>Video: Decision-making styles</p> <p>Pronunciation: Strong or weak? (p.117)</p> <p>Functional language: Expressing preferences</p> <p>Task: Discuss preferences and reach agreement</p>	<p>7.4 > Business skills: Relationship-building</p> <p>Listening: Conversations at a networking event</p> <p>Functional language: Keeping a conversation going</p> <p>Task: Meeting new people at an induction day</p>	<p>7.5 > Writing: Making recommendations</p> <p>Model text: Report giving suggestions, advice and recommendations</p> <p>Functional language: Formal/neutral/informal language for recommendations</p> <p>Grammar: First and second conditional</p> <p>Task: Write a report giving suggestions, advice and recommendations</p>	<p>Business workshop > 7 Cross-cultural consultants (p.100)</p> <p>Reading: Blog posts on cultural awareness</p> <p>Listening: Interviews with staff about working internationally</p> <p>Task: Prepare and present recommendations for working in your culture</p> <p>Writing: A formal email confirming the outcome of the presentations</p>
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UNIT 8 > LEADERSHIP p.77

Videos: 8.1 Safari Vet School 8.3 Positive and developmental feedback

<p>8.1 > Learning to lead</p> <p>Video: Safari Vet School</p> <p>Pronunciation: Glottal stops (p.117)</p> <p>Vocabulary: Leadership</p> <p>Project: Discuss and write about a great leader</p>	<p>8.2 > Neuroleadership</p> <p>Reading: Business leaders need neuroscience</p> <p>Grammar: Relative clauses</p> <p>Pronunciation: Phrasing and intonation in relative clauses (p.117)</p> <p>Speaking: Truth or lie game using relative clauses</p>	<p>8.3 > Communication skills: Giving and receiving feedback</p> <p>Video: Positive and developmental feedback</p> <p>Functional language: Giving and responding to feedback</p> <p>Task: Give and respond to developmental feedback</p>	<p>8.4 > Business skills: Leading meetings</p> <p>Listening: Managing a team meeting</p> <p>Functional language: Leading and managing meetings</p> <p>Task: Lead a mini-meeting</p>	<p>8.5 > Writing: Informing of a decision</p> <p>Model text: Email about decisions made by Board of Directors</p> <p>Functional language: Formal and semi-formal language for decisions</p> <p>Grammar: Reduced relative clauses</p> <p>Task: Write a formal email to inform staff of decisions made</p>	<p>Business workshop > 8 Talent management (p.102)</p> <p>Listening: Three employees talking about their training needs</p> <p>Reading: Profiles of training courses</p> <p>Task: Design a development plan for an employee</p> <p>Writing: An email to justify a training course</p>
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