

| | Communication | Grammar | Vocabulary |
|----------|--|---|--|
| 1 | Welcome | | |
| 1.1 | Meeting people | <i>be</i> : present simple | Introductions Alphabet A–Z |
| 1.2 | Saying where you're from | <i>be</i> : questions <i>Where ...?</i> Prepositions: <i>in</i> and <i>near</i> | Countries Location |
| 1.3 | Offering and asking for drinks | <i>a/an</i> | Drinks |
| 2 | Numbers | | |
| 2.1 | Telephone numbers and email addresses | <i>What's ...? – It's ...</i> <i>my</i> and <i>your</i> | Numbers 0–10 Email addresses |
| 2.2 | Asking about timetables | <i>What time ...?</i> <i>When ...?</i> | Numbers 11–59 Times |
| 2.3 | Buying food | Plurals <i>How much ...?</i> | Numbers 60–100 Prices Food |
| 3 | Work | | |
| 3.1 | Talking about your job | Present simple: positive and questions (<i>I/you</i>) | Jobs Workplaces |
| 3.2 | Describing a company | Present simple: positive and questions (<i>he/she/it/we/they</i>) | High numbers, decimals Business verbs and nouns |
| 3.3 | Talking about daily routines | Present simple: negative <i>be</i> : negative | Daily routine verbs <i>before/after, early/late</i> |
| 4 | Information | | |
| 4.1 | Coping with difficult language | <i>Could ...?</i> <i>How ...?</i> | Spelling Repeating Explaining |
| 4.2 | Writing simple emails | Possessive adjectives Possessive 's and <i>of</i> | Simple email language |
| 4.3 | Using the Internet | <i>can/can't</i> | Computer language |
| 5 | Places | | |
| 5.1 | Asking about business facilities | <i>there is/are</i> <i>need (to)</i> | Business facilities |
| 5.2 | Asking for and giving directions | Imperative | Inside buildings Ordinal numbers |
| 5.3 | Talking about your home | Adjectives <i>quite/very</i> | In and around the home |
| 6 | Action | | |
| 6.1 | Talking about life at work | Adverbs of frequency <i>a lot (of) / lots (of)</i> | International business activities |
| 6.2 | Saying what you're doing at the moment | Present continuous | Time references to the present |
| 6.3 | Saying what you do in your spare time | Gerund | Sports and leisure activities |

| | Communication | Grammar | Vocabulary |
|-----------|---------------------------------------|--|--------------------------------------|
| 7 | Meeting | | |
| 7.1 | Arranging to meet | Prepositions with times and dates | Months Days |
| 7.2 | Discussing future arrangements | Present continuous: future arrangements <i>Who ...?</i> <i>Why ...?</i> | Travel language |
| 7.3 | Buying train tickets | <i>would like to</i> <i>want to</i> | Train tickets and reservations |
| 8 | Reporting | | |
| 8.1 | Talking about past events | <i>be</i> : past simple <i>How many ...?</i> | Time references to the past |
| 8.2 | Giving an update | Past simple: regular verbs | Business trips |
| 8.3 | Talking about holidays | Past simple: irregular verbs (1) | Holiday and travel language |
| 9 | Communication | | |
| 9.1 | Exchanging information by email | Past simple: irregular verbs (2) Object pronouns | Documents and attachments |
| 9.2 | Making telephone calls | <i>will</i> : spontaneous decisions and offers | Telephone expressions |
| 9.3 | Talking about the weather and climate | Review of present and past tenses | The weather |
| 10 | Progress | | |
| 10.1 | Making comparisons | Comparatives | Comparing products and services |
| 10.2 | Making choices | Superlatives | Opinions |
| 10.3 | Checking in for a flight | Countable and uncountable nouns <i>some/any/no</i> | Airport language |
| 11 | Plans | | |
| 11.1 | Making plans | Suggestions: <i>Shall I/we ...?</i> <i>Let's ...</i> | Sequencing and discussing priorities |
| 11.2 | Describing plans | Future with <i>going to</i> | Objectives |
| 11.3 | Staying at a hotel | <i>have got</i> | Hotel language |
| 12 | Sales | | |
| 12.1 | Discussing how business is going | Adverbs of manner | Company performance |
| 12.2 | Discussing sales and orders | <i>much/many</i> : questions | Sales and orders Market forces |
| 12.3 | Shopping | <i>this/these, that/those</i> | Shopping language |

1 Welcome

1.1 Meeting people

GRAMMAR

 VOCABULARY

be: present simple

Introductions Alphabet A-Z



1 a **▶▶ 1** Listen to Joe and Claire meeting at the offices of ZY.

Claire Hello, I'm Claire Martin.
Joe Hi, I'm Joe Kent. Nice to meet you.
Claire Nice to meet you.
Joe Welcome to ZY Systems.
Claire Thanks.

b Practise the conversation in pairs. Change roles.

c **▶▶ 2** Listen and fill in the gaps.

nice hi I'm thanks welcome

Ian Hello. ¹ *I'm* Ian Field.
Sally ² I'm Sally Winters.
Ian ³ to meet you, Sally. ⁴
 to New York.
Sally ⁵

d Vocabulary practice → Page 94, Exercise 1.

6

2 a **▶▶ 3** **PRONUNCIATION** Say the alphabet. Listen and repeat.

A B C D E F G H I J K L M
 N O P Q R S T U V W X Y Z

b Work with a partner. Student A says a letter. Student B points to it. Take it in turns.

c Which letters have the same sounds? Fill in the chart.

| /eɪ/ | /iː/ | /e/ | /aɪ/ | /juː/ |
|------|------|-----|------|-------|
| A | B | F | I | Q |
| H | C | L | Y | U |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

d **▶▶ 4** Listen. Put the companies in the order you hear them. Write 1–10 in the boxes.

| | |
|--|--|
| <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  AOL | <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  GEC <input type="checkbox"/> JFK Cargo <input type="checkbox"/>  RNK Auto |
|--|--|

Welcome 1

- e **▶▶ 4** Listen again. Practise saying the company names.
- f Think of more companies that use letters for their names. Student A says the companies and Student B writes them. Change roles.

- 3** a **▶▶ 5** Listen to Joe introducing Claire to the team at ZY. Fill in the gaps.

I'm you're he's she's we're they're

Joe Hello everyone. This is Claire Martin. ¹ *She's* from IBM. Claire, this is Paul Sampson. ² from ZY Communications.

Paul Hello Claire.

Joe And this is Anne Pol and David Tarn. ³ from ZY Design.

David Nice to meet you.

Anne Hello.

Sam And ⁴ Sam Pick and this is Lara Kay. ⁵ from ZY Holdings. So, ⁶ from New York, Claire?

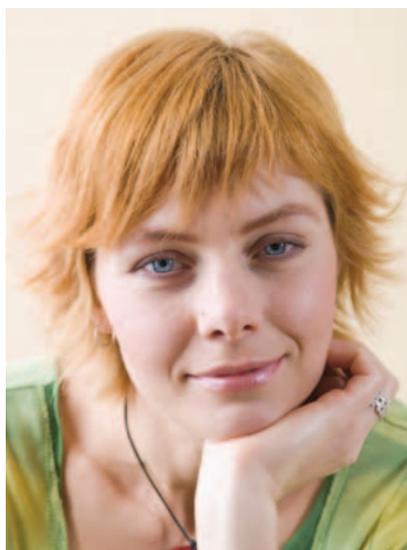
Claire Yes. Nice to meet you, everyone.



Paul Sampson – ZY Communications



Lara Kay – ZY Holdings



Anne Pol – ZY Design



Sam Pick – ZY Holdings

| be | |
|----------------|--------------------|
| I am (I'm) | you are (you're) |
| he is (he's) | she is (she's) |
| we are (we're) | they are (they're) |

...> Grammar reference 1

- b Grammar practice ...> Page 94, Exercise 2.

- c Practise introductions. Use the photos.

This is He's/She's from

4

Communication practice 1 ...> Page 78. Work in groups of three.

5

Meet other students in the group and introduce students.

Hello/Hi. I'm Nice to meet you.

This is He's/She's from

USEFUL LANGUAGE

Hello/Hi.
 Nice to meet you.
 Welcome to
 Thanks.
 I'm Sue Taylor. I'm from TP Software.
 This is Peter Elton. He's from LMS.



David Tarn – ZY Design

1.2

Saying where you're from

GRAMMAR

be: questions
 Where ...? Prepositions: *in* and *near*

VOCABULARY

Countries Location



Questions with **where** and **be**

Where are you/they from?

Where's he/she from?
 (Where's = Where is)

Are you from London?

Is he from London?

...> Grammar reference 1 and 8

d Grammar practice ...> Page 94, Exercise 3.

2 a Work with a partner. Can you guess where the people are from?

- | | |
|--------------------|-----------|
| 1 Brad Carrington | a Brazil |
| 2 Hans Schwartz | b China |
| 3 Jan Grabowski | c France |
| 4 Maria Gonzales | d Germany |
| 5 Shen Lin | e Poland |
| 6 Nathalie Lemaire | f Spain |
| 7 Pedro da Silva | g the UK |
| 8 Alison Smith | h the USA |

b ...> 7 Listen and check your answers.

c Work with a partner. Take it in turns to ask questions about the people in 2a.

- A Where's Brad Carrington from?
 B He's from the USA.

d ...> 8 PRONUNCIATION Listen to the countries in 2a. Write them in the chart.

| O | Oo | Ooo | oO | oOO | oOOO |
|---|----|-----|--------|-----|------|
| | | | Brazil | | |
| | | | | | |

1 a ...> 6 Listen to the conversation. Fill in the gaps.

from he OK right you

David So, where are you ¹ *from* , Claire?

Claire New York.

David ² . The Big Apple!

Claire Yes! And you, David? Are ³ from Paris?

David No, I'm from Lille. ZY Design, in Lille.

Claire ⁴ . And where's Paul from? Is ⁵ from London?

David Yes.

b Practise the conversation in pairs.

c Answer the questions.

- Where's David from? *He's from Lille.*
- Where's Paul from?
- Where's Claire from?
- Where are you from?

3 a Where are the cities? Fill in the gaps.

north south east west centre

- 1 Toulon is **in the** *south* **of** France, **near** Marseille.
- 2 Madrid is **in the** **of** Spain.
- 3 Beijing is **in the** - **of** China.
- 4 Chester is **in the** **of** the UK, **near** Manchester.



- b** **9** Listen and check your answers.
- c** **Vocabulary practice** ...> **Page 94, Exercise 4.**
- d** **Ask questions about cities in your country or in other countries. Test your partner!**
 - A** Where's ... ?
 - B** It's in the north/south/east/west of ... (near ...).
- e** **Work with a partner. Student A chooses a city from 3a. Student B asks questions. Take it in turns.**
 - A** Where are you from?
 - B** Toulon.
 - A** Toulon? Where's that?
 - B** It's in the south of France, near Marseille.



4 **Communication practice 2** ...> **Page 78. Work with a partner.**

- 5 a** Do any cities or regions in your country have a different name or pronunciation in English? Write and say their English names.
- b** Talk to other students in the group. Find out where they're from.

USEFUL LANGUAGE

I'm from Macau.
 Macau? Where's that?
 It's in China, near Hong Kong.

Where are you from?
 I'm from Bremen, in the north of Germany.

Countries

Brazil China France Germany
 Poland Spain the UK the USA

**TIME
OUT**

1.3

Offering and asking for drinks

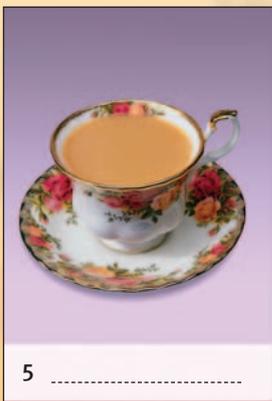
GRAMMAR
.....
VOCABULARY

a/an

Drinks

1 a Write the drinks (a–f) under the pictures on the menu.

- a apple juice b coffee c iced tea d mineral water e orange juice f tea



b PRONUNCIATION Put the drinks under the correct stress marks.

- 1 Oo o 4 o o
 apple *juice*
- 2 Oo o 5 Oo

- 3 Ooo Oo 6 o



