

MODULE	BUSINESS TOPIC	BUSINESS SKILLS	EXAM SPOTLIGHT
<b>1</b>	<b>1.1 World of work</b> <i>page 4</i> <b>Reading:</b> Training and workshops <b>Listening:</b> What does your job involve? <b>Grammar:</b> The present simple <b>Grammar:</b> Adverbs and expressions of frequency <b>Speaking:</b> Work-life balance	<b>1.2 Personal and professional details</b> <i>page 8</i> <b>Vocabulary:</b> Meeting people <b>Writing:</b> Personal and professional profiles <b>Vocabulary:</b> <i>job</i> and <i>work</i> <b>Reading:</b> Employee of the Year Award	<b>1.3 BI Business Preliminary Exam Format; Reading Test</b> <i>page 12</i>
<b>2</b>	<b>2.1 Work in progress</b> <i>page 14</i> <b>Listening:</b> New projects <b>Grammar:</b> The present continuous <b>Reading:</b> Flexible working <b>Speaking:</b> Pros and cons of flexible working <b>Vocabulary:</b> Hiring and firing	<b>2.2 Making arrangements</b> <i>page 18</i> <b>Listening:</b> Arranging a meeting <b>Writing:</b> Confirming a meeting <b>Grammar:</b> Prepositions of time: <i>at, in, on</i> <b>Writing:</b> Accepting an invitation	<b>2.3 Writing Test: Introduction</b> <i>page 22</i>
<b>3</b>	<b>3.1 Company biography</b> <i>page 24</i> <b>Reading:</b> The man behind McDonald's™ <b>Grammar:</b> The past simple <b>Reading:</b> Company profiles <b>Speaking:</b> Presenting your company	<b>3.2 Company performance</b> <i>page 28</i> <b>Vocabulary:</b> What companies do <b>Writing:</b> Press release <b>Listening:</b> Company structure <b>Vocabulary:</b> Production, sales and share prices <b>Reading:</b> An agency built on proactive processes	<b>3.3 Listening Test: Introduction and Part One</b> <i>page 32</i>
<b>4</b>	<b>4.1 International business</b> <i>page 34</i> <b>Reading:</b> Opening the Silk Road once more <b>Listening:</b> View on transportation <b>Speaking:</b> Imported goods <b>Grammar:</b> Modal verbs: <i>can/could</i> and <i>should</i> <b>Reading:</b> The skill of effective teleconferencing	<b>4.2 Business communications</b> <i>page 38</i> <b>Speaking:</b> On the phone <b>Writing:</b> Dealing with complaints <b>Grammar:</b> <i>will</i> for offers and promises <b>Listening:</b> Telephone messages	<b>4.3 Speaking Test: Introduction and Part One</b> <i>page 42</i>
<b>5</b>	<b>5.1 Career choices</b> <i>page 44</i> <b>Reading:</b> Escaping the rat race <b>Vocabulary:</b> Money expressions <b>Grammar:</b> The present perfect <b>Listening:</b> Career changes	<b>5.2 Achievements and plans</b> <i>page 48</i> <b>Reading:</b> In-company communications <b>Writing:</b> Progress reports <b>Reading:</b> Talking about results <b>Grammar:</b> <i>going to</i> for future plans <b>Listening:</b> Negotiating a bank loan	<b>5.3 Reading Test: Introduction and Parts One to Three</b> <i>page 52</i>
<b>6</b>	<b>6.1 Business travel</b> <i>page 54</i> <b>Listening:</b> Flight problems <b>Grammar:</b> Reported speech <b>Reading:</b> Two tickets, no reimbursement	<b>6.2 Travel arrangements</b> <i>page 58</i> <b>Vocabulary:</b> Hotel amenities <b>Writing:</b> Booking enquiries <b>Listening:</b> At the hotel <b>Listening:</b> Arranging business travel <b>Speaking:</b> Making a booking <b>Writing:</b> Changes to flight details	<b>6.3 Writing Test: Introduction and Part One</b> <i>page 62</i>

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7	<b>7.1 Products and services</b> <i>page 64</i> <b>Reading:</b> Smart homes: the future is here <b>Grammar:</b> Comparatives and superlatives <b>Listening:</b> Hotels of the future <b>Speaking:</b> Customer service survey <b>Reading:</b> Choosing a business school	<b>7.2 Orders and contracts</b> <i>page 68</i> <b>Vocabulary:</b> Shapes and sizes <b>Listening:</b> Making an order <b>Speaking:</b> Service providers <b>Listening:</b> Changing Internet service provider <b>Writing:</b> ISP contract	<b>7.3 Listening Test: Parts Two and Three</b> <i>page 72</i>
8	<b>8.1 Manufacturing processes</b> <i>page 74</i> <b>Reading:</b> Personalising your product with 3D printing <b>Grammar:</b> The passive <b>Vocabulary:</b> Supply and demand <b>Vocabulary:</b> Production philosophies <b>Reading:</b> Lean production philosophies	<b>8.2 Problems and solutions</b> <i>page 78</i> <b>Listening:</b> Solving problems <b>Reading:</b> Use a Smart Lid <b>Grammar:</b> <i>when</i> and <i>if</i> <b>Vocabulary:</b> Collocations with <i>problem</i> <b>Speaking:</b> We've got a problem	<b>8.3 Speaking Test: Parts Two and Three</b> <i>page 82</i>
9	<b>9.1 The future</b> <i>page 84</i> <b>Reading:</b> Developing driverless cars <b>Grammar:</b> The future: <i>will</i> for predictions <b>Grammar:</b> The first conditional <b>Reading:</b> Strategies for the future <b>Listening:</b> A strategy meeting	<b>9.2 Meetings</b> <i>page 88</i> <b>Reading:</b> Tropical storm hits Poland <b>Listening:</b> Crisis meeting <b>Grammar:</b> <i>will</i> + time clauses <b>Speaking:</b> Brainstorming <b>Listening:</b> Crisis strategy <b>Vocabulary:</b> Collocations with <i>meeting</i> <b>Writing:</b> Letter of apology	<b>9.3 Reading Test: Parts Four and Five</b> <i>page 92</i>
10	<b>10.1 Career development</b> <i>page 94</i> <b>Reading:</b> Business skills portfolio <b>Grammar:</b> Relative clauses <b>Listening:</b> Leadership qualities <b>Vocabulary:</b> Describing people <b>Reading:</b> Don't just manage, lead!	<b>10.2 Organising a conference</b> <i>page 98</i> <b>Vocabulary:</b> Collocations <b>Listening:</b> What's still to do? <b>Listening:</b> The conference budget <b>Speaking:</b> Small talk <b>Listening:</b> Offers and invitations <b>Writing:</b> Replying to an invitation	<b>10.3 Writing Test: Part Two</b> <i>page 102</i>
11	<b>11.1 Health and safety</b> <i>page 104</i> <b>Vocabulary:</b> Signs <b>Listening:</b> A factory tour <b>Grammar:</b> Modal verbs: <i>must(n't)</i> and <i>(don't) have to</i> <b>Reading:</b> Why is it dangerous? <b>Vocabulary:</b> During your break <b>Vocabulary:</b> <i>go, play</i> and <i>do</i>	<b>11.2 Reporting accidents</b> <i>page 108</i> <b>Grammar:</b> The past simple and past continuous <b>Listening:</b> After the accident <b>Reading:</b> Theme park safety <b>Speaking:</b> Safety suggestions <b>Writing:</b> Information leaflet	<b>11.3 Listening Test: Part Four</b> <i>page 112</i>
12	<b>12.1 The job market</b> <i>page 114</i> <b>Listening:</b> Job satisfaction <b>Grammar:</b> The second conditional <b>Speaking:</b> Working abroad <b>Reading:</b> Relocation <b>Vocabulary:</b> Getting a job <b>Speaking:</b> Problems at work	<b>12.2 Job applications</b> <i>page 118</i> <b>Reading:</b> An advertisement <b>Writing:</b> A covering letter <b>Listening:</b> A job interview <b>Writing:</b> Interview follow-up	<b>12.3 Reading Test: Parts Six and Seven; How to approach the Business Exam</b> <i>page 122</i>