

MODULE	BUSINESS TOPIC	BUSINESS SKILLS	EXAM SPOTLIGHT
1	<b>1.1 Ways of working</b> <i>page 4</i> <b>Vocabulary:</b> Different ways of working <b>Reading:</b> Offering your staff more flexibility <b>Listening:</b> Working from home <b>Grammar:</b> Present tenses <b>Speaking:</b> A mini-presentation	<b>1.2 Making contacts</b> <i>page 8</i> <b>Vocabulary:</b> Job responsibilities <b>Reading:</b> How to be an effective networker <b>Listening:</b> Starting a conversation <b>Speaking:</b> Developing a conversation <b>Writing:</b> Business correspondence	<b>1.3 Speaking Test: Part One</b> <i>page 12</i> <b>Exam skill:</b> Talking about yourself; Expressing opinions
2	<b>2.1 Company benefits</b> <i>page 14</i> <b>Vocabulary:</b> Benefits and incentives <b>Reading:</b> More to a career than money <b>Speaking:</b> Asking questions about jobs <b>Grammar:</b> The past <b>Writing:</b> A letter of application	<b>2.2 Presenting a company</b> <i>page 18</i> <b>Vocabulary:</b> Company terms <b>Listening:</b> Presentations <b>Speaking:</b> Pausing, intonation and stress <b>Speaking:</b> Giving a presentation <b>Writing:</b> A memo	<b>2.3 Reading Test: Part One</b> <i>page 22</i> <b>Exam skill:</b> Matching statements to texts
3	<b>3.1 Starting a business</b> <i>page 24</i> <b>Speaking:</b> Types of business <b>Reading:</b> To franchise or not to franchise? That is the question. <b>Listening:</b> Advice on franchises <b>Listening:</b> Planning a seminar <b>Grammar:</b> <i>will</i> and the future <b>Speaking:</b> Discussing a schedule	<b>3.2 Leaving and taking messages</b> <i>page 28</i> <b>Listening:</b> Leaving messages <b>Speaking:</b> Leaving a voicemail message <b>Writing:</b> Taking notes and messages	<b>3.3 Listening Test: Part One</b> <i>page 32</i> <b>Exam skill:</b> Predicting
4	<b>4.1 Advertising</b> <i>page 34</i> <b>Vocabulary:</b> Types of advertising <b>Listening:</b> Advertising on the web <b>Speaking:</b> A short presentation <b>Reading:</b> Social media advertising <b>Grammar:</b> Modals	<b>4.2 Delegating</b> <i>page 38</i> <b>Reading:</b> How to delegate <b>Listening:</b> A bad delegator <b>Speaking:</b> Sentence stress <b>Speaking:</b> Delegating work to others <b>Writing:</b> A report	<b>4.3 Writing Test: Part One</b> <b>Reading Test: Part Five</b> <i>page 42</i> <b>Exam skill:</b> Answering the exam question
5	<b>5.1 The workplace</b> <i>page 44</i> <b>Reading:</b> Art at work <b>Listening:</b> An interview with an art consultant <b>Grammar:</b> Reporting <b>Listening:</b> Some opinions on art <b>Speaking:</b> A meeting about artwork	<b>5.2 Participating in a meeting</b> <i>page 48</i> <b>Reading:</b> Let's not meet <b>Vocabulary:</b> Verb collocations <b>Speaking:</b> Expressions for meetings <b>Listening:</b> Report on a meeting <b>Writing:</b> Minutes of a meeting	<b>5.3 Speaking Test: Part Two</b> <i>page 52</i> <b>Exam skill:</b> Structuring a mini-presentation
6	<b>6.1 Recruitment</b> <i>page 54</i> <b>Reading:</b> Employment news <b>Vocabulary:</b> Hiring and firing <b>Listening:</b> Employment case studies <b>Speaking:</b> Employment issues <b>Grammar:</b> Passives	<b>6.2 Electronic communication</b> <i>page 58</i> <b>Reading:</b> Banning phones in the workplace <b>Vocabulary:</b> Emailing terms <b>Reading:</b> Internal communication and emails <b>Writing:</b> An email	<b>6.3 Reading Test: Part Two</b> <i>page 62</i> <b>Exam skill:</b> Cohesion

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7	<b>7.1 Job qualities</b> <i>page 64</i> <b>Reading:</b> The worst job in the world? <b>Vocabulary:</b> Describing jobs <b>Grammar:</b> Comparatives and superlatives <b>Speaking:</b> Comparing jobs	<b>7.2 Selling</b> <i>page 68</i> <b>Reading:</b> Truths and myths about selling <b>Listening:</b> Selling <b>Speaking:</b> A sales conversation <b>Reading:</b> A sales proposal <b>Writing:</b> A sales proposal	<b>7.3 Reading Test: Part Four</b> <i>page 72</i> <b>Exam skill:</b> Choosing the right word
8	<b>8.1 Training</b> <i>page 74</i> <b>Reading:</b> Training courses <b>Listening:</b> Assessing training needs <b>Speaking:</b> Giving reasons for and against <b>Grammar:</b> <i>-ing</i> form and infinitive <b>Speaking:</b> Discussing training needs	<b>8.2 Showing you're listening</b> <i>page 78</i> <b>Reading:</b> The importance of listening <b>Listening:</b> Good and bad listeners <b>Speaking:</b> Showing you're listening <b>Vocabulary:</b> Linking phrases <b>Listening:</b> Responding to a letter of complaint <b>Writing:</b> A letter of complaint	<b>8.3 Listening Test: Part Two</b> <i>page 82</i> <b>Exam skill:</b> Matching
9	<b>9.1 Branding</b> <i>page 84</i> <b>Reading:</b> Sensory branding <b>Speaking:</b> Marketing through the senses <b>Grammar:</b> Relative clauses <b>Reading:</b> Chinese luxury obsession	<b>9.2 Getting through</b> <i>page 88</i> <b>Listening:</b> Automated voicemail systems <b>Vocabulary:</b> Telephone words <b>Speaking:</b> Making phone calls <b>Reading:</b> Writing a marketing email <b>Writing:</b> Correcting and checking	<b>9.3 Writing Test: Part Two</b> <i>page 92</i> <b>Exam skill:</b> Identifying features in a report
10	<b>10.1 Management</b> <i>page 94</i> <b>Speaking:</b> Ranking skills <b>Reading:</b> How Jay Chou manages success <b>Grammar:</b> Conditionals <b>Speaking:</b> Case study <b>Writing:</b> A report on a meeting	<b>10.2 Solving problems</b> <i>page 98</i> <b>Listening:</b> Problems and solutions <b>Speaking:</b> Discussing problems <b>Vocabulary:</b> Managing projects <b>Vocabulary:</b> Cause and result <b>Writing:</b> An email	<b>10.3 Listening Test: Part Three</b> <i>page 102</i> <b>Exam skill:</b> Identifying reason or purpose
11	<b>11.1 Ethical economics</b> <i>page 104</i> <b>Reading:</b> How ethical is the economics of drinking coffee? <b>Vocabulary:</b> Financial and trade terms <b>Speaking:</b> The economics of your country <b>Grammar:</b> Articles <b>Listening:</b> Fairtrade <b>Speaking:</b> Giving reasons and benefits	<b>11.2 Discussing trends</b> <i>page 108</i> <b>Vocabulary:</b> Energy sources <b>Reading:</b> Investing in green energy <b>Vocabulary:</b> Describing trends <b>Listening:</b> Reasons for trends <b>Speaking:</b> Discussing trends <b>Writing:</b> A proposal	<b>11.3 Reading Test: Part Three</b> <i>page 112</i> <b>Exam skill:</b> Identifying key words
12	<b>12.1 Business law</b> <i>page 114</i> <b>Listening:</b> A colour problem <b>Vocabulary:</b> Legal terms <b>Reading:</b> Business law <b>Grammar:</b> Indirect questions and tags <b>Speaking:</b> The B2 Business Vantage speaking game	<b>12.2 Handling questions</b> <i>page 118</i> <b>Listening:</b> Difficult questions <b>Speaking:</b> Responding to questions <b>Reading:</b> Press releases <b>Writing:</b> A press release	<b>12.3 Speaking Test: Part Three</b> <i>page 122</i> <b>Exam skill:</b> Using key phrases in a discussion
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