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Unit		Functions	Grammar
1 page 6	Foreign clients	Greet and introduce people Note down messages Talk about trips	Past tense review Past simple Present perfect Past continuous
	High fashion or high street	Talk about fashion and clothing Talk about imports	
2 page 14	Going on a trip	Talk about plans for the future Talk about intentions Talk about spontaneous decisions	Future tense review <i>Will</i> Present continuous <i>Going to</i>
	Ecotourism or greenwashing	Talk about certainties and uncertainties	
Review 1 & 2 Tourism and business travel			page 22
3 page 24	Product placement	Talk about ads Discuss preferences Answer a quiz	Verbs followed by gerund and/or infinitives
	Advertising – fact or fiction?	Write a short report	
4 page 32	Money can't buy happiness?	Talk about money and happiness Talk about difficult situations Talk about what other people do for you	Causative form with and without an agent
	The simple life	Talk about alternative lifestyles Navigate a wiki	
Review 3 & 4 Spending			page 40
5 page 42	Company organisation	Describe jobs Talk about company organization Talk about job prospects and careers	Restrictive relative clauses with <i>who</i> and other relative pronouns
	A job for life?		
6 page 50	Agrobusiness	Talk about agriculture and the food industry Deal with customer complaints	Present perfect continuous Present perfect continuous vs. present perfect
	The customer is always right!		
Review 5 & 6 Complaining about services			page 58
7 page 60	Workflow	Talk about processes and working methods	Passive voice with past and present simple Passive voice with modals
	New working methods		
8 page 68	Cosmetic surgery	Discuss plastic surgery and beauty standards Talk about health and longevity Offer help	<i>Too</i> <i>Enough</i>
	Will you live to a hundred?		
Review 7 & 8 Health and fitness			page 76

	Vocabulary	Reading	Writing	Listening and pronunciation
	Greetings Imports and exports Clothes	Notes about travel plans Article about import quotas	Notes about travel plans	Take messages Introductions Talk about trips Negotiate an import deal
	Traveling and travel preparations Ecotourism	Article about choosing a vacation Article about ecotourism	E-mail requesting travel information Letter about weekend plans Letter to a newspaper	Booking a vacation Town Hall meeting about proposed tourist resort
	Advertising and marketing	Magazine article about product placement Media quiz	Report on a marketing campaign	Conversation about product placement Stress changes in inflected forms Discussion about a marketing campaign
	Lifestyles	Internet page about money and happiness Understanding a wiki entry		Presentation about wealth and happiness Contrasting causative form and present perfect Conversation about alternative lifestyles
uns	Company jobs and positions Skills and competencies	Internet page about a non-hierarchical organization Read job ads	Write a company organization plan Write about an ideal company Write a job description	Radio talk about company organization 3-syllable word stress patterns Lecture about employability
	Agriculture and agrobusiness Complaints	Magazine interview about organic farming Blog entry about dealing with customer complaints	Write about recent events in your life	Radio program about agrobusiness Restaurant customers complaining
	Workflow and organization	Magazine article about workflow On-line article about the hipster PDA	Write about a self improvement book	Radio interview about workflow Been vs. Being Ad for a book
	Cosmetic surgery Healthy living	Magazine article about the beauty industry Quiz about longevity	Write a letter giving advice on a problem Write a resolution about a healthier lifestyle	Visit to the doctor Conversation about longevity

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9 page 78	Animal rights	Talk about animal rights Talk about social causes Talk about hopes Express wishes Understand a short report	<i>Wish and hope</i>
	A good cause		
10 page 86	Asian tigers	Talk about tiger economies Talk about economic blocks Talk about future possibilities Talk about present improbabilities Receive simple messages Note down requests	First conditional Second conditional
	European Union		
Review 9 & 10 The rise of NGOs			page 94
11 page 96	The IT revolution	Talk about IT and communications Talk about telecommuting Leave and take messages Talk about multiple careers	Reporting speech Embedded questions
	Slash professionals		
12 page 104	Think small, think globally!	Discuss changes Talk about past habits Compare the past and the present	<i>Used to</i> <i>Used to vs. Would</i>
	The good "old" days		
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	Vocabulary	Reading	Writing	Listening and pronunciation
	Animal rights and testing and social causes	Article about animals in space Advertising for cruelty-free products Ads promoting humanitarian causes	Write an ad promoting a humanitarian cause Write a description of an NGO Write about wishes for a better world	Discussion about animal rights and business contracts Conference call to choose a cause to support
	Economic growth Economic blocks Verbs followed by prepositions	Article about economic tigers Fact file about the EU	Write about economic tigers Write a fact file about your country Write about hypothetical changes in your life	Business meeting to decide on new strategies Talk about travel arrangements
	Technological advances Careers	E-mails with messages and instructions Blog about telecommuting	Write a blog entry about information you heard	Listen to voice mail messages Radio interview about slash professionals
	IT Logistics	Article about micro-multinationals Article about technological advances	Write about new technologies and changing job skills	Presentation about micro-multinationals Interviews about the good old days

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