

**Учебное пособие для подготовки к ЕГЭ по английскому языку: грамматика и лексика** поможет учащимся подготовиться к сдаче экзамена по английскому языку в формате Единого государственного экзамена выпускников 11 классов по английскому языку. Пособие содержит интернет-ресурс, который позволяет существенно дополнить и разнообразить процесс подготовки к итоговой аттестации и организовать самостоятельную работу учащихся.

Интернет-ресурс *Macmillan Practice Online General English CEFR B2* состоит из восьми тематических разделов, каждый из которых включает четыре подраздела. Интернет-ресурс содержит 258 разнообразных заданий и упражнений по грамматике, лексике, чтению и аудированию, а также задания в формате международных экзаменов на уровень B2 Общеввропейской системы оценки владения иностранным языком. Ниже приведено содержание интернет-ресурса и представлена таблица соответствия заданий в «Учебном пособии для подготовки к ЕГЭ по английскому языку: грамматика и лексика» и интернет-ресурса *Macmillan Practice Online General English CEFR B2*. Используя таблицу, учитель и/или учащийся смогут быстро подбирать упражнения интернет-ресурса, соответствующие изучаемым разделам пособия.

### **Содержание интернет-ресурса:**

#### **Unit 1**

People: famous people

People: social customs and traditions

People: celebrations and special occasions

People: crime and criminals

#### **Unit 2**

Education: computers

Education: higher education

Education: learning languages

Education: attending courses

#### **Unit 3**

Entertainment: reading

Entertainment: the arts

Entertainment: museums

Entertainment: cinema and television

#### **Unit 4**

Employment: looking for a job

Employment: getting a job

Employment: in the workplace

Employment: staff

#### **Unit 5**

Places and travel: advice

Places and travel: holiday plans

Places and travel: cities and countries

Places and travel: business travel

### Unit 6

Communication: sending a message

Communication: media and the news

Communication: radio

Communication: advertising

### Unit 7

Business: meetings

Business: attending conferences

Business: making presentations

Business: correspondence

### Unit 8:

History: ancient times

History: architecture

History: myths

History: early inventions

Таблица соответствия заданий в «Учебном пособии для подготовки к ЕГЭ по английскому языку: грамматика и лексика» и интернет-ресурса *Macmillan Practice Online General English CEFR B2*

Номер и содержание раздела в Учебном пособии для подготовки к ЕГЭ: грамматика и лексика		Интернет-ресурс <i>Macmillan Practice Online General English CEFR B2</i>
Unit 1 Grammar	Present time: present simple, present continuous, present perfect simple, present perfect continuous, stative verbs	Unit 2 - Education: computers – ex.2 <i>Mr Microsoft</i> Unit 2 - Education: learning languages – ex.6 <i>Present Simple, Present Continuous</i> Unit 7 - Business: correspondence – ex.4 <i>Job losses</i>
Unit 2 Vocabulary	Travel and transport	Unit 1 - People: social customs and traditions – ex.3 <i>Lucky charms (listening)</i> Unit 2 - Education: learning languages – ex.1 <i>Learning languages (listening)</i> Unit 5 - Places and travel: advice – ex.1 <i>An aircraft announcement (listening)</i> Unit 5 - Places and travel: advice – ex.3 <i>Booking flights (listening)</i> Unit 5 - Places and travel: cities and countries – ex.1 <i>Bus tour of London (listening)</i>

		<p><b>Unit 8</b> - History: architecture – ex.4 <i>Cities of the USA (listening)</i></p> <p><b>Unit 8</b> - History: early inventions – ex.1 <i>Public transport (listening)</i></p>
<b>Review 1 Units 1 and 2</b>		<p><b>Unit 5</b> - Places and travel: advice – ex.9 <i>Getting a winter break (listening)</i></p> <p><b>Unit 5</b> - Places and travel: holiday plans – ex.1 <i>Planning a holiday (listening)</i></p> <p><b>Unit 5</b> - Places and travel: holiday plans – ex.4 <i>At the hotel (listening)</i></p> <p><b>Unit 5</b> - Places and travel: cities and countries – ex.7 <i>A trip to Vancouver, Canada</i></p> <p><b>Unit 5</b> - Places and travel: business travel – ex.4 <i>How has your visit been?</i></p>
<b>Unit 3 Grammar</b>	<b>Past time: past simple, past continuous, past perfect simple, past perfect continuous, would, used to / be/get used to</b>	<p><b>Unit 1</b> - People: social customs and traditions – ex.2 <i>Habits</i></p> <p><b>Unit 1</b> - People: crime and criminals – ex.3, 4</p> <p><b>Unit 5</b> - Places and travel: cities and countries – ex.2 <i>Word formation</i></p> <p><b>Unit 6</b> - Communication: media and the news – ex.6, 7</p> <p><b>Unit 7</b> - Business: correspondence – ex.3 <i>Delayed deliveries (listening)</i></p> <p><b>Unit 8</b> - History: myths – ex.1, 9, 10</p>
<b>Unit 4 Vocabulary</b>	<b>Hobbies, sport and games</b>	<p><b>Unit 3</b> - Entertainment: reading – ex.6 <i>Could Shakespeare write? (listening)</i></p> <p><b>Unit 3</b> - Entertainment: reading – ex.7 <i>How to tell a story (listening)</i></p> <p><b>Unit 3</b> - Entertainment: the arts – ex.5 <i>Art galleries online</i></p> <p><b>Unit 3</b> - Entertainment: museums – ex.1 <i>FCE Paper 4 Part 2 (listening)</i></p> <p><b>Unit 3</b> - Entertainment: museums – ex.6 <i>The Metropolitan Museum of Art</i></p> <p><b>Unit 8</b> - History: ancient times – ex.3 <i>Upper Intermediate Test 12 (listening)</i></p>
<b>Review 2 Units 3 and 4</b>		<p><b>Unit 5</b> - Places and travel: business travel – ex.4 <i>A telephone conversation (listening)</i></p> <p><b>Unit 6</b> - Communication: sending a message – ex.4 <i>Upper Intermediate Test 02</i></p> <p><b>Unit 7</b> - Business: meetings – ex.7 <i>Would: willingness</i></p> <p><b>Unit 7</b> - Business: making presentations – ex.5 <i>BEC Preliminary</i></p>

		<p><i>Reading Part 3</i></p> <p><b>Unit 8</b> - History: architecture – ex.1 <i>Native Americans</i></p> <p><b>Unit 8</b> - History: myths – ex.6 <i>Unidentified flying objects (listening)</i></p> <p><b>Unit 8</b> - History: myths – ex.7 <i>A strange creature</i></p>
<b>Unit 5 Grammar</b>	<b>Future time / present tenses in time clauses / prepositions of time and place</b>	<p><b>Unit 1</b> - People: crime and criminals – ex.7 <i>A kidnap plan (listening)</i></p> <p><b>Unit 1</b> - People: crime and criminals – ex.9 <i>Prepositions of place 5</i></p> <p><b>Unit 4</b> - Employment: staff – ex.4 <i>Drafting a memo</i></p> <p><b>Unit 6</b> - Communication: radio – ex.6 <i>Connectors: time</i></p> <p><b>Unit 6</b> - Communication: advertising – ex.4 <i>Presentation about an advertising campaign (listening)</i></p> <p><b>Unit 6</b> - Communication: advertising – ex.5 <i>Job advert</i></p> <p><b>Unit 7</b> - Business: attending conferences – ex.7 <i>Prepositions of place 6</i></p> <p><b>Unit 8</b> - History: architecture – ex.6, 7</p>
<b>Unit 6 Vocabulary</b>	<b>Science and technology</b>	<p><b>Unit 3</b> - Entertainment: museums – ex.7 <i>Science museums online</i></p> <p><b>Unit 6</b> - Communication: media and the news – ex.3 <i>IELTS Listening Section 3: Business communication (Task 2) (listening)</i></p> <p><b>Unit 8</b> - History: ancient times – ex.1 <i>Interview with Dr Martin (listening)</i></p> <p><b>Unit 8</b> - History: ancient times – ex.4, 5, 6, 8</p> <p><b>Unit 8</b> - History: myths – ex.3, 4</p> <p><b>Unit 8</b> - History: early inventions – ex.3, 4</p>
<b>Review 3 Units 5 and 6</b>		<p><b>Unit 4</b> - Employment: staff – ex.8 <i>A memo to staff on company changes</i></p> <p><b>Unit 5</b> - Places and travel: cities and countries – ex.6 <i>IELTS Listening Section 2: Going on an expedition (listening)</i></p> <p><b>Unit 6</b> - Communication: media and the news – ex.5 <i>Upper Intermediate Test 17</i></p> <p><b>Unit 7</b> - Business: attending conferences – ex.6 <i>Welcome to the conference (listening)</i></p> <p><b>Unit 7</b> - Business: correspondence – ex.1 <i>Drafting a memo (listening)</i></p>
<b>Unit 7 Grammar</b>	<b>Articles / countable and uncountable nouns / quantifiers</b>	<p><b>Unit 5</b> - Places and travel: advice – ex.6 <i>Why do we go on holiday together?</i></p> <p><b>Unit 5</b> - Places and travel: advice – ex.7 <i>Quantifiers</i></p>

		<p><b>Unit 5</b> - Places and travel: advice – ex.8 <i>Modifiers and quantifiers</i></p> <p><b>Unit 7</b> - Business: making presentations – ex.8, 9</p> <p><b>Unit 8</b> - History: ancient times – ex.3 <i>Upper Intermediate Test 12</i></p>
<b>Unit 8 Vocabulary</b>	<b>The media</b>	<p><b>Unit 3</b> - Entertainment: cinema and television – ex.3 <i>The making of Titanic (listening)</i></p> <p><b>Unit 3</b> - Entertainment: cinema and television – ex.4 <i>Here is the news ... (listening)</i></p> <p><b>Unit 3</b> - Entertainment: cinema and television – ex.5 <i>Film trailers (listening)</i></p> <p><b>Unit 6</b> - Communication: media and the news – ex.1 <i>Here is the news ...</i></p> <p><b>Unit 8</b> - History: ancient times – ex.7 <i>Nile News</i></p>
<b>Review 4 Units 7 and 8</b>		<p><b>Unit 1</b> - People: social customs and traditions – ex.6 <i>Upper Intermediate Test 03</i></p> <p><b>Unit 6</b> - Communication: media and the news – ex.8 <i>Business News</i></p> <p><b>Unit 6</b> - Communication: radio – ex.3 <i>News items on the radio (listening)</i></p>
<b>Unit 9 Grammar</b>	<b>Conditionals: zero, first, second, third, mixed, inverted / unless, in case, as/so long as, provided (that)</b>	<p><b>Unit 1</b> - People: social customs and traditions – ex.4, 5</p> <p><b>Unit 4</b> - Employment: looking for a job – ex.4 <i>How to succeed at an interview</i></p> <p><b>Unit 4</b> - Employment: looking for a job – ex.5 <i>Conditional: comparison of all forms</i></p>
<b>Unit 10 Vocabulary</b>	<b>People and society</b>	<p><b>Unit 1</b> - People: famous people – ex.4 <i>Salvador Dali</i></p> <p><b>Unit 1</b> - People: celebrations and special occasions – ex.1, 2</p> <p><b>Unit 1</b> - People: celebrations and special occasions – ex.7 <i>Festivals around the world</i></p> <p><b>Unit 3</b> - Entertainment: reading – ex.8, 9, 10</p> <p><b>Unit 7</b> - Business: meetings – ex.6 <i>Advice about taking part in meetings (listening)</i></p>
<b>Review 5 Units 9 and 10</b>		<p><b>Unit 6</b> - Communication: sending a message – ex.5 <i>BEC Vantage Reading Part 3</i></p> <p><b>Unit 6</b> - Communication: radio – ex.5 <i>Connectors: sequencing</i></p> <p><b>Unit 7</b> - Business: meetings – ex.4 <i>Setting up a meeting</i></p>
<b>Unit 11 Grammar</b>	<b>Comparatives and superlatives / so, such, enough, too</b>	<p><b>Unit 4</b> - Employment: staff – ex.5 <i>Do you want a pay rise?</i></p> <p><b>Unit 4</b> - Employment: staff – ex.7 <i>Customer service</i></p>

		<b>Unit 5</b> - Places and travel: advice – ex.2 <i>Travelling light</i>
<b>Unit 12 Vocabulary</b>	<b>The law and crime</b>	<b>Unit 1</b> - People: crime and criminals – ex.1, 2 <b>Unit 1</b> - People: crime and criminals – ex.6 <i>Phrasal verbs</i> <b>Unit 1</b> - People: crime and criminals – ex.8 <i>Hidden secrets</i> <b>Unit 1</b> - People: crime and criminals – ex.10 <i>Prepositions following verbs 2</i>
<b>Review 6 Units 11 and 12</b>		<b>Unit 7</b> - Business: attending conferences – ex.3, 4, 5 <b>Unit 7</b> - Business: making presentations – ex.3 <i>Attending a presentation (listening)</i> <b>Unit 8</b> - History: architecture – ex.3 <i>Prague v London (listening)</i>
<b>Unit 13 Grammar</b>	<b>Modals: ability, permission, advice, criticism, obligation and necessity, degrees of certainty</b>	<b>Unit 1</b> - People: celebrations and special occasions – ex.4, 5 <i>Modals of ability</i> <b>Unit 3</b> - Entertainment: cinema and television – ex.2 <i>Modals of advice</i> <b>Unit 4</b> - Employment: in the workplace – ex.7 <i>Humour in the workplace</i> <b>Unit 4</b> - Employment: in the workplace – ex.9, 10 <i>Suggestions / advice</i> <b>Unit 7</b> - Business: meetings – ex.1 <i>What's on the agenda? (listening)</i> <b>Unit 7</b> - Business: meetings – ex.2 <i>Meetings and greetings</i> <b>Unit 7</b> - Business: making presentations – ex.4 <i>Advice about giving presentations (listening)</i>
<b>Unit 14 Vocabulary</b>	<b>Health and fitness</b>	<b>Unit 6</b> - Communication: advertising – ex.8 <i>BEC Vantage Reading Part 3</i>
<b>Review 7 Units 13 and 14</b>		<b>Unit 4</b> - Employment: staff – ex.1 <i>Connecting words</i> <b>Unit 4</b> - Employment: staff – ex.6 <i>Meeting between company manager and staff representative (listening)</i> <b>Unit 5</b> - Places and travel: advice – ex.5 <i>Advice/opinion: should, ought to</i>
<b>Progress Test 1 Units 1 – 14</b>		<b>Unit 5</b> - Places and travel: holiday plans – ex.8 <i>IELTS Listening Section 2: Booking a ferry crossing (listening)</i> <b>Unit 5</b> - Places and travel: holiday plans – ex.9 <i>If things were different (listening)</i> <b>Unit 5</b> - Places and travel: cities and countries – ex.8, 9 <b>Unit 6</b> - Communication: sending a message – ex.1 <i>PET Paper 1</i>

		<p><i>Reading Part 1</i></p> <p><b>Unit 6</b> - Communication: radio – ex.4 <i>Upper Intermediate Test 16</i></p> <p><b>Unit 7</b> - Business: making presentations – ex.1 <i>Planning a presentation (listening)</i></p>
<b>Unit 15 Grammar</b>	<b>The passive / the causative / direct and indirect objects</b>	<p><b>Unit 1</b> - People: famous people – ex.3 <i>Cher</i></p> <p><b>Unit 1</b> - People: crime and criminals – ex.5 <i>Picasso painting stolen</i></p> <p><b>Unit 3</b> - Entertainment: cinema and television – ex.6 <i>Upper Intermediate Test 08</i></p> <p><b>Unit 8</b> - History: ancient times – ex.2 <i>Wonders of the world</i></p> <p><b>Unit 8</b> - History: ancient times – ex.9 <i>The passive: impersonal statements</i></p> <p><b>Unit 8</b> - History: myths – ex.5 <i>Mysteries: the Nazca Lines (listening)</i></p> <p><b>Unit 8</b> - History: early inventions – ex.2</p>
<b>Unit 16 Vocabulary</b>	<b>Food and drink</b>	
<b>Review 8 Units 15 and 16</b>		<p><b>Unit 5</b> - Places and travel: holiday plans – ex.2 <i>Guest information</i></p> <p><b>Unit 5</b> - Places and travel: holiday plans – ex.3 <i>The passive: passive v active</i></p>
<b>Unit 17 Grammar</b>	<b>-ing form or infinitive prefer would rather had better infinitives of purpose</b>	<p><b>Unit 3</b> - Entertainment: museums – ex.3 <i>Advice/opinion: had better, would rather</i></p> <p><b>Unit 4</b> - Employment: in the workplace – ex.3 <i>Wanting and not wanting</i></p> <p><b>Unit 4</b> - Employment: in the workplace – ex.5 <i>Advice from an old hand</i></p> <p><b>Unit 7</b> - Business: meetings – ex.5 <i>Effective meetings</i></p>
<b>Unit 18 Vocabulary</b>	<b>Education and learning</b>	<p><b>Unit 2</b> - Education: computers – ex.1 <i>What do you do online? (listening)</i></p> <p><b>Unit 2</b> - Education: computers – ex.3, 4, 5</p> <p><b>Unit 2</b> - Education: computers – ex.7 <i>FCE Paper 3 Part 2</i></p> <p><b>Unit 2</b> - Education: higher education – ex.1 <i>My old teacher (listening)</i></p> <p><b>Unit 2</b> - Education: higher education – ex.2 <i>Adjectives and prepositions</i></p> <p><b>Unit 2</b> - Education: learning languages – ex.2, 3</p> <p><b>Unit 2</b> - Education: learning languages – ex.7, 8</p>

		<b>Unit 2</b> - Education: attending courses – ex.1, 2
<b>Review 9 Units 17 and 18</b>		<b>Unit 6</b> - Communication: sending a message – ex.2 <i>Imperative: Let's</i> <b>Unit 6</b> - Communication: advertising – ex.7 <i>Recognition of company logos and brands</i>
<b>Unit 19 Grammar</b>	<b>Questions / question tags / indirect questions</b>	<b>Unit 1</b> - People: famous people – ex.1 <i>Interviewing a young star (listening)</i> <b>Unit 4</b> - Employment: looking for a job – ex.7 <i>A job interview</i> <b>Unit 5</b> - Places and travel: holiday plans – ex.5 <i>Hotel requests</i>
<b>Unit 20 Vocabulary</b>	<b>Weather and the environment</b>	<b>Unit 2</b> - Education: higher education – ex.4 <i>FCE Paper 1 Part 3</i> <b>Unit 6</b> - Communication: sending a message – ex.4 <i>Upper Intermediate Test 02 (listening)</i>
<b>Review 10 Units 19 and 20</b>		<b>Unit 5</b> - Places and travel: holiday plans – ex.6, 7 <b>Unit 7</b> - Business: correspondence – ex.2 <i>Write me an email (listening)</i>
<b>Unit 21 Grammar</b>	<b>Reported speech / reported questions / reporting verbs</b>	<b>Unit 1</b> - People: famous people – ex.2 <i>An interview with Picasso</i> <b>Unit 4</b> - Employment: staff – ex.6 <i>Meeting between company manager and staff representative</i> <b>Unit 6</b> - Communication: advertising – ex.2, 3
<b>Unit 22 Vocabulary</b>	<b>Money and shopping</b>	<b>Unit 4</b> - Employment: getting a job – ex.3 <i>How much do you earn?</i> <b>Unit 4</b> - Employment: staff – ex.2 <i>Reading a memo</i> <b>Unit 5</b> - Places and travel: business travel – ex.8 <i>Expense claim (listening)</i> <b>Unit 6</b> - Communication: advertising – ex.1 <i>Advertising (listening)</i> <b>Unit 8</b> - History: early inventions – ex.5 <i>Narrative tenses contrasted</i>
<b>Review 11 Units 21 and 22</b>		<b>Unit 6</b> - Communication: media and the news – ex.4 <i>Business news (listening)</i> <b>Unit 6</b> - Communication: radio – ex.1 <i>IELTS Listening Section 1: Car for sale (listening)</i> <b>Unit 6</b> - Communication: advertising – ex.6 <i>Developments in advertising and marketing</i>
<b>Unit 23 Grammar</b>	<b>Relative clauses / participles</b>	<b>Unit 1</b> - People: famous people – ex.5 <i>Bob Marley</i> <b>Unit 1</b> - People: famous people – ex.6, 7, 8 <b>Unit 3</b> - Entertainment: reading – ex.1, 2, 3, 4 <b>Unit 6</b> - Communication: sending a message – ex.3



<b>Unit 24 Vocabulary</b>	<b>Entertainment</b>	<b>Unit 1</b> - People: celebrations and special occasions – ex.3 <i>A party invitation</i> <b>Unit 3</b> - Entertainment: reading – ex.5 <i>A professional storyteller (listening)</i> <b>Unit 3</b> - Entertainment: the arts – ex.4 <i>Origins of theatre (listening)</i> <b>Unit 3</b> - Entertainment: museums – ex.4 <i>Visiting a museum</i> <b>Unit 3</b> - Entertainment: museums – ex.5 <i>The national Maritime Museum (listening)</i> <b>Unit 3</b> - Entertainment: cinema and television – ex.1 <i>The last film I saw (listening)</i>
<b>Review 12 Units 23 and 24</b>		<b>Unit 6</b> - Communication: radio – ex.2 <i>Radio advertisements (listening)</i>
<b>Unit 25 Grammar</b>	<b>Unreal past, wishes / contrast</b>	<b>Unit 5</b> - Places and travel: business travel – ex.2, 3 <b>Unit 7</b> - Business: meetings – ex.8 <i>Would: would that</i>
<b>Unit 26 Vocabulary</b>	<b>Fashion and design</b>	<b>Unit 3</b> - Entertainment: the arts – ex.1 IELTS <i>Listening Section 2: Dorset Arts Week (listening)</i> <b>Unit 3</b> - Entertainment: the arts – ex.2, 3 <b>Unit 8</b> - History: architecture – ex.2 <i>FCE Paper 4 Part 4</i>
<b>Review 13 Units 25 and 26</b>		<b>Unit 8</b> - History: architecture – ex.5 <i>Upper Intermediate Test 07 (listening)</i>
<b>Unit 27 Grammar</b>	<b>Inversions / possessives</b>	<b>Unit 5</b> - Places and travel: business travel – ex.5, 6, 7
<b>Unit 28 Vocabulary</b>	<b>Work and business</b>	<b>Unit 2</b> - Education: computers – ex.6 <i>The Website Project (listening)</i> <b>Unit 2</b> - Education: attending courses – ex.3 <i>BEC Vantage Listening Part 3 (listening)</i> <b>Unit 2</b> - Education: attending courses – ex.6 <i>Presentation about a training company (listening)</i> <b>Unit 3</b> - Entertainment: museums – ex.2 <i>Working at the Tower of London</i> <b>Unit 4</b> - Employment: looking for a job – ex.1 <i>Job advertisements</i> <b>Unit 4</b> - Employment: looking for a job – ex.2 <i>Did you get the job?</i>
<b>Review 14 Units 27 and 28</b>		<b>Unit 4</b> - Employment: looking for a job – ex.8 <i>BEC Preliminary Listening Part 3 (listening)</i> <b>Unit 4</b> - Employment: getting a job – ex.1 <i>Work survey (listening)</i> <b>Unit 4</b> - Employment: getting a job – ex.4 <i>Summer school</i> <b>Unit 4</b> - Employment: getting a job – ex.5 <i>Are you sure you want</i>

	<p><i>that new job? (listening)</i></p> <p><b>Unit 4</b> - Employment: getting a job – ex.2 <i>A job description</i></p> <p><b>Unit 4</b> - Employment: in the workplace – ex.2 <i>FCE Paper 1 Part 2</i></p> <p><b>Unit 4</b> - Employment: in the workplace – ex.4 <i>BEC Vantage Reading Part 2</i></p> <p><b>Unit 4</b> - Employment: in the workplace – ex.6 <i>Problems in dispatch</i></p> <p><b>Unit 4</b> - Employment: in the workplace – ex.8 <i>Office politics</i></p> <p><b>Unit 7</b> - Business: making presentations – ex.6 <i>What is the speaker talking about? (listening)</i></p>
<p><b>Progress Test 2 Units 15 – 28</b></p>	<p><b>Unit 5</b> - Places and travel: cities and countries – ex.3 <i>Word formation - affixes: list of suffixes</i></p> <p><b>Unit 5</b> - Places and travel: cities and countries – ex.4 <i>IELTS Listening Section 4: Antarctica (listening)</i></p> <p><b>Unit 6</b> - Communication: sending a message – ex.6 <i>Travel agent's answerphone messages (listening)</i></p> <p><b>Unit 6</b> - Communication: media and the news – ex.2 <i>IELTS Listening Section 3: Business communication (Task 2) (listening)</i></p> <p><b>Unit 7</b> - Business: meetings – ex.3 <i>Colleagues discussing department meetings (listening)</i></p> <p><b>Unit 7</b> - Business: attending conferences – ex.1 <i>Setting up a conference</i></p> <p><b>Unit 7</b> - Business: attending conferences – ex.2 <i>Conference arrangements (listening)</i></p> <p><b>Unit 7</b> - Business: making presentations – ex.7 <i>Mind-mapping techniques in meetings</i></p>