Contents

Page	Unit	Content	
4	Introduction		
6	1 Let me give you my card	Introducing yourself. Talking about your job Giving contact information Starting and ending conversations	
12	2 start work at 8:30	Saying where you're from. Reflecting and reacting Describing routines Describing schedules	
18	3 What does your company do?	Giving information. Asking about company background Asking for repetition and spelling Describing company business	
24	4 How do you like your job?	Making small talk. Talking about likes and dislikes Making suggestions Sounding polite	
30	Review 1–4		
32	5 Can I take a message?	Talking on the phone. Answering the phone Controlling language Taking a message; ending a call	
38	6 Which ones should we order?	Discussing products. Describing and comparing products Understanding advertisements Softening language	
44	7 Are you free on Tuesday?	Making arrangements. Making a telephone call Checking information Making an appointment	
50	8 Where's the Marketing Department?	Getting directions. Prepositions of place Giving a tour	
56	Review 5–8		
58	9 How long does the process take?	Sequencing. Describing a process: sequencing; ordering a product; Checking and confirming Recruiting	
64	10 Exports increased sharply	Talking about data. Talking about graphs Giving a presentation Answering questions	
70	11 I'm leaving tomorrow	Confirming next steps. Talking about future plans Degrees of certainty	
76	12 Would you like to try some dim sum?	Entertaining guests. Offering and accepting or refusing food Giving and receiving compliments Thanking and responding to thanks	
82	Review 9–12		
108	BEC° practice		
120	Wordlist & Look it Up	125 Common irregular verbs 126 Grammar reference	

Viewpoints	In business	Talk busi	Talk business	
viewpoiitis	III business	Student A	Student B	
Using business cards	Your business card	84	96	
Working hours	Describe your workday	85	97	
<u> </u>				
What kind of company?	Describe your company	86	98	
Corporate culture	Company survey	87	99	
			_	
Mobile phones	Receiving and passing on messages	88	100	
Advertising	Advertise your company	89	101	
Using technology to communicate	Make an appointment	90	102	
Workplace facilities	Give a company tour	91	103	
	_			
Looking for a job	Design a process	92	104	
Presentations	Give a presentation	93	105	
Talking about the future	Describe future plans	94	106	
Food and business entertaining	Planning a social event	95	107	

Contents