

Business PLUS

Preparing for the workplace

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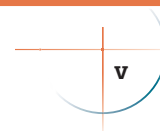
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Plan of the book

	Business situation	Grammar focus	Listening and speaking	Vocabulary focus
Before you begin Page viii				
Unit 1				
Nice to meet you Pages 1–8	At the airport	1 <i>To be</i> 2 Present simple	Opening and closing conversations	1 Numbers 2 Countries and regions
Unit 2				
In the office Pages 9–16	Types of office	1 <i>There is . . . , there are . . .</i> 2 Adverbs of frequency	A typical day Talking about a day in the life of a famous person	1 Office equipment 2 Words that go together (1)
TOEIC® practice Pages 17–18				
Unit 3				
On the phone Pages 19–26	Can I take a message?	Present simple and present continuous	On the phone Talking about cell phones	1 Spelling names and saying numbers 2 Telephone language
Unit 4				
Buying and selling Pages 27–34	Helping customers	1 <i>some</i> and <i>any</i> 2 <i>much</i> and <i>many</i>	Shopping habits Talking about shopping: good and bad service	1 Giving directions 2 Words that go together (2)
TOEIC® practice Pages 35–36				
Unit 5				
What are you doing tomorrow? Pages 37–44	Making an appointment	Present continuous for future plans	Making plans and suggestions	1 Days, months, dates 2 Telling the time



Reading	Culture focus	Business writing	Learning outcomes
			Students can . . .
Talking about jobs	Meeting and greeting		<ul style="list-style-type: none"> ▪ welcome a visitor. ▪ ask for and give personal information. ▪ open, continue, and close a conversation. ▪ ask for and tell people numbers. ▪ talk about countries and regions. ▪ understand a text about different jobs. ▪ talk about greeting people in different countries.
Offices around the world		Emails	<ul style="list-style-type: none"> ▪ talk about different types of office. ▪ describe an office and talk about routines. ▪ ask about and describe a typical day. ▪ talk about office equipment and where it is. ▪ understand a text about different offices. ▪ write an email to ask for information.
The unbreakable cell phone	Business cards in Asia		<ul style="list-style-type: none"> ▪ understand telephone phrases. ▪ talk about what people are doing now. ▪ understand telephone messages and talk about cell phones. ▪ spell names. ▪ use telephone language. ▪ understand a text about new smartphones. ▪ read a text about business cards in Asia.
Showrooming		An inquiry	<ul style="list-style-type: none"> ▪ understand conversations in a store. ▪ use <i>some/any</i> and <i>much/many</i>. ▪ talk about shopping habits and service in stores. ▪ understand and give directions. ▪ use words that go together. ▪ understand a text about the future of shopping. ▪ write an email asking for product information.
London to Beijing in two days	Communication styles		<ul style="list-style-type: none"> ▪ understand a conversation about making appointments. ▪ discuss future plans. ▪ understand a discussion about plans and make suggestions. ▪ talk about times and dates. ▪ understand the main idea of a text about future plans. ▪ understand different communication styles.



Plan of the book

	Business situation	Grammar focus	Listening and speaking	Vocabulary focus
Unit 6				
Out and about <i>Pages 45–52</i>	Customer service in a hotel	Comparing people, places, and things	Giving advice Talking about traveling	1 Traveling 2 Describing pictures
TOEIC® practice <i>Pages 53–54</i>				
Unit 7				
Tell me about your company <i>Pages 55–62</i>	The story of a company	1 Past simple – regular verbs 2 Past simple – irregular verbs	Successful Asian companies Talking about successful companies	1 Countries and nationalities 2 <i>Make and do</i>
Unit 8				
Let's eat out <i>Pages 63–70</i>	Entertaining in the business world	1 Modal verbs 2 Countable and uncountable nouns	In a food court	1 Food and drink 2 Invitations
TOEIC® practice <i>Pages 71–72</i>				
Unit 9				
Work and play <i>Pages 73–80</i>	During and after work	1 <i>-ing</i> or <i>to</i> -infinitive 2 Connecting words	Travel and leisure in Asia	1 <i>play/do/go . . .</i> 2 Describing leisure activities
Unit 10				
Come again soon! <i>Pages 81–88</i>	Saying goodbye	1 The <i>will</i> -future 2 Grammar quiz	The workplace in 2025	1 Saying hello and goodbye 2 Vocabulary quiz
TOEIC® practice <i>Pages 89–90</i>				



Reading	Culture focus	Business writing	Learning outcomes
			Students can . . .
The Richmond Hotel, Jakarta		A confirmation	<ul style="list-style-type: none"> change a hotel reservation on the phone. compare people, places, and things. talk about vacations and ways to travel. use different words to talk about traveling. describe pictures. understand comments on a hotel. write a confirmation email.
Top jobs for women	Conversation taboos		<ul style="list-style-type: none"> understand somebody talking about a company. talk about things in the past. research and present information about a company. talk about countries and nationalities. ask and answer questions with <i>make</i> and <i>do</i>. understand a text about women in top jobs. understand conversation taboos.
Special requests on MJets		Invitations	<ul style="list-style-type: none"> understand an invitation and a conversation in a restaurant. use the modal verbs <i>can</i>, <i>must</i>, <i>have to</i>, <i>need to</i>. use countable and uncountable nouns. talk about a restaurant menu. talk about food, drinks, and a favorite dish. invite somebody and say yes or no to an invitation. understand a text about a private jet service. invite somebody and write yes or no to an invitation.
Tourists in Thailand	Body language in Asia		<ul style="list-style-type: none"> understand a conversation about work and leisure. use <i>-ing</i> and <i>to</i>-infinitive forms after some verbs. use connecting words. understand and talk about travel and leisure in Asia. talk about leisure time activities. understand a text about tourism in Thailand. understand body language in Asian countries.
The ASEAN Economic Community		A thank-you email	<ul style="list-style-type: none"> understand people saying goodbye. use <i>will</i> and <i>won't</i> to talk about the future. listen to and talk about life in the future. say hello and goodbye and use prepositions after verbs. understand an article about the advantages of the ASEAN Economic Community. write a thank-you email.

Before you begin

Can you match the business situations in Units 1–10 with the photos? Then check the units.

- 1 **Nice to meet you**
At the airport
- 2 **In the office**
Types of office
- 3 **On the phone**
Can I take a message?
- 4 **Buying and selling**
Helping customers
- 5 **What are you doing tomorrow?**
Making an appointment
- 6 **Out and about**
Customer service in a hotel
- 7 **Tell me about your company**
The story of a company
- 8 **Let's eat out**
Entertaining in the business world
- 9 **Work and play**
During and after work
- 10 **Come again soon!**
Saying goodbye

