

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.

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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>				



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			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.