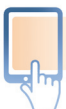


# Contents

	Language			Skills			
	Grammar / Functions	Vocabulary	Fluency	Listening	Reading	Speaking	Writing
<b>1 People p4</b>							
Partners	Past tense review	Describing relationships			Two famous partnerships	Talking about relationships	
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Making contact	Starting and maintaining conversations		Sentence stress	Five short conversations	An introductory email	Starting and maintaining conversations	Introducing yourself by email
<b>Scenario: The right judges</b> Finding candidates for a literary judging panel							
<b>2 The best way to work p12</b>							
Working too hard?	Articles	Describing a typical day		A typical day in the life of two product designers	Work/life balance questionnaire	Discussing work/life balance	
How efficient are you?	Words that are used before nouns	Talking about productivity		Two product designers discuss how they keep productive at work	The Slow Movement	Discussing your strengths and weaknesses in productivity	
How have I done?	Giving effective feedback on work			An HR consultant discusses ways of giving feedback	Performance reviews: good or bad?	Discussing performance reviews and effective feedback Giving feedback	
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<b>3 The future p20</b>							
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<b>Scenario: Facing the future</b> How can an arts centre turn its fortunes around?							
<b>4 Getting a job p28</b>							
Career jumpers	Question forms	Describing jobs		Two career jumpers describe their old and new jobs	Two career jumpers	Interviews about career changes made	A profile of a career jumper
What employers look for in you		Describing positive professional qualities Word families	Fillers	An HR manager talks about recruitment tests	A personality test	Analysing and giving feedback on personality test results	
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Giving customers what they want	Verb forms related to the passive	Describing changes to buildings and rooms		How a service was improved	Customer reviews on a consumer website	Planning a new business venture	
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<b>Scenario: Eco-activity centre</b> Choosing a site for a new holiday centre							



	Language			Skills			
	Grammar / Functions	Vocabulary	Fluency	Listening	Reading	Speaking	Writing
<b>6 Meetings p56</b>							
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<b>7 Culture p64</b>							
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Cultural sensitivity	Second and third conditional			The Hermes project		Discussing cross-cultural misunderstandings	
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