

Contenu Pédagogique

UNIT A – Company organisation

Lesson 1

Talking about company structure

Grammar and functions

Present simple

Vocabulary

Company structure

Skills and sounds

Reading: reading for main ideas; reading for specific information

Listening: listening for main ideas; listening for specific information

Sounds: dates, times and telephone numbers

UNIT A – Company organisation

Lesson 2

Finding your way around the office

Grammar and functions

Giving advice
Making deduction
Modal auxiliary verbs

Vocabulary

Office equipment

Skills and sounds

Reading: reading for main ideas

Listening: listening for specific information

Writing: giving directions in a building

Speaking: talking about office regulations

Sounds: sentence stress

UNIT A – Company organisation

Lesson 3

Describing procedures

Grammar and functions
Giving, refusing and accepting advice
Giving reasons
Expressing purpose
Gerunds and infinitives

Vocabulary
Words connected with office procedures
Special marking on letters
Private enterprise

Skills and sounds

Reading: reading for main ideas; understanding text organisation

Listening: listening for specific information

Speaking: discussing the procedure for purchasing components

Writing: writing a telephone enquiry; writing a memo

UNIT A – Company organisation

Video A

Smart structures

Grammar and functions
Giving, refusing and accepting advice
Giving reasons

Vocabulary
Intelligent building

Skills and sounds

Speaking: talking about fire instructions

Reading: reading for main ideas

Listening: listening for main ideas; listening for specific information

Writing: describing an intelligent building

UNIT B – Job descriptions

Lesson 4

Talking about jobs

Grammar and functions
Present perfect

Vocabulary
Jobs and companies
Professional skills and personal qualities
Dealing with difficult vocabulary

Skills and sounds

Listening: listening for main ideas

Speaking: talking about jobs

UNIT B – Job descriptions

Lesson 5

Writing a job description

Grammar and functions
Conditionals
Present Continuous

Vocabulary
Words connected with a job description

Skills and sounds

Reading: reading for main ideas

Writing: writing about an ideal job

UNIT B – Job descriptions**Lesson 6****Grammar and functions****Vocabulary****Skills and sounds****Dealing with job applications**

Present Perfect Continuous
Describing necessary skills and abilities, and personal qualities
Asking for people's opinions; agreeing with people's opinions; giving opinions; disagreeing with people's opinions
Writing a letter of application for a job

Words connected with job applications

Listening: listening for main ideas; listening for specific information

Reading: reading for main ideas;

Speaking: choosing a candidate for a job

Writing: writing a job application

UNIT B – Job descriptions**Lesson 7****Grammar and functions****Vocabulary****Skills and sounds****Assessing job candidates and employees**

Praising and reprimanding

Skills and job performance
Staffing methods

Listening: listening for specific information

Reading: reading for main ideas

UNIT B – Job descriptions**Video B****Grammar and functions****Vocabulary****Skills and sounds****Pioneers**

Present continuous
Present perfect continuous
Describing necessary skills and abilities, and personal qualities

Words used to talk about pioneers

Reading: reading for main ideas; reading for specific information

Listening: listening for main ideas; listening for specific information

Writing: describing a pioneer

UNIT B – Job descriptions**Test A & B****Grammar and functions****Vocabulary****Skills and sounds****UNIT C – Manufacturing****Lesson 8****Grammar and functions****Vocabulary****Skills and sounds****Describing manufacturing process**

Relative clauses
Compound verbs

Manufacturing process
Machines

Reading: reading for specific information

UNIT C – Manufacturing**Lesson 9****Grammar and functions****Vocabulary****Skills and sounds****Describing systems and machines**

Describing shape
Describing position
Describing function

Describing shape
Plumbing and lightening system

Listening: listening for main ideas; listening for specific information

Writing: describing the plumbing and lightening system of a factory

Speaking: describing machines and devices

UNIT C – Manufacturing**Lesson 10****Grammar and functions****Vocabulary****Skills and sounds****Visiting a factory**

Expressing obligation, permission, prohibition

Factory

Listening: listening for specific information

Reading: reading for main ideas; reading for text organisation

Writing: writing a presentation of a process

UNIT C – Manufacturing**Video C****Grammar and functions****Vocabulary****Skills and sounds****High quality product**

Describing shape
Describing function
Describing of production processes

Tiles manufacturing

Speaking: talking about a company's reputation

Reading: reading for specific information; reading for main ideas

Listening: listening for specific information; listening for main ideas

Writing: describing a manufacturing process

UNIT D – Finance & accounting**Lesson 11****Grammar and functions****Vocabulary****Skills and sounds****Talking about money**

Past simple
Talking about cause and effect
Giving additional information
Expressing contrasting information

Stock Market Report

Writing: writing down calculations

Listening: listening for specific information

Reading: reading for specific information

Sounds: Exchange rates

UNIT D – Finance & accounting

Lesson 12	Grammar and functions	Vocabulary	Skills and sounds
Describing company performance	Numbers Past simple	Words used to describe company performance	Listening: listening for specific information; listening for main ideas Reading: understanding text organisation

UNIT D – Finance & accounting

Lesson 13	Grammar and functions	Vocabulary	Skills and sounds
Analysing & predicting financial performance	Talking about plans and intentions Making predictions about the future	Balance sheet Trading performance	Listening: listening for main ideas; listening for specific information Speaking: talking about a company's future prospects

UNIT D – Finance & accounting

Lesson 14	Grammar and functions	Vocabulary	Skills and sounds
In search for sound investments	Prepositional usage for investment verbs	Investment analysis methods	Listening: listening for specific information Reading: reading for main ideas

UNIT D – Finance & accounting

Video D	Grammar and functions	Vocabulary	Skills and sounds
The City	Expressing advantages Describing characteristics	Words used when talking about the City	Reading: reading for main ideas; reading for specific information; understanding text organisation Speaking: running business in the City of London Listening: listening for specific information; listening for main ideas Writing: describing the City of London

UNIT D – Finance & accounting

Test C & D	Grammar and functions	Vocabulary	Skills and sounds
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UNIT E – Marketing new products**Lesson 15****Grammar and functions****Vocabulary****Skills and sounds****Suggesting new product ideas**

Reported speech

Parts of speech
New product ideas**Reading:** reading for main ideas**Listening:** listening for main ideas; listening for specific information**Writing:** writing about new product ideas**UNIT E – Marketing new products****Lesson 16****Grammar and functions****Vocabulary****Skills and sounds****Researching the market**Talking about degrees of probability
Modal verbs

Fixed and variable costs

Reading: reading for main ideas; reading for specific information**Listening:** listening for specific information**Speaking:** talking about the customer survey; interviewing a customer**UNIT E – Marketing new products****Lesson 17****Grammar and functions****Vocabulary****Skills and sounds****Branding and pricing decisions**

Interrupting politely

Branding and pricing

Listening: listening for specific information**Reading:** reading for main ideas**UNIT E – Marketing new products****Lesson 18****Grammar and functions****Vocabulary****Skills and sounds****Discussing reports**Beginning and concluding a report
Reporting what has been said
Reported speech
Chairing a meeting

New product report

Writing: writing a report**Listening:** listening for specific information**Speaking:** chairing a meeting

UNIT E – Marketing new products

Video E	Grammar and functions	Vocabulary	Skills and sounds
Good design	Expressing opinions Describing a design process	Garden tool's design	<p>Speaking: talking about design</p> <p>Listening: listening for specific information; listening for main ideas</p> <p>Reading: understanding text organisation; reading for main ideas</p> <p>Writing: writing about a good design of a product</p>

UNIT F – Advertising & sales promotion

Lesson 19	Grammar and functions	Vocabulary	Skills and sounds
Discussing advertising media	Giving additional information Simplifying and rephrasing Giving examples	Computers Words connected with advertising Parts of speech Job categories	<p>Listening: listening for specific information; listening for main ideas</p> <p>Speaking: my favourite type of advertising</p>

UNIT F – Advertising & sales promotion

Lesson 20	Grammar and functions	Vocabulary	Skills and sounds
Preparing a product description	Articles	Computer	<p>Reading: reading for main ideas</p> <p>Listening: listening for specific information; listening for main ideas</p> <p>Writing: writing a product description</p> <p>Speaking: talking about a product description</p>

UNIT F – Advertising & sales promotion

Lesson 21	Grammar and functions	Vocabulary	Skills and sounds
Discussing the promotional mix	Writing a business letter Announcing new information Referring to previous information Requesting a reply Concluding a letter application for a job	Sales promotion	<p>Reading: understanding text organisation; reading for main ideas</p> <p>Writing: writing a business letter</p>

UNIT F – Advertising & sales promotion

Video F	Grammar and functions	Vocabulary	Skills and sounds
Going global	Expressing opinions Adjectives Comparing Summarising	Advertising Guinness	<p>Speaking: talking about an advertising campaign; talking about a new marketing concept</p> <p>Listening: listening for main ideas; listening for specific information</p> <p>Reading: reading for main ideas, reading for specific information; understanding text organisation</p>

UNIT F – Advertising & sales promotion

Test E & F	Grammar and functions	Vocabulary	Skills and sounds
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UNIT G – Negotiations & sales

Lesson 22	Grammar and functions	Vocabulary	Skills and sounds
Dealing with sales enquiries	Making, replying to an enquiry Making, rejecting an offer Concluding a letter Promising action	Sales enquiries	<p>Reading: reading for main ideas; reading for specific information; understanding text organisation</p> <p>Listening: listening for specific information; listening for main ideas</p> <p>Writing: writing a business letter</p>

UNIT G – Negotiations & sales

Lesson 23	Grammar and functions	Vocabulary	Skills and sounds
Dealing with sales orders	Making, accepting and refusing a request	Methods of payment	<p>Listening: listening for specific information</p> <p>Speaking: making, accepting and refusing a request</p> <p>Reading: understanding text organisation; reading for main ideas</p>

UNIT G – Negotiations & sales

Lesson 24	Grammar and functions	Vocabulary	Skills and sounds
Negotiating a sale	Reporting what has been said Reported speech	Sales terms	<p>Listening: listening for specific information</p> <p>Writing: writing a report</p> <p>Reading: understanding text organisation</p>

UNIT G – Negotiations & sales

Lesson 25	Grammar and functions	Vocabulary	Skills and sounds
Negotiating to win	Reacting to and making suggestions Collocations for words describing negotiations	Describing negotiations	Listening: listening for specific information Speaking: reacting to and making suggestions Reading: reading for main ideas

UNIT G – Negotiations & sales

Video G	Grammar and functions	Vocabulary	Skills and sounds
Partners	Reporting what has been said Reported speech	Sugar production	Reading: reading for main ideas; understanding text organisation Listening: listening for specific information; listening for main ideas

UNIT H – Distribution & transport

Lesson 26	Grammar and functions	Vocabulary	Skills and sounds
Arranging package & carriage	Position of adjectives Presenting an argument	Means of transport Packing containers Words connected with packaging and transport	Reading: reading for main ideas Speaking: presenting an argument Sounds: measurements

UNIT H – Distribution & transport

Lesson 27	Grammar and functions	Vocabulary	Skills and sounds
Making transport arrangements	Making transport arrangements Talking about the future Future simple Future continuous Future perfect	Consignment	Listening: listening for specific information Reading: reading for specific information Speaking: making transport arrangements Writing: making transport arrangements

UNIT H – Distribution & transport

Lesson 28	Grammar and functions	Vocabulary	Skills and sounds
Preparing transport documents	Complaining Apologising	Transport documents Words connected with transporting goods	Listening: listening for specific information Reading: reading for main ideas Writing: writing a letter of complaint; writing a letter of apology; making transport arrangements

UNIT H – Distribution & transport

Video H	Grammar and functions	Vocabulary	Skills and sounds
Electronic point of sale	Position of adjectives Presenting an argument Describing a process	Electronic stockholding	Writing: describing the stock taking process; computerised stock taking at home Listening: listening for specific information; listening for main ideas Reading: reading for main ideas; understanding text organisation

UNIT H – Distribution & transport

Test G & H	Grammar and functions	Vocabulary	Skills and sounds
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UNIT I – Insurance & payments in foreign trade

Lesson 29	Grammar and functions	Vocabulary	Skills and sounds
Arranging cargo insurance	Giving instructions Talking about future arrangements	Cargo insurance	Reading: inferring; reading for specific information; reading for main ideas; understanding text organisation Writing: writing the quotation of premium Listening: listening for main ideas

UNIT I – Insurance & payments in foreign trade

Lesson 30	Grammar and functions	Vocabulary	Skills and sounds
Making insurance claims	Participle constructions	Insurance claims	Listening: listening for main ideas; listening for specific information Reading: understanding text organisation Writing: writing a letter to insurers

UNIT I – Insurance & payments in foreign trade

Lesson 31	Grammar and functions	Vocabulary	Skills and sounds
Describing methods of payment	Participle constructions	Prepositions Methods of payment	Reading: reading for main ideas; reading for specific information Writing: writing a letter of reply

UNIT I – Insurance & payments in foreign trade

Video I	Grammar and functions	Vocabulary	Skills and sounds
In safe hands	Summarising	Insurance claims	Listening: listening for specific information; listening for main ideas Reading: understanding text organisation Writing: writing a brief summary

UNIT J – Foreign travel

Lesson 32	Grammar and functions	Vocabulary	Skills and sounds
Talking about foreign representation	Expressing obligation, permission, prohibition Asking for appointments Accepting, refusing, suggesting an alternative date/time	Sales representation	Listening: listening for specific information Speaking: talking about sales people's responsibilities and duties Reading: reading for main ideas Writing: writing a business letter

UNIT J – Foreign travel

Lesson 33	Grammar and functions	Vocabulary	Skills and sounds
Making travel arrangements	Modal verbs Expressing obligation, absence of obligation, permission Giving advice	Travelling abroad	Listening: listening for specific information Reading: reading for main ideas; reading for specific information Speaking: giving advice to visitors

UNIT J – Foreign travel**Lesson 34****Grammar and functions****Vocabulary****Skills and sounds****Changing arrangements and agreements**

Blaming and accusing
 Apologising; Making excuses; Denying responsibility
 Making suggestions
 Criticising
 Past continuous
 Past perfect

Legal documents

Listening: listening for specific information

Writing: writing a dialogue

Reading: reading for specific information

Speaking: talking about agency agreements

UNIT J – Foreign travel**Lesson 35****Grammar and functions****Vocabulary****Skills and sounds****Understanding foreign cultures**

Giving tips and advice

Customs and gestures
 Cultural values
 Links between international companies

Listening: listening for specific information

Reading: reading for main ideas

UNIT J – Foreign travel**Video J****Grammar and functions****Vocabulary****Skills and sounds****Technology and travel**

Summarising
 Past continuous
 Past perfect

Passenger train service

Writing: describing a rail journey; writing a brief summary

Listening: listening for specific information; listening for main ideas

Reading: reading for main ideas; understanding text organisation

UNIT J – Foreign travel**Test I & J****Grammar and functions****Vocabulary****Skills and sounds**