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	Working with words	Language at work	Practically speaking	Business communication	Talking point	Outcomes – you can
	Countries, nationalities, jobs	Present simple Possessives	How to spell	Saying hello and goodbye	The introductions game	<ul style="list-style-type: none"> say what you do and where you are from ask about personal information spell say hello and goodbye and introduce yourself and others
	Company types and activities	Present simple	How to say numbers	Making phone calls	Hungary: country profile	<ul style="list-style-type: none"> talk about company types and activities ask about companies say numbers start and end a phone call
	Location and workplace	<i>There is/are</i> <i>Some/any</i>	Saying email and postal addresses	Ordering by phone	What is the best city for your conference?	<ul style="list-style-type: none"> talk about your company location and buildings ask for details about places give addresses order things by phone
Viewpoint 1  VIDEO Places of work 24–25						
	Technology and functions	Adverbs of frequency Questions	How to use sequencing words	Asking for and offering help	Making use of technology	<ul style="list-style-type: none"> talk about technology talk about everyday activities ask questions in the present simple use sequencing words ask for and offer help
	Documents and correspondence	Past simple: <i>be</i> and regular verbs	How to apologize	Solving problems	Money talks	<ul style="list-style-type: none"> deal with documents talk about past events apologize explain and solve a problem
	Social media and networking	Past simple: irregular verbs Time expressions	How to describe a trip	Making conversation	The networking game	<ul style="list-style-type: none"> talk about social media use time expressions to talk about the past describe a trip make general conversation
Viewpoint 2  VIDEO You've got email 44–45						

	Working with words	Language at work	Practically speaking	Business communication	Talking point	Outcomes – you can
7 Departments 46–51	Departments and responsibilities	Prepositions of place and movement	How to use <i>this, that, these</i> and <i>those</i>	Leaving phone messages	Designing the perfect workspace	<ul style="list-style-type: none"> describe departments and responsibilities say where things are and give directions using prepositions leave a phone message
8 Employment 52–57	Employment	Present continuous	How to tell the time	Arranging to meet	The right person for the job	<ul style="list-style-type: none"> talk about professional qualities, skills and experience talk about what you are doing now tell the time arrange a meeting
9 Competition 58–63	Competition	Comparatives	How to say prices	Comparing and choosing	Supermarket competition	<ul style="list-style-type: none"> talk about competition compare products and companies say prices talk about differences and similarities
Viewpoint 3 VIDEO Processes 64–65						
10 Teamwork 66–71	Working in teams	Superlatives	How to respond to news	Giving opinions	Teamwork and personality types	<ul style="list-style-type: none"> talk about teamwork choose the best options respond to news give opinions
11 Travel 72–77	Staying at a hotel	<i>Going to</i> Infinitive of purpose	How to talk about money	Eating out	More efficient business trips	<ul style="list-style-type: none"> book a hotel room and ask about hotel services talk about future plans give reasons for actions talk about money order food in a restaurant
12 Schedules 78–83	Calendars and schedules	Present perfect	How to use prepositions of time	Planning a schedule	The revision game	<ul style="list-style-type: none"> talk about schedules talk about recent past actions say when something happens say dates plan a schedule
Viewpoint 4 VIDEO A business trip 84–85						

- Practice files 86–109
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