

## CONTENTS

Unit	Communication skills	Reading and listening texts	Language links
01 Business or pleasure? p6	Discussing corporate entertainment Sharing information to select appropriate corporate events for clients Avoiding saying 'no' Paying and receiving compliments Keeping up a conversation	Reading Information on four corporate events in the UK Listening People chatting at corporate events	Vocabulary Small talk Grammar Tense review Phrase bank Making conversation
02 Exchanging information p14	Describing attitudes to and content of meetings Paraphrasing information Pointing out discrepancies Dialogue-building using the language of meetings Breaking bad news and writing a report	Listening A meeting: problems with a product Listening Five meetings: discrepancies Listening The language of meetings Reading Meeting: breaking bad news	Vocabulary Meetings Grammar Conditionals Phrase bank Debating issues
<b>03 Do the right thing</b> p22	Discussing Corporate Social Responsibility (CSR) Playing devil's advocate in a debate Making a series of decisions that are both ethically and commercially sound	<b>Listening</b> Business people talking about cultural attitudes to CSR <b>Reading</b> Articles about getting the balance right between satisfying shareholders and other stakeholders	
Case study: Cash or conscience? p26	Discussing ethical issues in investment Taking notes on statistics and graphically presented information Judging international entrepreneurs pitching for seed capital Making an investment decision	Reading Television guide extract Listening Conversation at a television station Listening International teams of entrepreneurs present their businesses to venture capitalists	
<b>04</b> <b>Voice and visuals</b> p28	Doing a quiz on how to command attention Giving feedback on a presentation Using visuals in a presentation Analysing the voice in presentations Giving a speech	Reading Articles on voice and visual impact Listening Voicemail Listening Presenters giving information in different ways Listening Radio programme: drama for business Listening	Vocabulary Presentations Grammar Modal verbs Phrase bank Describing and commenting on visuals
05 Problems on the phone p36	Discussing phone usage and its usefulness Dealing with 'chatterers' Complaining and dealing with complaints Toning down 'flames' Speculating about a problem Solving problems on the phone	Reading Article on 'chatterers' Listening Someone dealing with a 'chatterer' Listening Someone dealing with a customer complaint Listening People discussing a problem Listening People solving a problem	Vocabulary Phone, fax and e-mail Grammar Complex question formation Phrase bank Small talk on the phone; getting down to business on the phone; requesting assistance on the phone; offering assistance on the phone; ending a call
06 Leading meetings p42	Discussing dynamics of meetings Disagreeing diplomatically Chairing a meeting	Listening Radio programme: alternative approaches to meetings Reading Article on behaviour in meetings Listening A meeting	Vocabulary Companies and capital Grammar Linking and contrasting ideas Phrase bank Chairing meetings
07 Games without frontiers p50	Discussing attitudes to teamwork Note-taking Comparing cultural differences in transnational teams Comparing and contrasting research into the nature of teams	Listening International project team leaders talk about what they have learned about teamwork Listening Team members from different countries discuss their reactions to an international project meeting Reading Articles on different ways of looking at teamwork	
Case study: A winning formula p54	Discussing parallels between sport and business Identifying problems within a dysfunctional team Collating information Making recommendations	Reading A sports magazine article Reading Team member profiles	
08 Promoting your ideas p56	Discussing attitudes to public speaking Describing what makes a good talk Discussing innovation in your company Presenting an idea for a product or service	Listening Presenters talking about what makes them nervous Listening People comparing audience expectations of presentations Reading Website extract: Intrapreneurs Listening Presentation: a new idea	Vocabulary Phrasal verbs Grammar The passive Phrase bank Pitching an idea
09 Relationship- building p64	Discussing first impressions Completing a questionnaire on networking Practising networking skills Getting out of the office Visiting a colleague's home	Reading Questionnaire: Are you an effective networker? Reading Article on golf and business Listening Five short conversations Listening People chatting at golf Listening Conversation: visiting someone's home	Vocabulary Social English Grammar Multi-verb sentences Phrase bank Networking

Unit	Communication skills	Reading and listening texts	Language links
10 Taking decisions p72	Discussing making decisions in difficult situations Doing a quiz on life-and-death decisions Giving advice on worst-case scenarios or workplace dilemmas Inserting missing articles in two texts Holding a crisis management meeting	Reading Website extract: Worst-case scenarios Listening Advice on surviving worst-case scenarios Listening Decision-making meetings Reading Company crises Listening Case study: Coca-Cola crisis	Vocabulary Marketing and legal English Grammar Articles Phrase bank Decision-making
11 Simply the best p80	Discussing competition, competitiveness and brand loyalty Discussing competitive advantage and Michael Porter's Five Forces Comparing and contrasting strategies Developing a competitive strategy	Reading Press advertisements Reading Articles on competitive strategy Listening The Cirque du Soleil story	
Case study: The sky's the limit p84	Note-taking and balancing arguments Interpreting graphic and statistical data Meeting to devise a rescue plan for a partner company based in India	Listening A post-meeting conversation Reading A trade magazine article Listening An update meeting and project briefing Reading Report extracts	
<b>12</b> <b>E-mailing</b> p86	Correcting errors in an e-mail Shortening and simplifying an e-mail Adding the personal touch to an e-mail Choosing an appropriate e-mail style Answering e-mail	Reading Extracts on e-mailing Listening Podcast: what your e-mails say about your career prospects Listening Radio programme: The biggest e-mail blunders ever made	Vocabulary Prepositional phrases Grammar Future forms Phrase bank E-mailing
<b>13</b> <b>Making an impact</b> p94	Identifying effective presentation openings Identifying rhetorical techniques Rephrasing to add impact Identifying ways of closing a presentation Producing a party political broadcast	Reading Book extract on opening a presentation Listening Presentation openings Listening Extracts from political speeches Listening Closing remarks from four presentations Reading Article on Bhutan	Vocabulary Metaphor Grammar Rhetorical techniques Phrase bank Opening and closing a presentation
<b>14</b> <b>Out and about</b> p102	Discussing business travel and packing habits Identifying ellipsis in conversation Striking up a conversation Telling an anecdote Chatting over a business lunch	Reading Extracts from <i>The Accidental Tourist</i> Listening People talking about their worst flying experiences Listening Conversations over lunch	Vocabulary Storytelling Grammar Narrative tenses Phrase bank Sharing anecdotes
15 First among equals p110	Discussing the nature of leadership and 'followership' Evaluating your own leadership potential Comparing cross-cultural attitudes to the role of leadership Deciding succession in a multinational company	Listening A management trainer defines leadership Reading Short book extract on leadership Reading Quiz: Are you a good leader? Listening Executives from different countries discuss leadership styles Reading Intercultural expert Fons Trompenaars Reading Mini-profiles of eight business leaders	
Case study: Head to head p114	Discussing a leader's obligations to shareholders and employees Reading between the lines with sets of figures Presenting a case at an AGM	Reading An alarming e-mail Reading Extracts from an annual report Reading Inbox of e-mails	
<b>16</b> <b>Teleconferencing</b> p116	Discussing potential uses of tele- and videoconferencing facilities Completing the minutes of a teleconference Holding a teleconference	Reading Website extract: Business benefits of TelePresence Listening An unexpected phone call Listening An emergency teleconference Reading E-mails about a film shoot	Vocabulary Personnel and production Grammar Reporting Phrase bank Teleconferencing
17 Negotiating deals p124	Negotiating a tricky situation Identifying negotiating tactics Negotiating a contract	Reading Analysis of a negotiation Listening Negotiations Listening People talking about negotiating strategy Reading Article about the music business Listening Meeting: signing a new band	Vocabulary Negotiations Grammar Diplomacy and persuasion Phrase bank Negotiating
18 The shape of things to come p132	Discussing the accuracy of forecasts Making predictions and projections Presenting ideas Discussing the implications of social and economic trends	Reading Scott Adams on the future Listening Podcast: the future of intelligent computers Reading The BrainReserve TrendBank	
Case study: The future's unwritten p136	Discussing the future of different professions Comparing different cultures attitudes to uncertainty and risk-taking Doing a STEP analysis of an industry Scenario planning	Listening An in-company training session Listening A voicemail Reading Four future world scenarios	
Additional material p138			
Recording scripts p163			