



Unit	Grammar	Word Focus	Communication strategies	Interaction
1 Quality Time p4–13	Tense review p4 Present tense question forms p6	Free-time activities p8	Making suggestions p10	Life coaching p12 <i>Time stealers</i> <i>Roleplay a coaching situation</i>
2 Globetrotters	<i>will</i> and <i>going to</i> p14 Present continuous for future plans p16	Compound nouns p18	Agreeing and disagreeing p20	Five days in Dubai p22 <i>An itinerary</i>
3 Be my guest p24–33	Base form with <i>to</i> or <i>-ing</i> form p24 Quantifiers p26	Food and entertaining p28	Saying 'no' p30	The visit p32 <i>Entertaining board game</i>
Review 1–3 p34–35				
4 Learning curve p36–45	<i>Can</i> , <i>could</i> and <i>be able to</i> p36 Comparatives and superlatives p40	Personal characteristics p38	Building on ideas p42	Training solutions p44 <i>A training issue</i>
5 Getting on p46–55	Present perfect and past simple p46 <i>used to</i> p48	Conversation topics p50	Socializing p52	Choosing a candidate p54 <i>Four finalists</i>
6 Rule of thumb p56–65	<i>Can</i> , <i>have to</i> , <i>must</i> , <i>need to</i> and <i>should</i> p56 Obligation in the past p58	Writing emails 1 p60	Giving advice p62	Helping new people p64 First day at work <i>An induction programme</i>
Review 4–6 p66–68				

Unit	Grammar	Word Focus	Communication strategies	Interaction
7 Tell us a story p68–77	Past continuous p68 Past tenses p70	Humour p72	Storytelling p74	Presentations p76 <i>Prepare a presentation</i> <i>Elevator pitch</i> <i>Tell an anecdote</i>
8 Green chic p78–87	Zero and first conditionals p78 Second conditional p82	Products p80	Problem solving p84	Planning a green office p86 <i>Refurbishing a sustainable office</i>
9 IT generation p88–97	Passive forms p88 Active or passive p90	Telephoning p92	Making requests p94	Remote manager p96 <i>Working virtually</i>
Review 7–9 p98–99				
10 Right or wrong p100–109	Third conditional p100 <i>Should have</i> p102	Collocations with <i>blame</i> , <i>fault</i> , <i>make</i> , <i>do</i> p104	Saying sorry p106	Doing the right thing p108 <i>Challenges at work</i>
11 Working together p110–119	Relative pronouns p110 Present perfect continuous p114	Writing emails 2 p112	Networking p116	Team-building p118 <i>Planning an event</i>
12 Trial and error p120–129	Reported speech p120 Embedded questions p122	Consumer vocabulary p124	Dealing with complaints p126	Online entrepreneurs p128 <i>Board game</i> <i>Online business</i>
Review 10–12 p130–131				