

Contents

Language

Exam Skills

8	Introduction		Introduction to the examination
12	1a Work roles	Talking about jobs and duties Report language Present simple and continuous	Reading Listening Report writing
16	1b Company structure	Talking about organisational structure Past simple, present perfect simple and continuous	Reading Listening
	20 SELF-STUDY	Present, past and present perfect tenses	Review of 1a/1b
	22 EXAM PRACTICE		Reading
24	2a Stocks and shares	Talking about financial trends Language of trends	Reading Listening Report writing
28	2b Mergers and acquisitions	Talking about mergers and acquisitions Linking	Reading Listening
	32 SELF-STUDY	Describing trends, relative pronouns	Review of 2a/2b
	34 EXAM PRACTICE		Reading
38	3a Trade fairs	Talking about trade fairs Present simple for future time	Reading Speaking Letter writing
42	3b Entering a market	Talking about doing business abroad Articles	Reading Speaking Listening Letter writing
	46 SELF-STUDY	Time clauses, articles	Review of 3a/3b
	48 EXAM PRACTICE		Reading Writing
50	4a The future of work	Talking about changes in working practices Predictions	Reading Listening
54	4b e-business	Talking about internet-based business Future perfect and continuous	Reading Listening Report writing
	58 SELF-STUDY	Predictions, future perfect and continuous	Review of 4a/4b
	60 EXAM PRACTICE		Listening Reading
	EXAM FOCUS:	Reading 64	Listening 70
		Writing 72	Speaking 79

Language

Exam Skills

84	5a Staff motivation	Talking about motivation at work Formal report language	Reading Listening Report writing
88	5b Recruitment	Talking about recruitment Reference words	Reading Speaking Listening Letter writing
	92 SELF-STUDY	Passives, reference words	Review of 5a/5b
	94 EXAM PRACTICE		Reading
96	6a Corporate culture	Talking about company culture Gerunds and infinitives	Reading Listening
100	6b Cultural diversity	Talking about cultural differences Agreeing and disagreeing	Reading Speaking Letter writing
	104 SELF-STUDY	Gerunds and infinitives, modals	Review of 6a/6b
	106 EXAM PRACTICE		Reading Writing
110	7a Industrial espionage	Talking about information security Asking for clarification Conditionals 1 (real) and 2 (hypothetical)	Reading Listening Speaking
114	7b Business ethics	Talking about business ethics Formal report language Conditional 3 (hypothetical)	Reading Listening
	118 SELF-STUDY	Conditionals	Review of 7a/7b
	120 EXAM PRACTICE		Reading Writing
122	8a Global brands	Talking about global brands Inversion	Reading Speaking Proposal writing
126	8b Global sourcing	Talking about suppliers	Listening Reading Speaking Report writing
	130 SELF-STUDY	Inversion, grammar review	Review of 8a/8b
	132 EXAM PRACTICE		Listening Reading
	Audioscripts 137	Answer key 149	