



	<div style="text-align: center;">Lower</div> <p>Students will learn: Students will practise:</p>		<div style="text-align: center;">Upper</div> <p>Students will learn: Students will practise:</p>	
<h1>Meetings</h1>				
<p>Chapter 1 Scheduling a meeting</p>	<ul style="list-style-type: none"> ■ how to set up a meeting. ■ how to agree a time for a meeting. ■ how to use the phrase depends on. 	<ul style="list-style-type: none"> ■ speaking about and listening to information about dates. ■ arranging a time to meet. 	<ul style="list-style-type: none"> ■ useful phrases to set up a meeting. ■ how to use the conditional to be polite or formal. ■ how to talk about the roles people have in a project. 	<ul style="list-style-type: none"> ■ arranging the time and place for a meeting. ■ speaking in a formal or polite way.
<p>Chapter 2 Changing plans</p>	<ul style="list-style-type: none"> ■ phrases for changing plans. ■ phrases for apologising and accepting apologies. 	<ul style="list-style-type: none"> ■ rescheduling a meeting. ■ apologising and accepting apologies. 	<ul style="list-style-type: none"> ■ phrases for changing plans. ■ phrases for apologising and accepting apologies. ■ ways to use the past perfect to discuss plans. 	<ul style="list-style-type: none"> ■ apologising and accepting apologies. ■ discussing changes to plans.
<p>Chapter 3 Starting a meeting</p>	<ul style="list-style-type: none"> ■ phrases for introducing themselves and other people. ■ ways to talk about past events and experiences. ■ phrases for starting a meeting and introducing the topic. 	<ul style="list-style-type: none"> ■ making personal introductions. ■ starting a meeting. 	<ul style="list-style-type: none"> ■ phrases for introducing themselves and other people. ■ different ways to talk about the future. ■ phrases for starting a meeting and introducing the topic. 	<ul style="list-style-type: none"> ■ making personal introductions. ■ starting a meeting and introducing the topic.
<p>Chapter 4 Agreeing or disagreeing</p>	<ul style="list-style-type: none"> ■ phrases for agreeing and disagreeing. ■ phrases for giving their opinion. ■ ways to talk about predictions and intentions with <i>will</i>. ■ ways to use <i>should</i>. 	<ul style="list-style-type: none"> ■ giving opinions. ■ agreeing and disagreeing. 	<ul style="list-style-type: none"> ■ phrases for agreeing and disagreeing. ■ phrases for giving their opinion. ■ ways to contrast ideas. 	<ul style="list-style-type: none"> ■ agreeing and disagreeing. ■ giving opinions. ■ contrasting ideas.
<p>Chapter 5 Making a decision</p>	<ul style="list-style-type: none"> ■ phrases for making a decision. ■ phrases for taking a vote. ■ some phrasal verbs. ■ how to use short answers. 	<ul style="list-style-type: none"> ■ talking about making a decision. ■ taking a vote. 	<ul style="list-style-type: none"> ■ phrases for making a decision. ■ phrases for taking a vote. ■ how to use dividing and non-dividing phrasal verbs. 	<ul style="list-style-type: none"> ■ talking about making a decision. ■ taking a vote.