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### Time p4

**Time in your life**
- Present simple
- Adverbs of frequency
- Describing routines

**What are you doing at the moment?**
- Present continuous
- Social media and networking

**Is that the time?**
- Beginning and ending conversations
- Telling the time

---

### Scenario: A question of time
**Can a language school sort out its timetable problems?**
- **Time in your life**
- **What are you doing at the moment?**
- **Is that the time?**

### Meeting people p12

**The right person**
- Present simple and present continuous
- Describing people
- Looking for someone in a crowded room

**The right impression**
- Offering and accepting food and drink
- Talking about your job

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### Scenario: Visitors
**Mikael has to meet three visitors, but can he find them?**
- **Let’s talk about it over lunch**

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### Companies p20

**My first job**
- Past simple
- Pay and conditions

**Company history**
- Describing companies
- Saying dates

**Speaking in public**
- Structuring a presentation

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### Scenario: The worst company in the world?
**Can Leviathan Steel improve its public image?**
- **Where were you when ...?**
- **Selling your idea**

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### Great ideas p28

**Luck?**
- Past simple and past continuous
- Describing past trends

**Where were you when ...?**
- Getting heard in meetings
- Expressions for putting forward your views and ideas

**Selling your idea**
- Intonation – interrupting and offering your opinion

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### Scenario: Still popular?
**Can a fairtrade company improve its performance?**
- **The life coach**
- **Experts at work**
- **Asking for help**

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### Advice p36

**The life coach**
- Advice and obligation – should and shouldn’t, must and mustn’t?

**Experts at work**
- Obligation and permission – have to and don’t have to, can and can’t

**Asking for help**
- Asking for help

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### Scenario: A terrible job
**Nasouh is unhappy. Should he apply for another job?**
- **Writing emails**

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### Language

<table>
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<tr>
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<td>Present perfect with ever</td>
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<tr>
<td>Budgets, schedules and deadlines</td>
<td>Present perfect with about pressure at work</td>
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<td>Discussing how you manage pressure at work</td>
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<td><strong>Have you done it yet?</strong></td>
<td>Present perfect with yet and already</td>
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<tr>
<td>What have they done?</td>
<td>Six things to do before you die</td>
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<tr>
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### Scenario: The Pressurehead tour

Organising a tour schedule and the budget

#### Qualified for success?

| Education and training | Three Brazilian brothers talk about their qualifications and training | Your education and training |
| Career development | A designer talks about her career | Talking about career development |
| Word stress | Three people answer job interview questions | Interviewing your partner for your job |

### Scenario: The promotion

Who will Anu promote in her department?

#### Being organised

| be going to and the present continuous for plans and intentions | Three people talk about going on a time management course | A messy success |
| I must do it! | Two people talk about their work situation | Spontaneity at work |
| Let's make it Wednesday instead | A phone call to make arrangements | Emails making arrangements |

### Scenario: Chaos

Making arrangements for international visitors

#### Best-sellers

| Present and past passives | How to create a best-selling product | A description of a product |
| Design features | New products | Launching a new product |
| Direct and indirect cultures | Tone and intonation for agreeing and disagreeing | Discussing topics, agreeing and disagreeing |

### Scenario: Cerulean Sky

A company is involved in a lawsuit

#### Extra money

| First conditional | Advice on selling on auction sites | Making extra money |
| Second conditional | Three people talk about what they’re thinking of doing | Consumer types |
| Negotiating | Three price negotiations | Four golden rules for negotiating the price |

### Scenario: A good deal

Should a supermarket stock a new product line?

#### Pairwork

| Grammar | p106 | Irregular verbs | p115 | Functional language | p116 | Audioscripts | p118 |