

Unit	Mins	Lesson	Topic	
1 Corporate culture		1	About business	Work culture and placements
		2	Vocabulary	Work organization and responsibility
		3	Grammar	Past tenses and advice structures
		4	Speaking	Meetings - one-to-one
		5	Writing	A placement report
		6	Case study	Counselling
Progress test 1				
2 Customer support		1	About business	Call centres
		2	Vocabulary	Customer service and telephoning
		3	Grammar	Asking questions and giving instructions
		4	Speaking	Dealing with problems by telephone
		5	Writing	Formal and informal correspondence
		6	Case study	Cybertartan Software
Progress test 2				
3 Products and packaging		1	About business	Packaging
		2	Vocabulary	Specifications and features
		3	Grammar	Articles, relative clauses and noun combinations
		4	Speaking	Presentations - structure
		5	Writing	A product description
		6	Case study	Big Jack's Pizza
Progress test 3				
4 Careers		1	About business	Career choices
		2	Vocabulary	Careers, personal skills and qualities
		3	Grammar	Present tenses
		4	Speaking	Job interviews
		5	Writing	A CV
		6	Case study	Gap years and career breaks
Progress test 4				
5 Making deals		1	About business	E-tailing
		2	Vocabulary	Negotiating and e-tailing
		3	Grammar	Conditionals and recommendations
		4	Speaking	Negotiations - bargaining
		5	Writing	A proposal
		6	Case study	St John's Beach Club
Progress test 5				
6 Company and community		1	About business	Corporate social responsibility
		2	Vocabulary	Meetings, ethical behaviour and social performance
		3	Grammar	The passive and reported speech
		4	Speaking	Meetings - team work
		5	Writing	Reports and minutes
		6	Case study	Phoenix
Progress test 6				
7 Mergers and acquisitions		1	About business	Risks and opportunities in M&A
		2	Vocabulary	Business performance
		3	Grammar	Future forms and expressing likelihood
		4	Speaking	Presentations - visuals
		5	Writing	Presentation slides
		6	Case study	Calisto
Progress test 7				
8 International trade		1	About business	Export sales and payments
		2	Vocabulary	International deals and payments
		3	Grammar	Prepositions
		4	Speaking	Negotiations - diplomacy
		5	Writing	Requests and reminders
		6	Case study	Jeddah Royal beach Resort
Progress test 8				
Final test				