

Unit	Mins	Lesson	Topic	
1 Building a career		1	About business	The education business
		2	Vocabulary	Education and career
		3	Grammar	Tense review
		4	Speaking	Giving reasons in interviews
		5	Writing	Cover letters
		6	Case study	Mangalina Business School
<b>Progress test 1</b>				
2 Information		1	About business	IT solutions
		2	Vocabulary	Information systems and communication
		3	Grammar	Comparing solutions and getting help
		4	Speaking	Telephoning
		5	Writing	Memos
		6	Case study	Meteo bank
<b>Progress test 2</b>				
3 Quality		1	About business	What quality means
		2	Vocabulary	Quality and standards
		3	Grammar	Passive structures and <i>have something done</i>
		4	Speaking	Delivering presentations
		5	Writing	Procedures and instructions
		6	Case study	Zaluski Stawberies
<b>Progress test 3</b>				
4 Feedback		1	About business	The project team
		2	Vocabulary	Managing people and projects
		3	Grammar	Regulations, speculation and habits
		4	Speaking	Coaching
		5	Writing	Reports
		6	Case study	Trident Overseas
<b>Progress test 4</b>				
5 Selling more		1	About business	Viral marketing
		2	Vocabulary	The marketing mix
		3	Grammar	Questions for persuading
		4	Speaking	Dealing with objections
		5	Writing	Mail shots and sales letters
		6	Case study	Backchat Communications
<b>Progress test 5</b>				
6 New business		1	About business	Self-financing
		2	Vocabulary	Funding a start-up
		3	Grammar	Future perfect and future continuous
		4	Speaking	Taking questions in presentations
		5	Writing	An executive summary
		6	Case study	Angels or demons
<b>Progress test 6</b>				
7 Financial control		1	About business	Accountants
		2	Vocabulary	Financial documents and regulation
		3	Grammar	Cause and effect, ability, articles
		4	Speaking	Communicating in meetings
		5	Writing	Minutes
		6	Case study	Car-Glazer
<b>Progress test 7</b>				
8 Fair trade		1	About business	Fai trade or free trade
		2	Vocabulary	Contracts and corporate ethics
		3	Grammar	Obligation and permission, inversion
		4	Speaking	Negotiating a compromise
		5	Writing	Assertive writing
		6	Case study	Green Hills Coffee
<b>Progress test 8</b>				
<b>Final test</b>				