

<u>Lessons 1 &amp; 2</u>	<u>Lessons 3 &amp; 4</u>	<u>Lessons 5 &amp; 6</u>	<u>Lessons 7 &amp; 8</u>	<u>Lessons 9 &amp; 10</u>
<u>Books used:</u> Various	<u>Books used:</u> Various	<u>Books used:</u> Various	<u>Books used:</u> Various	<u>Books used:</u> Various
<u>Grammar:</u> Present simple and continuous Action and state verbs	<u>Grammar:</u> Past simple and Present perfect simple Used to + infinitive Be used to, Get used to	<u>Grammar:</u> Comparative and superlative adjectives Relative clauses	<u>Grammar:</u> Present and past trends Adjectives and adverbs by, from, in, of	<u>Grammar:</u> Passives: Present simple present continuous, past simple, present perfect simple
<u>Function:</u> Introducing yourself and your company Welcoming a visitor  (listening and vocabulary building)	<u>Function:</u> Company and job profile Answering the phone Making and changing appointments  (listening and vocabulary building)	<u>Function:</u> Giving opinions Agreeing and disagreeing Meeting participation  (listening and vocabulary building)	<u>Function:</u> Trend analysis, presentation using bar charts Ethical consumerism Advice and suggestions  (listening and vocabulary building)	<u>Function:</u> Leaving phone messages Using mobile phones Welcoming conference delegates  (listening and vocabulary building)
<u>Email:</u> Formal / informal Key phrases	<u>Email:</u> Attachments Arranging a meeting	<u>Email:</u> Comparisons Linking words / relative clauses	<u>Email:</u> Describing business trends Advice and suggestions Cause, effect, contrast	<u>Email:</u> Invitations and directions Checking understanding
<u>Extra:</u> Pronunciation fluency review and practice Alphabet	<u>Extra:</u> Time On, at, in for time and place review and quiz	<u>Extra:</u> Business idioms 1 quiz Numbers review Currency, percentages, years, fractions	<u>Extra:</u> Verbs of change Do & Make review and quiz	<u>Extra:</u> Pronunciation fluency practice Leisure word combinations Prepositions of place and movement

<b><u>Lessons 11 &amp; 12</u></b>	<b><u>Lessons 13 &amp; 14</u></b>	<b><u>Lessons 15 &amp; 16</u></b>	<b><u>Lessons 17 &amp; 18</u></b>	<b><u>Lessons 19 &amp; 20</u></b>
<u>Books used:</u> Various	<u>Books used:</u> Various	<u>Books used:</u> Various	<u>Books used:</u> Various	<u>Books used:</u> Various
<u>Grammar:</u> Past simple, past continuous, past perfect gerund / infinitive	<u>Grammar:</u> Present continuous Be going to + infinitive Will infinitive	<u>Grammar:</u> 1st & 2nd conditional Time clauses	<u>Grammar:</u> Present perfect simple Present perfect continuous	<u>Grammar:</u> Reported Speech Uses of Get
<u>Function:</u> Request and offers Exchanging information over telephone and in meetings  (listening and vocabulary building)	<u>Function:</u> Giving talks and presentations Arrangements and intentions Types of business communication  (listening and vocabulary building)	<u>Function:</u> Expressing probability Predicting  (listening and vocabulary building)	<u>Function:</u> Time phrases Describing a process Employment experience  (listening and vocabulary building)	<u>Function:</u> Social responses Common expressions  (listening and vocabulary building)
<u>Email:</u> Information, action, help Inquiries and orders	<u>Email:</u> Report structure and key phrases Being indirect and polite	<u>Email:</u> Discussing and agreeing terms Apologies	<u>Email:</u> A customer/supplier sequence Complaints	<u>Email:</u> Asking for payment Being friendly
<u>Extra:</u> Uses of like Like, be like, look like	<u>Extra:</u> Money and finance collocations Word pronunciation	<u>Extra:</u> Phrasal verbs with turn & break Business idioms 2 quiz	<u>Extra:</u> Just, already, yet For & since quiz Life experience	<u>Extra:</u> Pronunciation fluency practice Phrasal verbs with get quiz