The Business 2.0

B1+ INTERMEDIATE Teacher's Book

Annalisa Manhan, Frances Watkins and Paul Emmerson with Mike Sayer

The Business 2.0

Teacher's Resource Disc includes:

- Student's Book class audio
- Videos and worksheets
- Progress tests
- Review tests
- Presentations with full lesson plans
- Business documents
- Student's Book answer key
- Student's Book glossary

MACMILLAN

The Business 2.0

B1+ INTERMEDIATE TEACHER'S BOOK

Antoinette Moulton, Frances Westlake and Paul Emmerson with Mike Sayer

MACMILLAN

Contents

The Business 2.0

B1+ INTERMEDIATE

To the Teacher

[illegible]

Student's Book

The modules

[illegible]

1 [illegible]

[illegible]

2 [illegible]

[illegible]

3 [illegible]

[illegible]

4 [illegible]

[illegible]

5 [illegible]

[illegible]

6 [illegible]

[illegible]

Internet research

[illegible]

Other features

In addition to the digitization work, the Museum's study provides the following:

Balance Inefficiencies

[illegible]

Reporter

[illegible]

Additional assets

[illegible]

Common skill profile

[illegible]

Knowledge

[illegible]

Citizenship

[illegible]

Workforce

[illegible]

Language position

[illegible]

Watch

[illegible]

Tool

[illegible]

Pens and work

[illegible]

Common Skills

[illegible]

Tool Use

[illegible]

Dictionary

[illegible]

Reading Ind

[illegible]

Notes

[illegible]

Teacher's Book

[illegible]

Subject background

[illegible]

Teaching notes

[illegible]

Answer key for Reviews and Grammar and practice

[illegible]

Teacher's Resource Disc

[illegible]

Tips for using this book

Artwork

[illegible]

Teaching notes

[illegible]

Homework

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

Business fundamentals

1 Company types and structures

LEAD-IN ACTIVITY

Vocabulary

Listening

E 2 [illegible]

[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]

[illegible]

F

[illegible]

[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]

Company Profiles

[illegible]

[illegible]

[illegible]

Reading

B [illegible]

[illegible]	[illegible]
[illegible]	[illegible]
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[illegible]	[illegible]
[illegible]	[illegible]

Vocabulary

D [illegible]

[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]

[illegible]

[illegible]

E [illegible]

[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]

3 Study chain

[illegible]

[illegible] ACTIVITY

[illegible]

[illegible]

[illegible]

Q1 [illegible]

[illegible]

1 [illegible]	6 [illegible]
2 [illegible]	7 [illegible]
3 [illegible]	8 [illegible]
4 [illegible]	9 [illegible]
5 [illegible]	

Q2 [illegible]

[illegible]

Q3 [illegible]

1 [illegible]	4 [illegible]
2 [illegible]	5 [illegible]
3 [illegible]	6 [illegible]

[illegible]

Q4 [illegible]

[illegible] ACTIVITY

[illegible]

4 CVs and cover letters

CVs and cover letters

[illegible]

[illegible] ACTIVITY

[illegible]

Writing

Q1 [illegible]

[illegible]

Speaking

Q2 [illegible]

Writing

Q3 [illegible]

[illegible]

Q4 [illegible]

[illegible] ACTIVITY

[illegible]

Corporate culture

[illegible]

Internet research

[illegible]

[illegible]

ADDED ACTIVITY

[illegible]

Discussion

[illegible]

[illegible]

Scan reading

[illegible]

[illegible]

[illegible]

Discussion

[illegible]

[illegible]

[illegible]

EXTENSION ACTIVITY

[illegible]

Listening for gist

C3 [illegible]

[illegible]

RECORDING SCRIPT

1

[illegible]

2

[illegible]

Listening for detail

C3 [illegible]

[illegible]

EXTENSION ACTIVITY

[illegible]

Brainstorming and presentation

C3 [illegible]

[illegible]

[illegible]

Internet research

[illegible]

[illegible]

Discussion

[illegible]

[illegible]

Listening for detail

[illegible]

[illegible]

[illegible]

Answers

1. [illegible]
2. [illegible]
3. [illegible]
4. [illegible]
5. [illegible]
6. [illegible]
7. [illegible]
8. [illegible]
9. [illegible]
10. [illegible]
11. [illegible]
12. [illegible]

RECORDING SCRIPT

[illegible]

[illegible]

Answers

1. [illegible]
2. [illegible]
3. [illegible]
4. [illegible]
5. [illegible]

E2 [illegible]

[illegible]				
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]	[illegible]

FURTHER PRACTICE 1

[illegible]

FURTHER PRACTICE 2

[illegible]

Prepositions

E3 [illegible]

[illegible]
[illegible]

EXTENSION ACTIVITY

[illegible]

Discussion and presentation

E3 [illegible]

E2 [illegible]

Defining words

E3 [illegible]

EXTENSION ACTIVITY

[illegible]

[illegible]

[illegible]

[illegible]

Past tenses

[illegible]

[illegible]

FURTHER PRACTICE

[illegible]

Past perfect and past simple

[illegible]

FURTHER PRACTICE

[illegible]

Advice structures

[illegible]

EXTENSION ACTIVITY

[illegible]

Listening for detail

[illegible]

[illegible]

Telling a story

Giving advice

1.4 Speaking

[illegible]

Internet research

[illegible]

Discussion

[illegible]

Listening for detail

[illegible]

[illegible]

RECORDING SCRIPT

[illegible]

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[illegible]

EXTENSION ACTIVITY

[illegible]

[illegible]

EXTENSION ACTIVITY

[illegible]

Diplomatic advice

[illegible]

FURTHER PRACTICE

[illegible]

[illegible]

EXTENSION ACTIVITY

[illegible]

Roleplay

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

Internet research

[illegible]

Discussion

[illegible]

[illegible]

Model

[illegible]

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[illegible]

[illegible]

Analysis

[illegible]

[illegible]

Language focus

[illegible]

Output

[illegible]

[illegible]

[illegible]

EXTENSION ACTIVITY 4

[illegible]

EXTENSION ACTIVITY 5

[illegible]

[illegible]

[illegible]

Internet research

[illegible]

Discussion

[illegible]

EXTENSION ACTIVITY

[illegible]

Listening for detail

[illegible]

[illegible]

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[illegible]

3.3 [illegible]

[illegible]

Counselling language

3.4 [illegible]

[illegible]
1 [illegible]
2 [illegible]
3 [illegible]
4 [illegible]
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6 [illegible]
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8 [illegible]
9 [illegible]
10 [illegible]

3.5 [illegible]

[illegible]
1 [illegible]
2 [illegible]
3 [illegible]
4 [illegible]
5 [illegible]
6 [illegible]
7 [illegible]
8 [illegible]
9 [illegible]
10 [illegible]

EXTENSION ACTIVITY

[illegible]

Roleplay

3.6 [illegible]

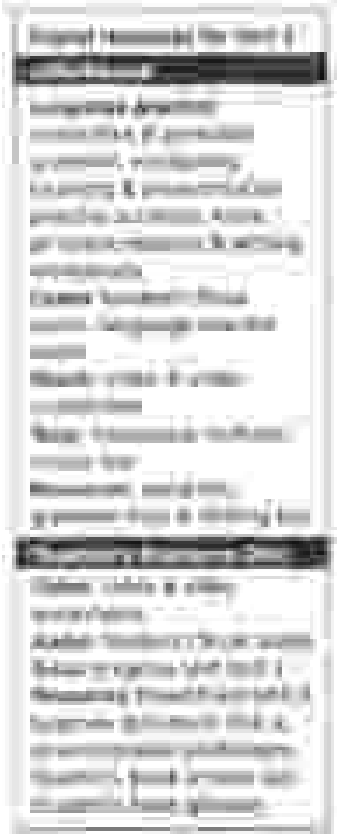
[illegible]

Writing

3.7 [illegible]

[illegible]

2 Customer support



[illegible]

[illegible]

[illegible] research

[illegible]

[illegible]

[illegible]

Distinction

[illegible]

Scan reading

[illegible]

Summarizing

[illegible]

Reading for detail

[illegible]

[illegible]

Listening

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

Roleplay

[illegible]

[illegible]

[illegible]

[illegible]

2.3 [illegible]

[illegible]

[illegible]

[illegible]

Adjectives

2.3 [illegible]

[illegible]

[illegible]

[illegible]

[illegible] ACTIVITY

[illegible]

[illegible]

[illegible]

Listening for attitude

2.3 [illegible]

[illegible]

[illegible]

1. [illegible]
2. [illegible]
3. [illegible]
4. [illegible]
5. [illegible]
6. [illegible]
7. [illegible]
8. [illegible]

[illegible] SCRIPT

2.3 [illegible]

1. [illegible]
2. [illegible]
3. [illegible]
4. [illegible]
5. [illegible]
6. [illegible]
7. [illegible]
8. [illegible]

Describing problems

2.3 [illegible]

[illegible]

1. [illegible]
2. [illegible]
3. [illegible]
4. [illegible]
5. [illegible]
6. [illegible]
7. [illegible]
8. [illegible]
9. [illegible]
10. [illegible]

FUNCTION PRACTICE

[illegible]

Collocations and antonyms

[illegible]

[illegible]

[illegible]

Phrasal verbs

[illegible]

[illegible]

EXTENSION TASK

[illegible]

[illegible]

[illegible]

Discussion

[illegible]

[illegible]

[illegible]

[illegible]

EXTENSION ACTIVITY

[illegible]

[illegible]

Asking questions

[illegible]

Listening

[illegible]

Asking questions

[illegible]

Making requests

[illegible]

Roleplay

[illegible]

Giving instructions

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

Giving instructions

2 [illegible]

[illegible]

Listening

2 [illegible]

[illegible]

[illegible]

[illegible]

CONFIRM A FORM?

2 [illegible]

[illegible]

Improving a conversation

2 [illegible]

[illegible]

[illegible]

Handling problems

[illegible]

[illegible]

[illegible]

EXTENSION ACTIVITY

[illegible]

Roleplay

[illegible]

EXTENSION ACTIVITY

[illegible]

2.5 Writing

[illegible]

Discussion

[illegible]

Model

[illegible]

Language focus

[illegible]

Output

[illegible]

EXTENSION ACTIVITY

[illegible]

[illegible]

[illegible]

Internet essentials

[illegible]

Discussion

[illegible]

Scan reading

[illegible]

Reading for detail

[illegible]

Listening for detail

[illegible]

[illegible]

[illegible]

[illegible]

Writing persuasive slides

[illegible]

Presentations

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

Solving problems

[illegible]

Review 1 and 2 Answer key

Review 1

[illegible]

Corporate culture

[illegible]

Review 2

[illegible]

Customer support

[illegible]

3 Products and packaging

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

Discussion

[illegible]

[illegible]

[illegible]

[illegible]

Listening for gist

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

Listening for detail

Discussion

Scan reading

Paraphrasing

EXTENSION ACTIVITY

Discussion

E2 [illegible]

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[illegible]	[illegible]
1	[illegible]
2	[illegible]

EXTENSION ACTIVITY

[illegible]

[illegible]

[illegible]

Discussion

E3 [illegible]

[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
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[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]

TUTOR'S PRACTICE

[illegible]

Reading for detail

E3 [illegible]

[illegible]

[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]

[illegible]

[illegible]	[illegible]
1	[illegible]
2	[illegible]

Describing products

Collocations

Listening for gist

Additional Library

Additional Library

Listening for detail

3.2 [illegible]

[illegible]

3.3 [illegible]

[illegible]

Presentation

3.4 [illegible]

[illegible]

[illegible]

Defining relative clauses

3.5 [illegible]

[illegible]

3.6 [illegible]

[illegible]

[illegible]

Non-defining relative clauses

[illegible] [illegible]

[illegible]

[illegible]

[illegible]	[illegible]
1	[illegible]
2	[illegible]
3	[illegible]
4	[illegible]
5	[illegible]
6	[illegible]
7	[illegible]
8	[illegible]
9	[illegible]
10	[illegible]

[illegible] ACCIDENTS

[illegible]

Discussion

[illegible] [illegible]

Articles

[illegible] [illegible]

[illegible]

[illegible]	[illegible]
1	[illegible]
2	[illegible]
3	[illegible]
4	[illegible]

Expanding cities

[illegible] [illegible]

[illegible] SCHIPT

[illegible] [illegible]

[illegible] [illegible]

[illegible] SCHIPS

[illegible] [illegible]

[illegible] [illegible]

Defining words

Definitions game

Listening for gist

[illegible]

Listening for detail

[illegible]

RECORDING SCRIPT

[illegible]

[illegible]

[illegible]

EXTENSION ACTIVITY

[illegible]

Presentation

[illegible]

[illegible] ACTIVITY

[illegible]

[illegible] ACTIVITY

[illegible]

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[illegible]

EXTENSION ACTIVITY

[illegible]

Presentation

[illegible]

[illegible]

[illegible]

Discussion

[illegible]

Model

[illegible]

Analysis

[illegible]

Language focus

[illegible]

[illegible]

[illegible]

FURTHER PRACTICE

[illegible]

EXTENSION ACTIVITY

[illegible]

Writing

[illegible]

[illegible]

[illegible]

[illegible]

3.5 Case study

[illegible]

[illegible]

[illegible]

[illegible]

Discussion

[illegible]

Scan reading

[illegible]

[illegible]

Listening for gist

[illegible]

[illegible]

RECORDING SCRIPT

[illegible]

Listening for inference

[illegible]

ANSWERS

[illegible]

ANSWERS

[illegible]

Brainstorming and presentation

[illegible]

FURTHER PRACTICE

[illegible]

4 Careers

Job search plan

1. **Decide on the "big picture" issues**
2. **Determine the job you want**
   - [illegible]
   - [illegible]
   - [illegible]
3. **Determine your health coverage**

   [illegible]
4. **Write resume (cv) and covering letter**

   [illegible]
5. **Prepare for interviews**

   [illegible]
6. **Gain experience**

   [illegible]
   - [illegible]
   - [illegible]
   - [illegible]
   - [illegible]
   - [illegible]
   - [illegible]
7. **Follow up**

   [illegible]

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[illegible]

[illegible]

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- [illegible]
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- [illegible]
- [illegible]

[illegible]

[illegible]

LEAD IN ACTIVITY

[illegible]

Discussion

[illegible]

Reading and listening

[illegible]

[illegible]

RECOGNISE & CHAT

[illegible]

Listening for detail

E1 [illegible]

1	[illegible]
2	[illegible]
3	[illegible]
4	[illegible]

E2 [illegible]

1	[illegible]
2	[illegible]
3	[illegible]
4	[illegible]

Discussion

E1 [illegible]

Scan reading

E1 [illegible]

[illegible]	[illegible]

Summarizing

E1 [illegible]

[illegible]	[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

Discussion

[illegible]

[illegible]

[illegible]

[illegible] activity

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[illegible]

[illegible]

[illegible]

[illegible]

Collocations

[illegible]

[illegible]

[illegible]

Listening for gist

[illegible]

Talking robot

[illegible]

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[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	[illegible]	[illegible]

Discussion

[illegible]

[illegible]

> **EXTENSION ACTIVITY**
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> [illegible]
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> [illegible]

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The briefing game

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[illegible]

> **[illegible]**
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> [illegible]

Present perfect and past simple

[illegible]

Listening: present perfect simple and continuous

[illegible]

Asking questions

C2 [illegible]

EXTENSION ACTIVITY

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

Discussion

E3 [illegible]

FURTHER PRACTICE

[illegible]

Listening

E4 [illegible]

[illegible]

[illegible]

RECORDING SCRIPT

2 [illegible]

[illegible]

[illegible]

Roleplay

[illegible]

[illegible]

Discussion

[illegible]

Model

[illegible]

Analysis

[illegible]

Language focus

[illegible]

FURTHER PRACTICE

[illegible]

Output

[illegible]

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Listening

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6. [illegible]
7. [illegible]

Scan reading

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[illegible]

1. [illegible]
2. [illegible]
3. [illegible]
4. [illegible]
5. [illegible]

Reading and discussion

[illegible]

Writing and editing

[illegible]

Review 3 and 4 Answer key

Review 3

Products and packaging

A

B

C

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J

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V

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Y

Z

5 Making deals

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

Discussion

[illegible]

Scan reading

[illegible]

[illegible]

Reading for detail

[illegible]

[illegible]

Deadline

[illegible]

[illegible]

Listening

[illegible]

[illegible]

[illegible]

[illegible]

Discussion

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FURTHER PRACTICE

[illegible]

[illegible]

[illegible]

Discussion

[illegible]

Collocations

[illegible]

Listening

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[illegible]

RECORDING SCRIPT

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FURTHER PRACTICE

[illegible]

Pronunciation

[illegible]

RECORDING SCRIPT

[illegible]

[illegible]

Discussion

[illegible]

Extension activity

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Discussion

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FURTHER PRACTICE

Reformulating

Discussion

Listening

FURTHER PRACTICE

Negotiating

FURTHER PRACTICE

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Discussion

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Listening

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- [illegible]

RECORDING SCRIPT

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[illegible]

[illegible]

Sequencing

[illegible]

Pronunciation

[illegible]

[illegible] [illegible]

[illegible]

FURTHER PRACTICE

[illegible]

Negotiating

[illegible]

EXTENSION ACTIVITY

[illegible]

[illegible]

[illegible]

Discussion

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EXTENSION ACTIVITY

[illegible]

Model

[illegible]

Analysis

[illegible]

Language focus

[illegible]

Output

[illegible]

[illegible]

EXTENSION ACTIVITY

[illegible]

[illegible]

[illegible]

Discussion

[illegible]

[illegible]

Reading

[illegible]

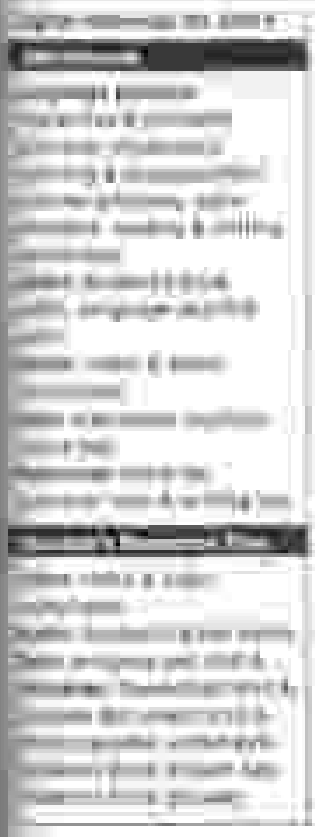
Listening for detail

[illegible]

[illegible]

Negotiating

[illegible]



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Internal Assessment

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[illegible]

Discussion

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[illegible]

[illegible]

[illegible] ACTIVITY

[illegible]

Scan reading

[illegible]

Reading and discussion

[illegible]

[illegible]

[illegible]

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Listening

2.2 [illegible]

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[illegible]	[illegible]
[illegible]	[illegible]

DEVELOPING SKILLS

2.3 [illegible]

Part 1

[illegible]

[illegible]

1 [illegible]

2 [illegible]

3 [illegible]

3 [illegible]

Part 2

1 [illegible]

2 [illegible]

[illegible]

3 [illegible]

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7 [illegible]

8 [illegible]

Part 3

1 [illegible]

2 [illegible]

[illegible]

Discussion

2.5 [illegible]

ADVANCED ACTIVITY

[illegible]

Meetings

Adjectives

Collocations

Discussion

The mission

[illegible]

Listening and reporting

[illegible]

[illegible]

[illegible]

DISCUSSING SCRIPT

[illegible]

EXTENSION ACTIVITY

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

Presentation

[illegible]

[illegible]

[illegible]

EXTENSION ACTIVITY

[illegible]

Model

[illegible]

[illegible]

[illegible]

EXTENSION ACTIVITY

[illegible]

Analysis

[illegible]

[illegible]

[illegible]

Language focus

[illegible]

Output

[illegible]

Discussion

[illegible]

Reading

[illegible]

Roleplay preparation

[illegible]

Listening

[illegible]

[illegible]

Reading and discussion

[illegible]

[illegible] [illegible]

[illegible]

Roleplay

[illegible] [illegible]

[illegible]

Writing

[illegible] [illegible]

Review 5 and 6 Answer key

Review 5

Making deals

1

2

3

4

5

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9

10

Review 6

Company and community

1

2

3

4

5

6

7

8

9

10

7 Mergers and acquisitions

7.1 [illegible]

[illegible]

[illegible]

[illegible]

Discussion

[illegible]

Skim reading

[illegible]

Reading for detail

[illegible]

EXTENSION ACTIVITY

[illegible]

Listening for gist

CD 3 [illegible]

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[illegible]	

RECORDING SCRIPT

2 [illegible]

[illegible]

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[illegible]

2 [illegible]

[illegible]

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[illegible]

4 [illegible]

[illegible]

5 [illegible]

[illegible]

Listening for detail

CD 3 [illegible]

[illegible]	

EXTENSION ACTIVITY

[illegible]

Discussion

3 [illegible]

[illegible]

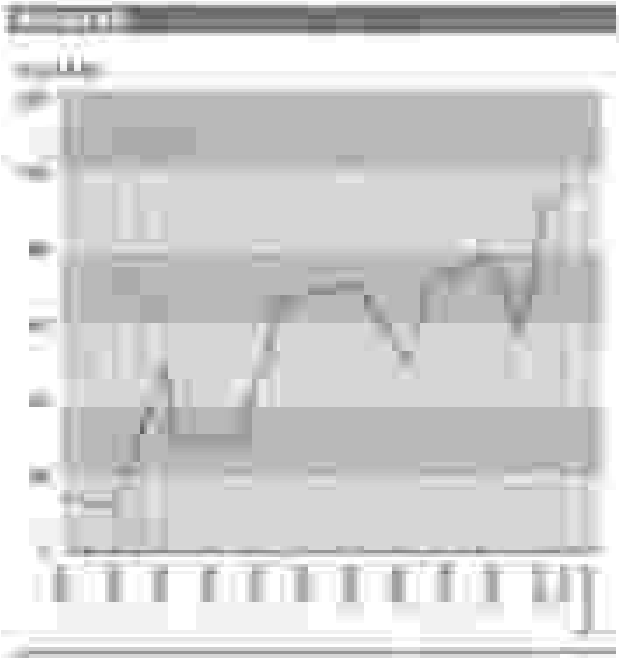
[illegible]

Listening for detail

E3 [illegible]

[illegible]

[illegible]



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E [illegible]

[illegible]

Presenting

E3 [illegible]

FURTHER PRACTICE

[illegible]

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Arrangements, plans and contingencies

[illegible]

[illegible]

[illegible]

[illegible]

Expressing likelihood

[illegible]

[illegible]

[illegible]

Discussion

[illegible]

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[illegible]

Listening

[illegible]

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A. [illegible]

B. [illegible]

C. [illegible]

D. [illegible]

E. [illegible]

F. [illegible]

G. [illegible]

H. [illegible]

I. [illegible]

J. [illegible]

K. [illegible]

L. [illegible]

M. [illegible]

N. [illegible]

O. [illegible]

P. [illegible]

Q. [illegible]

R. [illegible]

Discussion

3 [illegible]

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[illegible]

Discussion

4 [illegible]

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[illegible]

[illegible]

[illegible]

Listening for gist

5 [illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible] SCRIPT

[illegible]

Listening for detail

[illegible]

[illegible]

[illegible] SCRIPT

[illegible]

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Presenting a [illegible]

[illegible]

Presenting exams

[illegible]

Presentations

[illegible]

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[illegible]

[illegible]

Discussion

[illegible]

Model

[illegible]

Analysis

[illegible]

Language focus

[illegible]

[illegible]

Writing slides

E2 [illegible]

7.5 Case study

[illegible]

Extended [illegible]

[illegible]

Discussion

E2 [illegible]

[illegible]

[illegible]

Reading

E2 [illegible]

[illegible]

[illegible]

Listening for gist

E2 [illegible]

[illegible]

Listening for detail

[illegible]

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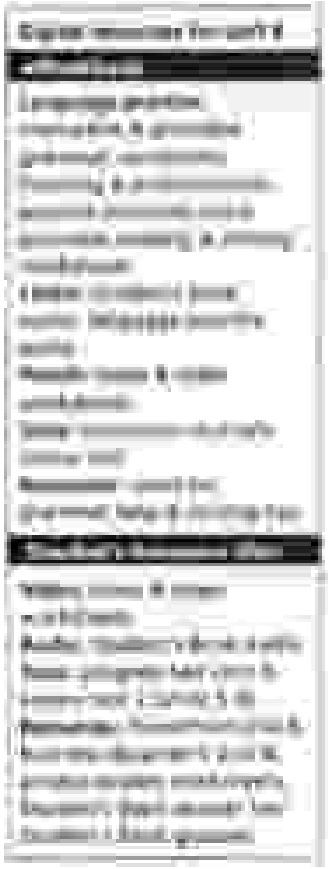
Discussion and presentation

[illegible]

[illegible]

8 International trade



Scan reading

Reading for detail

Listening for detail

Vocabulary

Pronunciation

[illegible]

Handling for install

[illegible]

[illegible]		
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[illegible]	[illegible]	[illegible]

Disassembling

[illegible]

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Maintenance

[illegible]

[illegible]

Collections

[illegible]

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Marcell units

[illegible]

[illegible]

Listening

[illegible]

RECORDING SCRIPT

[illegible]

Collocations

[illegible]

Defining words

[illegible]

[illegible] PRACTICE

[illegible]

[illegible]	[illegible]
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Prepositions of time

[illegible] [illegible]

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[illegible]	[illegible]
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Dependent prepositions

[illegible] [illegible]

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[illegible] ACTIVITY

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Listening for gist

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1 [illegible]
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11 [illegible]
12 [illegible]

[illegible] 3 CHART

[illegible]

Spelling

[illegible]

Listening for detail

[illegible]

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Speaking

[illegible]

[illegible]

[illegible]

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[illegible]

Discussion

[illegible]

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[illegible]

Listening for gist

[illegible]

[illegible]

RECORDING [illegible]

[illegible]

RECORDING 24 (PDF)

[illegible]

[illegible]

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[illegible]

[illegible]

Diplomatic language

[illegible]

[illegible]

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Negotiating

[illegible]

[illegible]

[illegible]

Discussion

[illegible]

Model

[illegible]

Analysis

[illegible]

Language Focus

A [illegible]

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B [illegible]

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FURTHER PRACTICE

[illegible]

Winning

A [illegible]

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EXTENSION ACTIVITY

[illegible]

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Case study

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Internet research

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Discussion

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Reading for detail

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Listening for detail

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Discussion

[illegible]

[illegible]

[illegible]

Writing

[illegible]

Review 7 and 8 Answer key

Review 7

Mergers and organisations

Review 8

International trade

Grammar and practice Answer key

1 Corporate culture

2 Customer support

02

[illegible]

03

[illegible]

2 Products and packaging

01

[illegible]

02

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03

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3 Clients

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3 Making deals

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19

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7 Mergers and acquisitions

[illegible]

The Business 2.0

B1+ INTERMEDIATE