

| PAGE | UNIT/TITLE | TOPICS |
|------|----------------------------------|--|
| 6 | 1 People at work | <ul style="list-style-type: none"> ● introductions ● talking about family and people at work |
| 12 | 2 A day at work | <ul style="list-style-type: none"> ● describing daily routines ● talking about the time |
| 19 | 3 Buying equipment | <ul style="list-style-type: none"> ● sales dialogue in a shop ● buying tools |
| 24 | 4 Sights and places | <ul style="list-style-type: none"> ● sightseeing in London ● in a hotel |
| 30 | 5 Countries and languages | <ul style="list-style-type: none"> ● a foreign-born girl in London ● English as a world language |
| 37 | Test 1 | |
| 41 | 6 A party | <ul style="list-style-type: none"> ● planning a party ● buying food |
| 46 | 7 Getting around | <ul style="list-style-type: none"> ● planning a trip ● at the airport ● at the hotel |
| 53 | 8 Fitness and health | <ul style="list-style-type: none"> ● a health questionnaire ● at the doctor's ● favourite sports activities |
| 59 | 9 Safety at work | <ul style="list-style-type: none"> ● a safe workplace ● stress at work |
| 65 | 10 A place of my own | <ul style="list-style-type: none"> ● renting a room ● moving in |
| 72 | Test 2 | |
| 76 | 11 Fashion and beauty | <ul style="list-style-type: none"> ● buying clothes ● Internet shopping |
| 81 | 12 Eating out | <ul style="list-style-type: none"> ● at a restaurant ● a menu ● a recipe ● the sandwich story |
| 88 | 13 Solving problems | <ul style="list-style-type: none"> ● complaints at a hotel ● problems with a bike |
| 94 | 14 A world of mysteries | <ul style="list-style-type: none"> ● superstitions ● the haunted castle ● horoscopes ● the Loch Ness monster |
| 100 | 15 A new job | <ul style="list-style-type: none"> ● describing your job ● applying for a job ● first day at a new job |
| 106 | Test 3 | |

| LANGUAGE/PHRASES | GRAMMAR CHECK |
|---|---|
| the alphabet | simple present: statements and the verb <i>to be</i> pronouns |
| cardinal numbers telling the time time phrases | simple present: questions and negatives adverbs of frequency adverb phrases of time |
| asking for prices being polite | countable and uncountable nouns and plural forms |
| ordinal numbers asking for and giving directions | present continuous |
| countries, languages and capitals | simple past pronouns |
| | |
| will and want telephoning | expressing the future <i>some/any</i> |
| e-mail enquiries reading a timetable buying tickets | comparison of adjectives the imperative |
| fitness physical exercise healthy diet | modal verbs the infinitive and the -ing form after a verb |
| safety signs illnesses and injuries agreeing and disagreeing | the passive if-sentences type 1 |
| parts of a house furniture prepositions | present perfect and simple past <i>for/since</i> |
| | |
| <i>too/rather</i> cosmetics clothes | question tags <i>one/ones</i> |
| taking an order true friends / false friends cooking terms | past progressive and simple past |
| complaining apologizing | if-sentences type 2 |
| prefixes and suffixes agreeing and disagreeing | adverbs |
| job ads writing a letter of application writing an e-mail job interviews | expressing the past (summary) |
| | |