

Intermediate fast-track map

1 The taster track









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



V = vocabulary **R** = reading **L** = listening **W** = writing
S = speaking **PB** = phrase bank **F** = fluency **G** = grammar
RP = roleplay **PRON** = pronunciation = video

	Classic track (60–80 hours)		Express track (30–60 hours)	
	Classroom	Self-study	Classroom	Self-study
Unit 1	p6 S and / or W Ex 1 p6 S and / or W Ex 2 p6 R/S or W Ex 3 p6 S Ex 4 p6 S Ex 5 p6 L Conference Venues Ex 1 p7 G Ex 1 p8 L Ex 3 p9 S Ex 1 p9 L Ex 2 p9 L Keeping the conversation going Ex 1 p10 F Ex 1, 2 & 3 p12 W/S/PB Have students make sentences, and respond to them when logical	p11 V Conferences p11 G Ex 1 & 2 p12 G Ex 3 p12 G Ex 4	p6 S and / or W Ex 1 p6 S and / or W Ex 2 p6 L Conference Venues Ex 1 p7 G Ex 1 p8 L Ex 3 p9 S Ex 1 p9 L Ex 2 p10 F Ex 1, 2 & 3	p11 V Conferences p12 G Ex 4
	p13 G/S Ex 1 p13 L Ex 2 p13 L Ex 3 p13 L Ex 4 p13 L Ex 5 p14 L Ex 1 p15 PRON Ex 3 p16 L Ex 1 p17 RP Finding out p19 W/S/PB Have students make sentences, and respond to them when logical	p18 V Telephone expressions p19 G Ex 3 p19 G Ex 4 p19 G Ex 5 p19 G Ex 6	p13 G/S Ex 1 p13 L Ex 2 p13 L Ex 3 p14 L Ex 1 p15 PRON Ex 3 p16 L Ex 1 p17 RP Finding out	p18 V Telephone expressions p19 G Ex 4
Unit 3	p20 V Ex 2 p20 V Ex 3 p20 V Ex 4 p20 V Sorry? Ex 1 p21 L Ex 2 p21 F Ex 3 p21 G Ex 5 p22 V Ex 1 p22 F Ex 2 p22 W/S Ex 3 p22 V Ex 6 p23 F Ex 8 p23 L The briefing meeting	p25 G Ex 2 p25 G/R Ex 3	p20 V Ex 2 p20 V Sorry? Ex 1 p21 L Ex 2 p21 F Ex 3 p22 V Ex 1 p22 F Ex 2 p22 V Ex 6 p23 F Ex 8	p25 G Ex 2
	p26 R Ex 3 p27 V Ex 5 p27 L Ex 6 p27 F Ex 8 p27 F Ex 9		p27 V Ex 5 p27 L Ex 6 p27 F Ex 8 p27 F Ex 9	

	Classic track (60–80 hours)		Express track (30–60 hours)	
	Classroom	Self-study	Classroom	Self-study
Management scenario A	p28 R Ex 1 p28 V Ex 3 p29 L Ex 4 A1 p29 S Ex 5 p29 L Ex 7 A2 p29 F Ex 8		p28 V Ex 3 p29 L Ex 4 A1 p29 L Ex 7 A2 p29 F Ex 8	
Unit 5	p30 S Ex 1 p30 V Ex 2 p30 S Ex 3 p31 L Ex 1 p31 L Ex 2 p31 R/V Travel tips Ex 1 p31 S Travel tips Ex 2 p31 F The nightmare journey p32 S Ex 1 p32 R Ex 3 p34 L Ex 1 p34 RP Ex 3	p35 V Business trips p35 G/W Ex 1 p36 G/W Ex 2	p30 S Ex 1 p30 S Ex 3 p31 L Ex 1 p31 F The nightmare journey p32 S Ex 1 p32 R Ex 3 p34 L Ex 1 p34 RP Ex 3	p35 V Business trips p36 G/W Ex 2
Unit 6	p37 S Ex 1 p37 R/S Ex 2 p38 V Ex 3 p38 V Asking politely Ex 1 p38 G S and / or W Asking politely Ex 2 p38 S Asking politely Ex 3 p39 L Ex 1 p39 L Ex 2 p40 W Ex 4 p40 RP Ex 5 p40 RP Ex 6 p42 S/PB Have students practise answering the questions from “Polite requests” with the sentences from “offering assistance”	p41 G Ex 1 p41 G Ex 2 p42 G Ex 3 p42 G Ex 4	p37 S Ex 1 p38 V Asking politely Ex 1 p38 G S Asking politely Ex 2 p38 S Asking politely Ex 3 p39 L Ex 1 p40 RP Ex 5	p42 G Ex 4
Unit 7	p43 R Ex 1 p43 R/S Ex 2 p43 L The art of decision-making Ex 2 p45 V Ex 1 p45 L Ex 2 p45 V Ex 3 p46 R/V Ex 1 p46 R Ex 2 p46 F Ex 3	p48 V Money markets Ex 1 p48 V Money markets Ex 2 p48 G Ex 1 p49 G Ex 2 p49 G/W Ex 3	p43 R/S Ex 1 Have students explain their answers p43 R/S Ex 2 p45 V Ex 1 p45 L Ex 2 p46 R/V Ex 1 p46 R Ex 2 p46 F Ex 3	p48 V Money markets Ex 1 p48 V Money markets Ex 2 p48 G Ex 1
Unit 8: People skills	p50 R/S Ex 5 p50 L Ex 6 p51 RP Ex 8		p50 R/S Ex 5 p50 L Ex 6 p51 RP Ex 8	
Management scenario B	p52 S/R Ex 1 p52 L Ex 2 B1 part 1 p53 L Ex 3 B1 part 2 p53 R Ex 5 p53 L Ex 6 B2 p53 L Ex 8 B3 p53 RP Ex 9		p52 S/R Ex 1 p52 L Ex 2 B1 part 1 p53 L Ex 3 B1 part 2 p53 L Ex 6 B2 p53 L Ex 8 B3 p53 RP Ex 9	

Classic track (60–80 hours)		Express track (30–60 hours)		
	Classroom	Self-study	Classroom	Self-study
Unit 9	p54 S Ex 2 p54 R Getting down to business Ex 1 p55 L Ex 2 p55 L Ex 3 p55 G L Ex 5 p56 V Ex 1 p56 S Ex 2 p57 RP At a conference dinner p58 V/W and / or S Ex 1 p58 V/W and / or S Ex 2 p59 V/S/PB Have students complete the questions and practise answering them	p58 G Ex 1 p58 G Ex 2 p59 G Ex 3 p59 G Ex 4	p54 R Getting down to business Ex 1 p55 L Ex 2 p55 G/L Ex 5 p56 V Ex 1 p56 S Ex 2 p57 RP At a conference dinner	p58 V/W Ex 1 p58 V/W Ex 2 p59 G Ex 4
Unit 10	p60 S and / or W Ex 1 p60 V Ex 2 p60 V Ex 3 p60 L Ex 4 p60 S and / or W Ex 5 p61 W Ex 3 p62 W Ex 5 p63 W Ex 6 p63 W Ex 7 p64 L Ex 1 p64 L Ex 2 p64 W Ex 4	p65 V Ex 1 p65 V Ex 2 p66 G Ex 1 p66 G Ex 2 p66 G Ex 4	p60 V Ex 2 p60 V Ex 3 p60 L Ex 4 p61 W Ex 3 p62 W Ex 5 p64 L Ex 1 p64 W Ex 4	p65 V Ex 2 p66 G Ex 1 p66 G Ex 4
Unit 11	p67 S/V Ex 1 p67 S Ex 2 p68 L Ex 2 p68 L/R/G Ex 4 p69 S A team presentation Ex 1 p69 V A team presentation Ex 1 & 2 p69 V A team presentation Ex 3 p69 V Structuring a presentation Ex 1 p69 V Structuring a presentation Ex 2 p70 V Ex 1 p70 V Ex 2 p70 L A technical problem Ex 1 p70 G A technical problem Ex 2 p71 F Giving a short presentation	p72 G Ex 1 p72 G Ex 2 p73 G Ex 3 p73 G Ex 4	p68 R/S Ex 1 p68 L Ex 2 p68 L/R/G Ex 4 p69 S A team presentation Ex 1 p69 V A team presentation Ex 1 & 2 p69 V A team presentation Ex 3 p70 L A technical problem Ex 1 p70 G A technical problem Ex 2 p71 F Giving a short presentation	p73 G Ex 4
Unit 12: People skills	p74 R/S Ex 4 p75 L Ex 5 p75 L Ex 7 p75 F Ex 9		p75 L Ex 7 p75 F Ex 9	
Management scenario C	p76 R Ex 1 p76 L Ex 2 🚶 C1 p77 R/V Ex 4 p77 L Ex 6 🚶 C2 p77 F Ex 8		p76 R Ex 1 p76 L Ex 2 🚶 C1 p77 L Ex 6 🚶 C2 p77 F Ex 8	

Classic track (60–80 hours)		Express track (30–60 hours)		
				
	Classroom	Self-study	Classroom	Self-study
Unit 13	p78 V/S Ex 1 p78 L Ex 2 p79 R/S Ex 5 p79 V/G Ex 6 p80 RP Ex 1 p80 RP Ex 2 p81 R/V Ex 1 p82 S Ex 2 p83 V Ex 2	p84 G Ex 1 p84 G Ex 2	p78 L Ex 2 p79 R/S Ex 5 p80 RP Ex 1 p80 RP Ex 2 p83 V Ex 2	p84 G Ex 1
Unit 14	p85 V Ex 2 p86 G Ex 1 p86 R/W In a rush Ex 1 p86 L In a rush Ex 2 p87 S/W Could I see you a moment p87 W Ex 1 p89 W/G/V Ex 1 p90 W/PB	p89 V Ex 2 p89 G Grammar	p85 V Ex 2 p86 G Ex 1 p86 R/W In a rush Ex 1 p86 L In a rush Ex 2 p87 S/W Could I see you a moment	p89 G Grammar
Unit 15	p91 V S Ex 1 p91 S Ex 2 p91 R/S Ex 3 p91 L Ex 4 p91 S Ex 5 p91 L S Ex 6 p92 V/W Ex 1 p92 L Ex 2 p92 L Ex 3 p93 G Ex 5 p94 R/S Creativity Ex 1 p94 S Creativity Ex 2 p95 F Ex 1 p95 L/S Ex 2	p96 V Ex 1 p96 V Ex 3 p96 V Ex 4 p97 G Ex 1 p97 G Ex 2	p91 R/S Ex 3 p91 L Ex 4 p91 S Ex 5 p91 L S Ex 6 p92 V/W Ex 1 p92 L Ex 2 p94 R/S Creativity Ex 1 p95 F Ex 1 p95 L/S Ex 2	p96 V Ex 3 p96 V Ex 4 p97 G Ex 2
Unit 16: People skills	p98 R Ex 5 p99 L Ex 6 p99 L Ex 7 p99 F Ex 8		p99 L Ex 6 p99 F Ex 8	
Management scenario D	p100 R Ex 1 p101 L Ex 3  D1 p101 R Ex 4 p101 L Ex 6  D2 p101 RP Ex 7		p100 R Ex 1 p101 L Ex 3  D1 p101 L Ex 6  D2 p101 RP Ex 7	
Unit 17	p102 S Ex 1 p103 S and / or W Ex 3 p103 S and / or W Ex 4 p103 R/V Ex 1 p103 L Ex 2 p104 R/S Ex 1 p104 G Ex 2 p104 L Sticky situations p105 RP The business lunch p106 V Ex 4 p106 V/W Ex 5	p106 G Ex 1 p107 G Ex 2 p107 V/PB	p102 S Ex 1 p103 S and / or W Ex 3 p103 S and / or W Ex 4 p104 L Sticky situations p105 RP The business lunch	p106 G Ex 1 p104 R Ex 1 p106 V Ex 4



	Classic track (60–80 hours)		Express track (30–60 hours)	
	Classroom	Self-study	Classroom	Self-study
Unit 18	p108 S Ex 2 p108 R/S Ex 3 p108 S/V Ex 5 p109 L Ex 1 p109 V Ex 2 p110 S Ex 4 p110 R Ex 1 p111 S Ex 2 p111 V Ex 3 p112 F Ex 1	p113 G Ex 1 p113 G Ex 2 p113 G Ex 3 p114 G Ex 5	p108 S Ex 2 p108 R/S Ex 3 p108 S/V Ex 5 p109 L Ex 1 p109 V Ex 2 p110 W Ex 3 p110 S Ex 4	p110 R Ex 1 p111 W Ex 2 p114 G Ex 5
Unit 19	p115 R/S Ex 1 p116 S Ex 2 p116 L Ex 4 p117 R/S Ex 1 p117 W Ex 4 p118 L Ex 1 p118 S Ex 2 p118 L Ex 3 p118 S Ex 4 p118 V Ex 5 p119 R/V Ex 1 p119 L/RP Ex 4	p120 V Ex 1 p120 V Ex 2 p120 G Language of diplomacy p121 V/PB	p115 R/S Ex 1 p116 L Ex 4 p118 L Ex 1 p118 S Ex 2 p118 L Ex 3 p118 S Ex 4 p119 R/V Ex 1 p119 L/RP Ex 4	p120 G Language of diplomacy
Unit 20: People skills	p122 R/S Ex 3 p123 L Ex 7 p123 L/W Ex 8 p123 RP Ex 9		p123 L Ex 7 p123 RP Ex 9	
Management scenario E	p124 R Ex 1 p124 W Ex 2 p124 L Ex 3  E1 p125 R Ex 4 p125 L Ex 6  E2 p125 RP Ex 7		p124 R Ex 1 p124 L Ex 3  E1 p125 L Ex 6  E2 p125 RP Ex 7	











Intermediate fast-track map







2 The language practice track


Key:

V = vocabulary **R** = reading **L** = listening **W** = writing
S = speaking **PB** = phrase bank **F** = fluency **G** = grammar
RP = roleplay **PRON** = pronunciation = video

Classic track (40–60 hours)			Express track (30–50 hours)		
Classroom		Self-study	Classroom		Self-study
Unit 1	p6 S Ex 1 p6 S Ex 2 p6 L Conference Venues Ex 1 p7 S Ex 4 p8 L Ex 3 p9 S Ex 1 p9 L Ex 2 p9 L/S Keeping the conversation going Ex 1 & 2 p10 F Ex 1, 2 and 3 p12 S/PB Have students make sentences, and respond to them when logical	p11 V Conferences p12 G Ex 4	p6 S Ex 1 p6 S Ex 2 p6 L Conference Venues Ex 1 p7 S Ex 4 p9 S Ex 1 p9 L Ex 2 p9 L Keeping the conversation going Ex 1 p10 F Ex 1, 2 & 3	p12 V/PB	
	p13 L Ex 2 p13 L Ex 3 p13 L Ex 4 p13 L Ex 5 p14 L Ex 1 p15 L Ex 2 p15 PRON Ex 3 p16 L Ex 1 p17 RP Finding out p19 W/S/PB Have students make sentences, and respond to them when logical	p18 V Telephone expressions p19 G Ex 4	p13 L Ex 2 p13 L Ex 3 p14 L Ex 1 p15 PRON Ex 3 p16 L Ex 1 p17 RP Finding out	p18 V Telephone expressions	
Unit 2	p20 S E 1 p20 V Ex 2 p20 V Ex 3 p20 V Sorry? Ex 1 p21 L Ex 2 p21 F Ex 3 p22 V Ex 1 p22 F Ex 2 p22 L Ex 4 & 5 p23 F Ex 8 p23 L The briefing meeting	p24 V Business phrasal verbs p24 G Ex 1	p20 S E 1 p20 V Ex 2 p20 V Sorry? Ex 1 p21 L Ex 2 p21 F Ex 3 p22 F Ex 2 p22 L Ex 4 p23 F Ex 8	p24 V Business phrasal verbs	
	p26 S Ex 2 p26 L Ex 4 p27 V Ex 5 p27 L Ex 6 p27 L Ex 7 p27 F Ex 8 p27 F Ex 9		p26 S Ex 2 p27 V Ex 5 p27 L Ex 6 p27 F Ex 8 p27 F Ex 9		
Unit 3	p28 V Ex 3 p29 L Ex 4 📺 A1 p29 S Ex 5 p29 L Ex 7 📺 A2 p29 F Ex 8		p28 V Ex 3 p29 L Ex 4 📺 A1 p29 L Ex 7 📺 A2 p29 F Ex 8		
Unit 4: People skills					
Management scenario A					

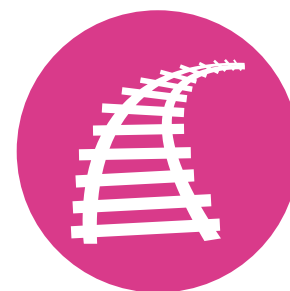
Classic track (40–60 hours)		Express track (30–50 hours)		
				
	Classroom	Self-study	Classroom	Self-study
Unit 5	p30 S Ex 1 p30 S Ex 3 p31 L Ex 1 p31 L Ex 2 p31 F The nightmare journey p32 S Ex 1 p33 L Ex 2 p34 L Ex 1 p34 RP Ex 3	p35 V Business trips p36 V/PB	p30 S Ex 1 p30 S Ex 3 p31 L Ex 1 p31 F The nightmare journey p34 L Ex 1 p34 RP Ex 3	p35 V Business trips
Unit 6	p37 S Ex 1 p38 V Asking politely Ex 1 p38 G/S Asking politely Ex 2 p38 S Asking politely Ex 3 p39 L Ex 1 p39 L Ex 2 p39 L/V Ex 3 p40 L/V Ex 4 p40 RP Ex 5 p40 RP Ex 6	p41 V Office life p42 V/PB	p37 S Ex 1 p38 V Asking politely Ex 1 p38 G/S Asking politely Ex 2 p38 S Asking politely Ex 3 p39 L Ex 1 p39 L Ex 2 p40 RP Ex 5	p42 V/PB
Unit 7	p43 R/S Ex 1 Have students explain their answers p43 R/S Ex 2 p43 L The art of decision-making Ex 2 p43 S The art of decision-making Ex 3 p45 V Ex 1 p45 L Ex 2 p45 V Ex 3 p46 R Ex 2 p46 F Ex 3	p48 V Money markets Ex 1 p48 V Money markets Ex 2 p49 V/PB	p43 L The art of decision-making Ex 2 p43 S The art of decision-making Ex 3 p45 V Ex 1 p45 L Ex 2	p49 V/PB
Unit 8: People skills	p50 R/S Ex 5 p50 L Ex 6 p51 RP Ex 8		p50 R/S Ex 5 p50 L Ex 6 p51 RP Ex 8	
Management scenario B	p52 S/R Ex 1 p52 L Ex 2  B1 part 1 p53 L Ex 3  B1 part 2 p53 L Ex 6  B2 p53 L Ex 8  B3 p53 RP Ex 9		p52 S/R Ex 1 p52 L Ex 2  B1 part 1 p53 L Ex 3  B1 part 2 p53 L Ex 6  B2 p53 L Ex 8  B3 p53 RP Ex 9	
Unit 9	p54 S Ex 1 p54 S Ex 2 p54 R/S Getting down to business Ex 1 p55 L Ex 2 p55 L Ex 3 p55 S Ex 4 p55 G/L Ex 5 p56 V Ex 1 p56 S Ex 2 p57 RP At a conference dinner p59 V S/PB Have students complete the questions and practise answering them	p58 V/W Ex 1 p58 V/W Ex 2	P54 S Ex 2 p54 R/S Getting down to business Ex 1 p55 L Ex 2 p55 G L Ex 5 p56 V Ex 1 p56 S Ex 2	p59 V/PB

Classic track (40–60 hours)			Express track (30–50 hours)	
Classroom		Self-study	Classroom	Self-study
Unit 10	p60 S “Do you take time to proofread your emails?” Have students discuss	p65 V Ex 1 p65 V Ex 2	p60 S Ex 1 p60 V Ex 2 p60 V Ex 3 p60 L Ex 4 p60 S Ex 5 p64 L Ex 1 p64 L Ex 2	p65 V Ex 2
	p60 S Ex 1 p60 V Ex 2 p60 V Ex 3 p60 L Ex 4 p60 S Ex 5 p64 L Ex 1 p64 L Ex 2			
Unit 11	p67 S/V Ex 1 p68 L Ex 2 p68 S Ex 3 p68 L/R/G Ex 4 p69 S A team presentation Ex 1 p69 V A team presentation Ex 1 & 2 p69 V A team presentation Ex 3 p69 V Structuring a presentation Ex 1 p69 V Structuring a presentation Ex 2 p70 L A technical problem Ex 1 p71 F Giving a short presentation	p72 V Ex 1 p73 V/PB	p67 S “How often do you give presentations?” Have students discuss p68 L/R/G Ex 4 p69 S A team presentation Ex 1 p69 V A team presentation Ex 1 2 p69 V A team presentation Ex 3 p69 V Structuring a presentation Ex 1 p69 V Structuring a presentation Ex 2 p71 F Giving a short presentation	p73 V/PB
Unit 12: People skills	p74 R/S Ex 4 p75 L Ex 5 p75 L Ex 7 p75 F Ex 9		p75 L Ex 7 p75 F Ex 9	
Management scenario C	p76 R/S Ex 1 p76 L Ex 2  C1 p77 L Ex 6  C2 p77 F Ex 8		p76 R/S Ex 1 p76 L Ex 2  C1 p77 L Ex 6  C2 p77 F Ex 8	
Unit 13	p78 V/S Ex 1 p78 L Ex 2 p79 R/S Ex 5 p79 V Ex 6 p80 RP Ex 1 p80 RP Ex 2 p81 and 82 R/V/S Ex 1 and 2	p83 V Ex 1 p83 V Ex 2 p84 V/PB	p78 L Ex 2 p79 R/S Ex 5 p80 RP Ex 1 p80 RP Ex 2	p83 V Ex 2 p84 V/PB
Unit 14				
Unit 15	p91 V/S Ex 1 p91 S Ex 2 p91 R/S Ex 3 p91 L Ex 4 p91 S Ex 5 p91 L S Ex 6 p93 V Ex 1 p94 R/S Creativity Ex 1 p94 S Creativity Ex 2 p95 F Ex 1 p95 L/S Ex 2	p96 V Ex 1 p96 V Ex 2 p97 V/PB	p91 V/S Ex 1 p91 R/S Ex 3 p91 L Ex 4 p91 S Ex 5 p91 L S Ex 6 p93 V Ex 1 p95 F Ex 1 p95 L/S Ex 2	p97 V/PB

	Classic track (40–60 hours)		Express track (30–50 hours)	
	Classroom	Self-study	Classroom	Self-study
Unit 16: People skills	p98 R/S Ex 5 p99 L Ex 6 p99 L Ex 7 p99 F Ex 8		p99 L Ex 6 p99 F Ex 8	
Management scenario D	p100 R/S Ex 1 p101 L Ex 3 D1 p101 L Ex 6 D2 p101 RP Ex 7		p101 L Ex 3 D1 p101 L Ex 6 D2 p101 RP Ex 7	
Unit 17	p102 S Ex 1 p103 S Ex 3 p103 S Ex 4 p103 V Ex 1 p103 L Ex 2 p104 S Ex 1 Have students discuss p104 L Sticky situations p105 RP The business lunch	p106 V Ex 1 p106 V Ex 3 p106 V Ex 4 p107 V/PB	p102 S Ex 1 p103 S Ex 3 p103 S Ex 4 p104 L Sticky situations p105 RP The business lunch	p107 V/PB
Unit 18	p108 S Ex 2 p108 R/S Ex 3 p108 S/V Ex 5 p109 L Ex 1 p109 L/V Ex 2 p110 S Ex 4 p112 F Voicemail messages Ex 1	p113 V Managing a project p114 V/PB	p108 S Ex 2 p108 R/S Ex 3 p108 S/V Ex 5 p109 L Ex 1 p109 L/V Ex 2	p113 V Managing a project p114 V/PB
Unit 19	p115 R/S Ex 1 p116 S Ex 2 p116 L Ex 4 p117 R/S Ex 1 p118 L Ex 1 p118 S Ex 2 p118 L Ex 3 p118 S Ex 4 p118 V Ex 5 p119 S Ex 3 p119 L/RP Ex 4	p120 V Ex 1 p120 V Ex 2 p121 V/PB	p115 R/S Ex 1 p116 L Ex 4 p118 L Ex 1 p118 S Ex 2 p118 L Ex 3 p118 S Ex 4 p119 S Ex 3 p119 L/RP Ex 4	p121 V/PB
Unit 20: People skills	p122 R/S Ex 3 p122 S Ex 4 p123 L Ex 7 p123 RP Ex 9		p123 L Ex 7 p123 RP Ex 9	
Management scenario E	p124 R/S Ex 1 p124 L Ex 3 E1 p125 L Ex 6 E2 p125 RP Ex 7		p124 R/S Ex 1 p124 L Ex 3 E1 p125 L Ex 6 E2 p125 RP Ex 7	

Intermediate fast-track map



3 The language input track




Key:

V = vocabulary **R** = reading **L** = listening **W** = writing
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RP = roleplay **PRON** = pronunciation = video

	Classic track (40–60 hours)		Express track (30–50 hours)	
	Classroom	Self-study	Classroom	Self-study
Unit 1	p6 W Ex 1 p6 W Ex 2 p6 R/W Ex 3 p7 G Who's who? Ex 1 p7 W Who's who? Ex 2 p11 G Ex 1 p11 G Ex 2 p12 G Ex 3	p11 V Conferences p12 G Ex 4 p12 W/V/PB	p6 R/W Ex 3 p7 G Who's who? Ex 1 p7 W Who's who? Ex 2 p11 G Ex 1 p11 G Ex 2 p12 G Ex 3	p11 V Conferences p12 G Ex 4
Unit 2	p14 V Ex 6 p14 W Ex 7 p15 W Ex 4 p18 G Ex 1 p18 G Ex 2	p19 G Ex 3 p19 G Ex 4 p19 G Ex 5 p19 G Ex 6	p14 V Ex 6 p14 W Ex 7 p15 W Ex 4 p18 G Ex 1 p18 G Ex 2	p19 G Ex 3 p19 G Ex 4 p19 G Ex 6
Unit 3	p20 V Ex 2 p20 V Ex 3 p20 V Ex 4 p20 V Sorry? Ex 1 p21 G Ex 5 p23 R Ex 7 p24 V Business phrasal verbs p25 R/G Ex 3	p24 G Ex 1 p25 G Ex 2	p21 G Ex 5 p23 R Ex 7 p24 V Business phrasal verbs p25 R/G Ex 3	p25 G Ex 2
Unit 4: People skills	p26 R Ex 3 p27 V Ex 5		p26 R Ex 3	
Management scenario A	p28 R Ex 1 p28 W Ex 2 p28 V Ex 3 p29 R Ex 6		p28 R Ex 1 p29 R Ex 6	
Unit 5	p30 W "Have you had any remarkable airplane journeys?" Have students write a description of the journey p30 W Ex 2 p31 R/V Travel tips Ex 1 p32 R/W Ex 3 Have students write their answers p35 V Business trips p36 W/PB	p35 G/W Ex 1 p36 G/W Ex 2	p30 W Ex 2 p31 R/V Travel tips Ex 1 p32 R/W Ex 3 Have students write their answers p35 V Business trips	p36 G/W Ex 2

Classic track (40–60 hours)		Express track (30–50 hours)		
Classroom		Self-study	Classroom	Self-study
Unit 6	p37 W “Do you prefer to make phone calls at work or send emails?” Have students write answers	p40 V Office life	p38 V Ex 3	p40 V Office life
	p37 R/W Ex 2	p42 G Ex 4	p38 V/G Asking politely Ex 1	
	p38 V Ex 3		p38 G/W Asking politely Ex 2	
	p38 V/G Asking politely Ex 1		p40 W Ex 4	
	p38 G/W Asking politely Ex 2		p41 G Ex 1 & 2	
	p40 W Ex 4		p42 G Ex 3	
Unit 7	p41 G Ex 1			
	p41 G Ex 2			
	p42 G Ex 3			
	p44 V Ex 1	p49 G Ex 2	p45 V Ex 1	p49 G/W Ex 3
	p44 V Ex 2	p49 G/W Ex 3	p45 V Ex 3	
	p45 V Ex 1		p45 W Ex 4	
	p45 V Ex 3		p46 R/V Ex 1	
	p45 W Ex 4		p46 R Ex 2	
	p46 R/V Ex 1		p48 V Ex 3	
	p46 R Ex 2		p48 V Ex 4	
	p48 V Ex 1		p48 G Ex 1	
	p48 V Ex 2			
	p48 V Ex 3			
p48 V Ex 4				
p48 G Ex 1				
Unit 8: People skills	p50 R/W Ex 5 Have students write a summary of the paragraph		p50 R/W Ex 5 Have students write a summary of the paragraph	
Management scenario B	p52 R Ex 1		p52 R Ex 1	
	p53 R/W Ex 5 Have students write a reaction to the text		p53 R/W Ex 5 Have students write a reaction to the text	
Unit 9	p56 V Ex 1	p58 G Ex 1	p56 V Ex 1	p58 G Ex 1 p58 G Ex 2 p59 G Ex 4
	p56 W Ex 2 Have students write about experiences	p58 G Ex 2	p56 W Ex 2 Have students write about experiences	
	p56 V Ex 3	p59 G Ex 3	p56 V Ex 3	
	p58 V/W Ex 1	p59 G Ex 4	p58 V/W Ex 1	
	p58 V/W Ex 2		p58 V/W Ex 2	
Unit 10	p59 V/W/PB			
	p60 W Ex 5	p65 V Ex 1	p61 R Ex 1	p65 V Ex 2 p66 G Ex 1 p66 G Ex 4
	p61 R Ex 1	p65 V Ex 2	p61 W Ex 3	
	p61 W Ex 3	p66 G Ex 1	p61 W Ex 4	
	p61 W Ex 4	p66 G Ex 2	p62 W Ex 5	
	p62 W Ex 5	p66 G Ex 4	p63 W Ex 6	
	p63 W Ex 6		p63 W Ex 7	
	p63 W Ex 7		p64 W You’ve got mail	
	p63 W Ex 8		p66 V/W/PB	
p64 W You’ve got mail				
p66 V/W/PB				

Classic track (40–60 hours)			Express track (30–50 hours)		
Classroom		Self-study	Classroom		Self-study
Unit 11	<p>p67 W “How often do you give presentations ...?” Have students write about a presentation</p>	<p>p72 G Ex 2 p73 G Ex 4</p>	<p>p69 V Structuring a presentation Ex 1 p69 V Structuring a presentation Ex 2 p70 V Using visuals Ex 1 p70 V Using visuals Ex 2 p72 G Ex 1 p73 G Ex 3 p73 V/PB</p>	<p>p73 G Ex 4</p>	
	<p>p69 V Structuring a presentation Ex 1 p69 V Structuring a presentation Ex 2 p70 V Using visuals Ex 1 p70 V Using visuals Ex 2 p72 G Ex 1 p73 G Ex 3 p73 V/PB</p>				
Unit 12: People skills	<p>p74 V Ex 3 p74 R Ex 4</p>		<p>p74 R Ex 4</p>		
Management scenario C	<p>p76 R Ex 1 p77 R/V Ex 4 p77 W Ex 5</p>		<p>p77 R/V Ex 4 p77 W Ex 5</p>		
Unit 13	<p>p78 V Ex 1 p79 V Ex 5 p79 V/G Ex 6 p81 R/V Ex 1 p83 V Ex 1 p84 G Ex 2</p>	<p>p83 V Ex 2 p84 G Ex 2</p>	<p>p78 L Ex 2 P79 R/S Ex 5 p80 RP Ex 1 p80 RP Ex 2 p83 V Ex 2</p>	<p>p84 G Ex 1 p84 G Ex 2</p>	
Unit 14	<p>p85 W “Do you still consider writing letters a good method of communication?” Have students write an answer</p> <p>p85 V Ex 2 p86 G Ex 1 p86 R/W In a rush Ex 1 p87 W Ex 1 p87 W Ex 2 p88 W Crossed in the post p90 W/PB</p>	<p>p89 V/G/W Ex 1 p89 V Ex 2 p89 G Grammar</p>	<p>p85 V Ex 2 p86 G Ex 1 p86 R/W In a rush Ex 1 p87 W Ex 1 p87 W Ex 2 p90 W/PB</p>	<p>p89 V Ex 1 p89 G Grammar</p>	
Unit 15	<p>p91 V Ex 1 p92 V/W Ex 1 p93 G Ex 5 p93 V Ex 1 p93 V Ex 2 p94 R Creativity Ex 1</p> <p>p94 W Creativity Ex 2 Have students write the summaries</p> <p>p97 G Ex 1 p97 G Ex 2</p>	<p>p96 V Ex 1 p96 V Ex 3 p96 V Ex 4 p96 V Ex 5 p97 V/PB</p>	<p>p92 V/W Ex 1 p93 G Ex 5 p93 V Ex 1 & 2</p> <p>p94 W Ex 2 Have students write the summaries</p> <p>p97 G Ex 1 & 2</p>	<p>p96 V Ex 3 p96 V Ex 4 p97 V/PB</p>	
Unit 16: People skills	<p>p98 R Ex 5</p>		<p>p98 R Ex 5</p>		

		Classic track (40–60 hours)		Express track (30–50 hours)	
		Classroom	Self-study	Classroom	Self-study
Management scenario D	p100 R Ex 1 p101 R Ex 4			p100 R Ex 1 p101 R Ex 4	
Unit 17	p102 W/V Ex 2 p103 W Ex 3 Have students write the answers p103 W Ex 4 Have students write the answers p104 R Ex 1 p104 G Ex 2 p106 V Ex 4 p106 W Ex 5 p106 G Ex 1	p106 V Ex 1 p106 V Ex 2 p106 V Ex 3 p107 G Ex 2	p102 W/V Ex 2 p103 W Ex 4 Have students write the answers p104 R Ex 1 p104 G Ex 2 p106 V Ex 4 p106 W Ex 5 p106 G Ex 1	p107 G Ex 2	
Unit 18	p110 R Ex 1 p111 W Ex 2 p111 V Ex 3 p112 F Ex 1 p113 V Managing a project p113 G Ex 1 p113 G Ex 2 p113 G Ex 3	p113 G Ex 4 p114 G Ex 5	p110 R Ex 1 p111 W Ex 2 p111 V Ex 3 p112 F Ex 1 p113 G Ex 1 p113 G Ex 2	p114 G Ex 5	
Unit 19	p115 V/W “What skills does a good negotiator need?” Have students write a list p115 R/W Ex 1 p117 R Ex 1 p117 W Ex 4 p118 V Ex 5 p119 R/V Ex 1 p119 R/V Ex 2 p121 V/PB	p120 V Ex 1 p120 V Ex 2 p120 V Ex 3 p120 G Language of diplomacy p121 V/PB	p115 V/W “What skills does a good negotiator need?” Have students write a list p117 R Ex 1 p117 W Ex 4 p119 R/V Ex 1 p119 R/V Ex 2	p120 V Ex 2 p120 V Ex 3 p120 G Language of diplomacy	
Unit 20: People skills	p122 V Ex 2 p122 R Ex 3		p122 V Ex 2 p122 R Ex 3		
Management scenario E	p124 R Ex 1 p124 W Ex 2 p125 R Ex 4		p124 R Ex 1 p124 W Ex 2 p125 R Ex 4		