

<b>Unit 1</b>	Unit refresher: introductions, careers; Listening comprehension: careers Grammar refresher: negation, questions Phrases refresher: prepositions	<b>5</b>	<b>Unit 10</b>	Unit refresher: enquiry / offer by phone, memo, e-mail; Listening comprehension: English in England Grammar refresher: this / these, that / those, each / every, which / what Phrases refresher: relevant vocabulary	<b>45</b>
<b>Unit 2</b>	Unit refresher: dealing with visitors; Listening comprehension: eating out Grammar refresher: future tenses Phrases refresher: typical mistakes	<b>10</b>	<b>Unit 11</b>	Unit refresher: e-mails, order form; Listening comprehension: ordering by phone Grammar refresher: relative pronouns Phrases refresher: useful vocabulary	<b>49</b>
<b>Unit 3</b>	Unit refresher: sectors of industry, products; Listening comprehension: companies Grammar refresher: perfect, simple past Phrases refresher: adjectives	<b>15</b>	<b>Unit 12</b>	Unit refresher: packaging, transport, shipping documents, e-mail; Listening comprehension: modes of transport Grammar refresher: word order Phrases refresher: tenses and voice	<b>53</b>
<b>Unit 4</b>	Unit refresher: equipment, departments; Listening comprehension: departments Grammar refresher: gerund, infinitive Phrases refresher: types of office	<b>20</b>	<b>Unit 13</b>	Unit refresher: invoice form, means of payment, reminder by e-mail; Listening comprehension: means of payment Grammar refresher: <i>wollen</i> and <i>dürfen</i> Phrases refresher: essential words, reminders	<b>57</b>
<b>Unit 5</b>	Unit refresher: telephoning, text- messaging; Listening comprehension: mobile phones Grammar refresher: passive voice Phrases refresher: verb constructions	<b>25</b>	<b>Unit 14</b>	Unit refresher: complaints / adjustment by e-mail; Listening comprehension: making a complaint Grammar refresher: "if" or "when"? Phrases refresher: adverbs / adjectives, prepositions	<b>61</b>
<b>Unit 6</b>	Unit refresher: business trips, meetings; Listening comprehension: arranging visits Grammar refresher: continuous / simple forms Phrases refresher: useful vocabulary	<b>29</b>	<b>Unit 15</b>	Unit refresher: e-mail, summary advertisement; Listening comprehension: business start-up Grammar refresher: indirect speech Phrases refresher: language of advertising	<b>65</b>
<b>Unit 7</b>	Unit refresher: computer terms, graphs; Listening comprehension: sales figures Grammar refresher: numbers Phrases refresher: presentations	<b>33</b>	<b>Unit 16</b>	Unit refresher: EU, job ad, job interview; Listening comprehension: job application Grammar refresher: commas, hyphens Phrases refresher: schools and exam systems	<b>69</b>
<b>Unit 8</b>	Unit refresher: business correspondence; Listening comprehension: e-mail, fax, letter Grammar refresher: currencies, singular and plural Phrases refresher: prepositions, closing sentences	<b>37</b>			
<b>Unit 9</b>	Unit refresher: enquiries (written and by phone), discounts; Listening comprehension: finding a supplier Grammar refresher: adjectives, adverbs Phrases refresher: introductions, requests	<b>41</b>			