

Module 1

Map of the book

Unit	Listening	Exam Part	Reading	Exam Part	Speaking	Exam Part	Writing	Exam Part
1 New faces	Ex 1 Ex 2 Page 6	Part 1 Part 2	Ex 1 Ex 2 Page 4	Part 1 Part 6	Ex 1 and 2 Page 5	Part 1	Ex 1 Page 7	Reading Part 7
2 Around the office	Ex 1 Ex 2 Page 10	Part 1 Part 4	Ex 1 Ex 3 Page 8	Part 2 Part 4	Ex 1 and 2 Page 11	Part 2	Ex 1 and 2 Page 9	Part 2
3 Products and services	Ex 1 Ex 2 Page 12	Part 1 Part 2	Ex 1 Ex 2 Page 14	Part 2 Part 6	Ex 2 Page 13	Part 2	Ex 1 and 2 Page 15	Part 2

Module 2

Map of the book

Unit	Listening	Exam Part	Reading	Exam Part	Speaking	Exam Part	Writing	Exam Part
4 Time zones	Ex 1 Ex 2 Page 18	Part 1 Part 4	Ex 1 Page 16	Part 3	Ex 1 and 2 Page 17	Part 1	Ex 1 and 2 Page 19	Part 2
5 On the phone	Ex 1 Ex 2 Page 21	Part 2 Part 4	Ex 1 Ex 2 Page 20	Part 2 Part 6	Ex 1 and 2 Page 23	Part 2	Ex 1 and 2 Page 22	Part 2
3 Placing an order	Ex 1 Ex 2 Page 25	Part 3 Part 4	Ex 1 Ex 2 Page 26	Part 3 Part 6	Ex 1 and 2 Page 27	Part 3	Ex 1 Page 24	Reading Part 7

Module 3

Map of the book

Unit	Listening	Exam Part	Reading	Exam Part	Speaking	Exam Part	Writing	Exam Part
7 Making a reservation	Ex 1 Ex 2 Page 28	Part 1 Part 2	Ex 1 Ex 2 Page 30	Part 4 Part 6	Ex 1 and 2 Page 31	Part 2	Ex 1 and 2 Page 29	Part 2
8 Getting around	Ex 1 Ex 2 Page 32	Part 3 Part 4	Ex 1 Ex 2 Page 35	Part 1 Part 5	Ex 1 and 2 Page 34	Part 2	Ex 1 and 2 Page 33	Part 2
9 About the company	Ex 1 Ex 2 Page 37	Part 2 Part 4	Ex 1 Ex 2 Page 36	Part 5 Part 6	Ex 1 and 2 Page 39	Part 2	Ex 1 and 2 Page 38	Part 2

Module 4

Map of the book

Unit	Listening	Exam Part	Reading	Exam Part	Speaking	Exam Part	Writing	Exam Part
10 Routines	Ex 1 Page 41	Part 3	Ex 1 Ex 2 Page 43	Part 3 Part 4	Ex 1 and 2 Page 40	Part 1	Ex 1 and 2 Page 42	Part 2
11 Small talk	Ex 1 Ex 2 Page 44	Part 1 Part 4	Ex 1 Ex 2 Page 46	Part 2 Part 5	Ex 1 and 2 Page 145	Part 1	Ex 1 and 2 Page 47	Part 2
12 Getting personal	Ex 1 Ex 2 Page 48	Part 3 Part 3	Ex 1 Ex 2 Page 49	Part 4 Part 5	Ex 1 and 2 Page 50	Part 2	Ex 1 and 2 Page 51	Part 2

Module 5

Map of the book

Unit	Listening	Exam Part	Reading	Exam Part	Speaking	Exam Part	Writing	Exam Part
13 Entertaining	Ex 1 Ex 2 Page 52	Part 1 Part 4	Ex 1 Ex 2 Page 54	Part 2 Part 6	Ex 1 and 2 Page 53	Part 3	Ex 1 and 2 Page 55	Part 2
14 Getting help	Ex 1 Ex 2 Page 59	Part 1 Part 3	Ex 1 Page 58	Part 5	Ex 1 and 2 Page 57	Part 3	Ex 1 and 2 Page 56	Reading part 7
15 Working together	Ex 1 Ex 2 Page 60	Part 1 Part 3	Ex 1 Ex 2 Page 61	Part 2 Part 6	Ex 1 and 2 Page 62	Part 3	Ex 1 and 2 Page 63	Part 2