

Other features

In addition to the eight main units, the Student's Book contains the following:

Reviews

These units can be used in three ways: to consolidate your work on the units, to catch up quickly if you have missed a lesson, and to revise before tests or exams.

Additional material

This section contains all the extra materials you need to do pair or group work activities.

Grammar and practice

This section gives a very useful summary of rules with clear examples, but also provides further practice of the essential grammar points in this level of the course.

Recordings

Full scripts of all the audio recordings are given, allowing you to study the audio dialogues in detail. However, try not to rely on reading them to understand the listenings – very often, you don't need to understand every word, just the main ideas.

Wordlist

In the modules, words which you may not know are in grey; you will find definitions in the wordlist, often with examples. Words in red are high-frequency items, which you should try to learn and use. The others, in black, are words you just need to understand.

The DVD-ROM

The DVD-ROM is designed to help you continue improving your English on your own, away from the classroom. It includes an interactive workbook which, like the Review units in the Student's Book, can be used in three ways: to improve your listening, grammar, vocabulary and pronunciation; to catch up on lessons you have missed; to revise for tests and exams.

Interactive workbook

This includes everything you would normally find in a workbook, and more; activities for vocabulary, grammar, pronunciation, writing and listening practice.

Video

Each unit includes an episode of a mini-drama illustrating the communication and people skills practised in each unit, with exercises to practise the functional language used in the video.

Business dilemmas

There are four problem-solving games to allow you to review and practise functional language from the Student's Book. Try doing these with a partner to practise discussing problems and solutions.

Tests

Four tests, one for every two units, allow you to check your progress through the DVD-ROM. If you do well on a test, you get 'promoted'; if you do well on all four tests, you become CEO!

Business documents

There is a model document for each unit, including letters, invoices, CVs, etc. Each document includes annotations explaining the structure and key phrases, and a follow-up activity tests understanding of this.

Grammar reference

You can refer to this section any time for helpful grammar rules and examples.

Class audio

This section of the DVD-ROM contains all the audio recordings from the Student's Book, together with scrollable scripts.

Downloadables

The DVD-ROM includes a set of downloadable files for use outside the DVD-ROM or away from your computer. There is a downloadable and printable PDF of the answers to the Student's Book exercises; a Word file containing the text of each Business document; and MP3 files of all the Student's Book audio that you can transfer to your MP3 player or iPod for listening on the move.

We sincerely hope you will enjoy working with *The Business*.
Good luck!

John Allison
Paul Emmerson

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The Wordlist is a module-by-module glossary of all the words in grey in this coursebook.