

№	Тема (Unit)	Основное содержание		Количество часов	Самостоятельная работа
		Языковой материал	Языковые навыки		
				Всего: 108 и по каждой теме	
1	Unit 1 Careers	p. 6 Reading: Ten ways to improve your career – <i>Business Wire</i> Vocabulary: Words that go with <i>career</i> Language work: Modals 1: ability, requests and offers	Discussion: Discuss ideas about careers Listening: Two people talk about ways to improve your career Speaking: Telephoning: making contact Discussion: Case Study: Fast-Track Inc.: Choose the best candidate for the job of sales manager Writing: e-mail	9	Practice File Unit 1 p 4 / p 54
2	Unit 2 Selling online	p. 14 Reading: Worry for retailers as web shopping clicks into place – <i>Financial Times</i> Vocabulary: Words and expressions for talking about buying and selling Language work: Modals 2: <i>must, need to, have to, should</i>	Discussion: Discuss shopping online Listening: An interview with the Head of E-commerce at Argos Speaking: Negotiating: reaching agreement Discussion: Case Study: Lifetime Holidays: Negotiate a joint venture	9	Practice File Unit 2 p 8 / p 56

			Writing: letter		
3	Unit 3 Companies	p. 22 Reading: The world`s most respected companies – <i>Financial Times</i> Language work: Present Simple and Present Continuous Vocabulary: Words for talking about companies p. 30 Revision unit A	Discussion: Discuss types of companies Listening: An interview with IKEA`s UK Deputy Country Manager Speaking: Presenting your company Discussion: Case Study: Valentino Chocolates: prepare an investment plan Writing: a proposal document	9	Practice File Unit 3 p 12 / p 58
4	Unit 4 Great ideas	p. 34 Reading: Three articles about great ideas Vocabulary: Verb and noun combinations Language work: Past Simple and Past Continuous	Discussion: Discuss ideas Listening: An interview with the Head of the Innovation Works Speaking: Successful meetings Discussion: Case Study: Fabtek: Choose the best ideas for three new products Writing: report	9	Practice File Unit 4 p 16 / p 60
5	Unit 5 Stress	p 42 Reading: A Career Change – The AGE Vocabulary: Words about stress on the workplace Language work: Past Simple	Discussion: Discuss causes of stress Listening: An interview with an authority on stress management Speaking: Participating in	9	Practice File Unit 5 p 20 / p 62

		and Present Perfect	discussions Discussion: Discuss gender related qualities / Discuss and rank stressful jobs Discussion: Case Study: Genova vending machines: Develop a plan to reduce stress Writing: report		
6	Unit 6 Entertaining	p 50 Reading: Corporate Entertaining - CNN Vocabulary: Words for talking about eating and drinking Language work: Multi-word verbs p 58 Revision Unit B	Discussion: discuss corporate entertaining Listening: An interview with two experts on corporate entertaining Speaking: Socializing: greetings and small talk Discussion: Case Study: Organizing a conference: Choose the best location Writing: e-mail	9	Practice File Unit 6 p 24 / p 64
7	Unit 7 Marketing	p 62 Reading: №5: The Film – Financial Times Language work: Word partnerships Language work: Questions	Discussion: discuss ideas about marketing Listening: An interview with a marketing consultant Speaking: Telephoning: Exchanging information Discussion: Case Study: Kristal	9	Practice File Unit 7 p 28 / p 66

			Water: Relaunch a product Writing: sales leaflet		
8	Unit 8 Planning	p 70 Reading: Investing in Nizhny Novgorod – Financial Times Vocabulary: Words for talking about planning Language work: Talking about future plans (plan, hope, expect, would like, want; going to; present continuous)	Discussion: Discuss planning Listening: An interview with a leading business adviser Speaking: Meetings: Interrupting and clarifying Discussion: Case Study: The voice of business: Plan a radio programme Writing: letter	9	Practice File Unit 8 p 32 / p 68
9	Unit 9 Managing people	p 78 Vocabulary: Verbs and prepositions Reading: Young Managers – Financial Time Language work: Reported speech	Discussion: Discuss qualities and skills of a good manager Listening: An interview with an professor of organisational behaviour Speaking: socializing and entertaining Discussion: Case Study: The way we do things: Improve ways of working together Writing: report	9	Practice File Unit 9 p 36 / p 70
10	Unit 10 Conflict	p.84 Vocabulary: Word building Reading: Conflict management -Guardian	Discussion: Quiz on managing conflict Listening: An interview with a management consultant	9	Practice File Unit 10 p 40 / p 72

		Language work: Conditionals	Speaking: Negotiating: dealing with conflict Discussion: Case study: European Campers: Negotiate a solution to a problem with an employee Writing: letter		
11	Unit 11 New business	p.98 Vocabulary: economic terms Reading: The human touch - Financial Times Language work: Time clauses	Discussion: Discuss conditions for starting new businesses and public- and private- sector companies Listening: An interview with a consultant to a new business Speaking: Dealing with numbers Discussion: Case study Marcia Lee Jeans: choose a location for a new factory Writing: letter	9	Practice File Unit 11 p 44 / p 74
12	Unit 12 Products	p.106 Vocabulary: Adjectives for products Reading: Fruits of the rainforest – Financial Times Language work: Passives	Discussion: Discuss your favorite products Listening: Five people talk about the best thing they have ever bought Speaking: Presenting a product Discussion: Case study Minerva A.G.: Choose innovative products for a store	9	Practice File Unit 12 p 48 / p 76

			Writing: report		
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