Starting Describing **Speaking** Choosing a informally location vour company 14 anew 6 22 First day in What companies do Socializing at work The best location 14 22 a new job 6 Small talk Company facts 23 Getting there and figures Greetings and 15 Language Focus: introductions 7 talking about Language Focus: Informal asking for and options conversations 24 giving information 15 Describing Language Focus: responsibilities 8 using adjectives and Comparison of workplaces Language Focus: Working conditions adverbs to keep a 16 talking about yourself conversation going 24 What people do 17 Language Focus: and your work 8 making comparisons Keeping a Getting to know conversation going 25 Preparing a Talking about new colleagues 9 Language Focus: company tour vour work 18 open and closed Language Focus: Language Focus: questions 25 Comparing explaining where talking about regular, workplace routines 10 places are present and future Global English activities Work-related 18 understanding conversations 26 Global English -A company tour accents 11 adapting your Global English -Global English language 19 turn-taking 27 communicating Over to you clearly planning Over to you -Over to you an orientation social events presenting your Over to you programme 12 company at work 28 planning a tour **Progress check** Film 1 🖺 13 **Progress check** Film 2 首 29 Presenting your Giving a company company: Malheur 20 tour: Metallbau **Progress check** Windeck 21



Progress check

30

30

31

31

32

33

33

34

35

36

37

05		06		07		80	
Communicatir professionally	_	Working as a team	46	Keeping in touch	54	Preparing for a trade fair	62
Communication tools Choosing how to	38	My view of the world Being on time	46 47		54	Trade fair basics Choosing a stand	62 63
communicate Language Focus: when and how we do things	39 39	Language Focus: what I (would) do if	47	expections Language Focus: talking about rules, laws and standards	55 55	Language Focus: giving your opinion Pre-event	63
Email or phone?	40	Making and changing appointments Language Focus: talking about arrangements	48	First contact Looking after customers Complaints	56 57 58	arrangements Practicalities Exhibiting internationally Language Focus:	64 65 66
Reasons for phoning Language Focus: specific situations and general rules	41						
Effective emails Global English –	42	Types of meetings Running meetings	49 50	Language Focus: talking about feelings and opinions	58	being more specific Global English – communicating with non-native speakers	66 67
over to you – the paperless office Progress check	43	Global English — (in)direct language Film 3 In my experience	51	Global English — communicating with native speakers Over to you — company contacts Progress check	59 60 61	Over to you — planning a trade fair visit Film 4 篇 Preparing for a trade fair: Messe Basel Progress check	68 69
	44 45	Over to you – building a successful team Progress check	52 53				
Appendix							
Files	70	Transcripts	80	Video exercises	95	Answer key – progress check	107