

Contents

MODULE 1 Living side by side

1

- Talking about one's own culture
- Talking about similarities and differences of cultures
- Talking about culture shock
- Talking about getting involved in a community
- Preparing a short speech
- Delivering a speech

MODULE 2 My job makes me happy

16

- Talking about work in a practice firm
- Talking about a company's departments
- Talking about responsibilities
- Making formal telephone calls
- Talking about a positive work attitude
- Talking about job satisfaction
- Describing and interpreting charts
- Giving a presentation
- Revising inquiries and offers

MODULE 3 Starting your own business

30

- Talking about young entrepreneurs
- Talking about forms of business ownership
- Talking about companies
- Talking about websites
- Writing a corporate blog
- Presenting a company
- Presenting facts and figures

MODULE 4 The world at your fingertips

44

- Talking about teen online media habits
- Talking about classrooms in the digital age
- Talking about students' media preferences
- Talking about payment and delivery terms
- Designing a questionnaire
- Discussing the results of a survey
- Writing a blog entry

MODULE 5 Touring around the world

57

- Talking about World Heritage Sites
- Talking about jobs in the tourism industry
- Talking about the economic importance of tourism
- Making formal telephone calls
- Talking about tourism in LEDCs (less economically developed countries) and eco-tourism
- Giving a presentation
- Giving your opinion
- Placing orders

SKILLS CHECK 1

71

MODULE 6 Living in a united Europe

72

- Talking about politics
- Talking about the Austrian government
- Talking about the European Union
- Stating one's point of view
- Preparing a short statement
- Writing a letter to the editor
- Writing a school profile

MODULE 7 Fast, faster and fastest

84

- Talking about means of transport
- Talking about logistics
- Talking about packaging
- Talking about young people and driving
- Writing an inquiry
- Writing a letter to the editor
- Completing a form

MODULE 8 Act now! Go green!

97

- Talking about personal attitudes towards the environment and sustainability
- Listening to award-winning green ideas of students
- Listening to opinion poll findings
- Preparing a project plan description
- Taking part in a panel discussion
- Acknowledging orders
- Replying to an order acknowledgement

MODULE 9 Sell the dream 112

- Talking about advertisements
- Talking about advertising channels
- Talking about advertising language and its effects
- Describing, comparing and analysing ads
- Writing a sales letter
- Interpreting graphs
- Creating a flyer

MODULE 10 The business traveller 125

- Talking about business travel
- Talking about business etiquette
- Talking about accommodation
- Planning and organising a business trip
- Taking and making a booking
- Changing a reservation
- Drafting an itinerary

SKILLS CHECK 2 138

LISTENING TRANSCRIPTS 139

REFERENCES 152