

**UNIT A – Company organisation**

Lesson	Grammar and functions	Vocabulary	Skills and sounds
<b>1. Talking about company structure</b>	Present simple	Company structure	<b>Reading:</b> reading for main ideas; reading for specific information <b>Listening:</b> listening for main ideas; listening for specific information <b>Sounds:</b> dates, times and telephone numbers
<b>2. Finding your way around the office</b>	Giving advice Making deduction Modal auxiliary verbs	Office equipment	<b>Reading:</b> reading for main ideas <b>Listening:</b> listening for specific information <b>Writing:</b> giving directions in a building <b>Speaking:</b> talking about office regulations <b>Sounds:</b> sentence stress
<b>3. Describing procedures</b>	Giving, refusing and accepting advice Giving reasons Expressing purpose Gerunds and infinitives	Words connected with office procedures Special marking on letters Private enterprise	<b>Reading:</b> reading for main ideas; understanding text organisation <b>Listening:</b> listening for specific information <b>Speaking:</b> discussing the procedure for purchasing components <b>Writing :</b> writing a telephone enquiry; enquiry a memo
<b>Video A Smart structures</b>		Intelligent building	<b>Speaking:</b> talking about fire instructions <b>Reading:</b> reading for main ideas <b>Listening:</b> listening for main ideas; listening for specific information <b>Writing:</b> describing an intelligent building

**UNIT B - Job descriptions**

<b>4. Talking about jobs</b>	Present perfect	Jobs and companies Professional skills & personal qualities Dealing with difficult vocabulary	<b>Listening:</b> listening for main ideas <b>Speaking:</b> talking about jobs
<b>5. Writing a Job description</b>	Conditionals Present Continuous	Words connected with a job description	<b>Reading:</b> reading for main ideas <b>Writing:</b> writing about an ideal job
<b>6. Dealing with Job applications</b>	Present Perfect Continuous Describing necessary skills and abilities, and personal qualities Asking for people's opinions; agreeing with people's opinions; giving opinions; disagreeing with people's opinions Writing a letter of application for a job	Words connected with job applications	<b>Listening:</b> listening for specific information; listening for main ideas <b>Reading:</b> reading for main ideas <b>Speaking:</b> choosing a candidate for a job <b>Writing:</b> writing a job application
<b>7. Assessing job candidates and employees</b>	Praising and reprimanding	Skills and job performance Staffing methods	<b>Listening:</b> listening for specific information <b>Reading:</b> reading for main ideas
<b>Video B Pioneers</b>		Words used to talk about pioneers	<b>Reading:</b> reading for main ideas; reading for specific information <b>Listening:</b> listening for main ideas; listening for specific information <b>Writing:</b> describing a pioneer
<b>Test A &amp; B</b>			

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## Reflex'English

### Business

#### UNIT C – Manufacturing

<b>8. Describing manufacturing process</b>	Relative clauses Compound verbs	Manufacturing process Machines	<b>Reading:</b> reading for specific information
<b>9. Describing systems and machines</b>	Describing shape Describing position Describing function	Describing shape describing the plumbing and lightening system	<b>Listening:</b> listening for specific information; listening for main ideas <b>Writing:</b> describing the plumbing and lightening system of a factory <b>Speaking:</b> describing machines and devices
<b>10. Visiting a factory</b>	Expressing obligation, permission, prohibition	Factory	<b>Listening:</b> listening for specific information <b>Reading:</b> reading for main ideas; reading for text organisation <b>Writing:</b> writing a presentation of a process
<b>Video C High quality product</b>		Tiles manufacturing	<b>Speaking:</b> talking about a company's reputation <b>Reading:</b> reading for specific information; reading for main ideas <b>Listening:</b> listening for specific information; listening for main ideas <b>Writing:</b> describing a manufacturing process

#### UNIT D - Finance & accounting

Lesson	Grammar and functions	Vocabulary	Skills and sounds
<b>11. Talking about money</b>	Past simple Talking about cause and effect Giving additional information Expressing contrasting information	Stock Market Report	<b>Writing:</b> writing down calculations <b>Listening:</b> listening for specific information <b>Reading:</b> reading for specific information <b>Sounds:</b> Exchange rates
<b>12. Describing company performance</b>	Numbers Past simple	Words used to describe company performance	<b>Listening:</b> listening for specific information; listening for main ideas <b>Reading:</b> understanding text organisation
<b>13. Analysing &amp; predicting financial performance</b>	Talking about plans and intentions Making predictions about the future	Balance sheet Trading performance	<b>Listening:</b> listening for main ideas; listening for specific information <b>Speaking:</b> talking about a company's future prospects
<b>14. In search for sound investments</b>	Prepositional usage for investment verbs	Investment analysis methods	<b>Listening:</b> listening for specific information <b>Reading:</b> reading for main ideas
<b>Video D The City</b>		Words used when talking about the City	<b>Reading:</b> reading for main ideas; reading for specific information; understanding text organisation <b>Speaking:</b> running business in the City of London <b>Listening:</b> listening for specific information; listening for main ideas <b>Writing:</b> describing the City of London
<b>Test C &amp; D</b>			

**UNIT E - Marketing new products**

<b>15. Suggesting new product ideas</b>	Reported speech	Parts of speech New product ideas	<b>Reading:</b> reading for main ideas <b>Listening:</b> listening for main ideas; listening for specific information <b>Writing:</b> writing about new product ideas
<b>16. Researching the market</b>	Talking about degrees of probability Modal verbs	Fixed and variable costs	<b>Reading:</b> reading for main ideas; reading for specific information <b>Listening:</b> listening for specific information <b>Speaking:</b> talking about the customer survey; interviewing a customer
<b>17. Branding and pricing decisions</b>	Interrupting politely	Branding and pricing	<b>Listening:</b> listening for specific information ideas <b>Reading:</b> reading for main ideas
<b>18. Discussing reports</b>	Beginning and concluding a report Reporting what has been said Reported speech Chairing a meeting	New product report	<b>Writing:</b> writing a report <b>Listening:</b> listening for specific information <b>Speaking:</b> chairing a meeting
<b>Video E Good design</b>		Garden tool's design	<b>Speaking:</b> talking about design <b>Listening:</b> listening for specific information; listening for main ideas <b>Reading:</b> understanding text organisation; reading for main ideas <b>Writing:</b> writing about a good design of a product

**UNIT F - Advertising & sales promotion**

<b>19. Discussing advertising media</b>	Giving additional information Simplifying and rephrasing Giving examples	Computer Words connected with advertising Parts of speech Job categories	<b>Listening:</b> listening for specific information; listening for main ideas <b>Speaking:</b> my favourite type of advertising
<b>Lesson</b>	<b>Grammar and functions</b>	<b>Vocabulary</b>	<b>Skills and sounds</b>
<b>20. Preparing a product description</b>	Articles	Computer	<b>Reading:</b> reading for main ideas <b>Listening:</b> listening for specific information; listening for main ideas <b>Writing:</b> writing a product description <b>Speaking:</b> talking about a product description
<b>21. Discussing the promotional mix</b>	Writing a business letter Announcing new information Referring to previous information Requesting a reply Concluding a letter	Sales promotion	<b>Reading:</b> understanding text organisation; reading for main ideas <b>Writing:</b> writing a business letter
<b>Video F Going global</b>		Advertising Guinness	<b>Speaking:</b> talking about an advertising campaign; talking about a new marketing concept <b>Listening:</b> listening for main ideas; listening for specific information <b>Reading:</b> reading for main ideas, reading for specific information; understanding text organisation
<b>Test E &amp; F</b>			

## UNIT I - Insurance & payments in foreign trade

Lesson	Grammar and functions	Vocabulary	Skills and sounds
<b>29. Arranging cargo insurance</b>	Giving instructions Talking about future arrangements	Cargo insurance	<b>Reading:</b> inferring; reading for specific information; reading for main ideas; understanding text organisation <b>Writing:</b> writing the quotation of premium <b>Listening:</b> listening for main ideas
<b>30. Making insurance claims</b>	Participle constructions	Insurance claims	<b>Listening:</b> listening for main ideas; listening for specific information <b>Reading:</b> understanding text organisation <b>Writing:</b> writing a letter to insurers
<b>31. Describing methods of payment</b>	Participle constructions	Prepositions Methods of payment	<b>Reading:</b> reading for main ideas; reading for specific information <b>Writing:</b> writing a letter of reply
<b>Video I In safe hands</b>		Insurance claims	<b>Listening:</b> listening for specific information; listening for main ideas <b>Reading:</b> understanding text organisation <b>Writing:</b> writing a brief summary

## UNIT J - Foreign travel

<b>32. Talking about foreign representation</b>	Expressing obligation, permission, prohibition Asking for appointment Accepting, refusing, suggesting an alternative date/time	Sales representation	<b>Listening:</b> listening for specific information <b>Speaking:</b> talking about sales people responsibilities and duties <b>Reading:</b> reading for main ideas <b>Writing:</b> writing a business letter
<b>33. Making travel arrangements</b>	Modal verbs Expressing obligation, absence of obligation, permission Giving advice	Travelling abroad	<b>Listening:</b> listening for specific information <b>Reading:</b> reading for main ideas; reading for specific information <b>Speaking:</b> giving advice to Visitors
<b>34. Changing arrangements and agreements</b>	Blaming and accusing Apologising; Making excuses; Denying responsibility Making suggestions Criticising Past continuous Past perfect	Legal document	<b>Listening:</b> listening for specific information <b>Writing:</b> writing a dialogue <b>Reading:</b> reading for specific information <b>Speaking:</b> talking about agency agreement
<b>35. Understanding foreign cultures</b>	Giving tips and advice	Customs and gestures Cultural values Links between international companies	<b>Listening:</b> listening for specific information <b>Reading:</b> reading for main ideas
<b>Video J Technology and travel</b>		Passenger train service	<b>Writing:</b> describing a rail journey; writing a brief summary <b>Listening:</b> listening for specific information; listening for main ideas <b>Reading:</b> reading for main ideas; understanding text organisation
<b>Test I &amp; J</b>			

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## Reflex'English

### Business

#### UNIT G - Negotiations & sales

<b>22. Dealing with sales enquiries</b>	Making, replying to an enquiry Making, rejecting an offer Concluding a letter Promising action	Sales enquiries	<b>Reading:</b> reading for main ideas; reading for specific information; understanding text organisation <b>Listening:</b> listening for specific information; listening for main ideas <b>Writing:</b> writing a business letter
<b>23. Dealing with sales orders</b>	Making, accepting and refusing a request	Methods of payment	<b>Listening:</b> listening for specific information <b>Speaking:</b> making, accepting and refusing a request <b>Reading:</b> understanding text organisation; reading for main ideas
<b>24. Negotiating a sale</b>	Reporting what has been said Reported speech	Words connected with sales terms	<b>Listening:</b> listening for specific information <b>Writing:</b> writing a report <b>Reading:</b> understanding text organisation
<b>25. Successful negotiations</b>	Reacting to and making suggestions Collocations for words describing negotiations	Describing negotiations	<b>Listening:</b> listening for specific information <b>Speaking:</b> reacting to and making suggestions <b>Reading:</b> reading for main ideas
<b>Video G Partners</b>		Sugar production	<b>Reading:</b> reading for main ideas; understanding text organisation <b>Listening:</b> listening for specific information; listening for main ideas

#### UNIT H - Distribution & transport

<b>26. Arranging package &amp; carriage</b>	Position of adjectives Presenting an argument	Means of transport Packing containers Word connected with packaging and transport	<b>Reading:</b> reading for main ideas <b>Speaking:</b> presenting an argument <b>Sounds:</b> measurements
<b>27. Making transport arrangements</b>	Making transport arrangements Talking about the future Future simple Future continuous Future perfect	Consignment	<b>Listening:</b> listening for specific information <b>Reading:</b> reading for specific information <b>Speaking:</b> making transport arrangements <b>Writing:</b> making transport arrangements
<b>28. Preparing transport documents</b>	Complaining Apologising	Transport documents Words connected with transporting goods	<b>Listening:</b> listening for specific information <b>Reading:</b> reading for main ideas <b>Writing:</b> writing a letter of complaint; writing a letter of apology; making transport arrangements
<b>Video H Electronic point of sale</b>		Electronic stockholding	<b>Writing:</b> describing the stock taking process; computerised stock taking at home <b>Listening:</b> listening for specific information; listening for main ideas <b>Reading:</b> reading for main ideas; understanding text organisation
<b>Test G &amp; H</b>			