

Contents

Introduction	4
Teaching notes and progress tests	
Unit 1 Welcome	8
Unit 2 Numbers	14
Unit 3 Work	20
<i>Test 1</i>	26
Unit 4 Information	28
Unit 5 Places	34
Unit 6 Action	40
<i>Test 2</i>	46
Unit 7 Meeting	48
Unit 8 Reporting	54
Unit 9 Communication	60
<i>Test 3</i>	66
Unit 10 Progress	68
Unit 11 Plans	74
Unit 12 Sales	80
<i>Test 4</i>	86
Resource sheets	88
Entry/Summary test	124
Test keys	126