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- Orient Express
- Financial planning
- Top cities
- Motivating careers
- Twin towns
- How's the weather?
- Emotional computers
- Quality control
- I was a couch potato
- Developing people
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- Thomas Cook in India
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- 113 You can access the following on the114 Website:
 - ten Better learning activities with accompanying Teacher's notes
 - a Teacher's diary

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- two revision units
- a worksheet for every unit.
- See www.cambridge.org/elt/english365.

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1 Martinique meets Paris

Listening

Caribbean roots Grammar Present simple and continuous; present perfect simple and continuous Pronunciation Minimal pairs Speaking Making a positive first impression

4 Orient Express

Listening Selling luxury Grammar Verb grammar Pronunciation Using pauses to add impact Speaking Selling

7 Motivating careers

Listening Work choices Grammar Past simple, past continuous and past perfect simple Pronunciation Emphasising important words Speaking Describing the past: personal and professional

10 Emotional computers Listening Affective computing Grammar Multi-word verbs Pronunciation Polite disagreement in short answers Speaking Describing objectives

13 Developing people Listening

Coaching success Grammar Modal verbs to express certainty Pronunciation Stress in word families Speaking Analysing possibilities in the past and the present

2 The art of management

Listening Good management Vocabulary Managing organisations Speaking Management Communicating at work

Communicating at work Writing 1: Email, register and 'down-toning'

5 Financial planning

Listening Actuaries and finance managers Vocabulary Financial planning and control Speaking Financial matters Communicating at work Presenting 1: Progress reports

8 Twin towns

Listening Local goes global Vocabulary Politics Speaking The role of government Communicating at work Presenting 2: Structuring

11 Quality control

Listening What could be more important than quality? Vocabulary Quality assurance Speaking Quality Communicating at work

Meetings 1: Listening and helping understanding

14 Project management

Listening Project management in the theatre Vocabulary Project management Speaking Projects and product development Communicating at work Negotiating 1: Stating positive expectations and preferences, suggesting alternatives

3 Hitting the headlines

Social skills Getting started Reading The headlines Vocabulary Newspaper headlines Speaking Talking about the news

6 Top cities Social skills Building rapport Reading The news Vocabulary Economic issues Speaking Current affairs

9 How's the weather?

Social skills Listening Listening The weather Vocabulary The weather Speaking Talking about the weather

12 I was a couch potato

Social skills Dealing with 'no' Reading Television Vocabulary TV and TV programmes Speaking Television

15 Are customers always right? Social skills Complaining Listening Consumer report Vocabulary Consumer issues Speaking Customer service

16 Thomas Cook in India Listening The golden triangle Grammar Adverbs Pronunciation Adding impact and interest Speaking Making what we say interesting

19 Media world

Listening My most interesting interview Grammar Passive: present simple and continuous, past simple, present perfect, modals Pronunciation Linking

Speaking Updating

22 Photo management Listening

Taking pictures and telling stories **Grammar** Revision of first and second conditional; third conditional

Pronunciation Modal verbs with *have* in third conditional sentences

Speaking Discussing possibilities

25 International education – planning for the future

Listening Developing people Grammar Future reference: present tenses review, *will, going to,* the future continuous Pronunciation Chunking and pausing Speaking

28 Working in the USA Listening

Discussing future plans

An American success story Grammar Direct and reported speech Pronunciation Spelling and pronunciation Speaking Reporting

17 The marketing mix

Listening The marketing mix – still useful? Vocabulary Marketing 1 Speaking The marketing mix Communicating at work Presenting 3: Using visual supports

20 Everybody's business

Listening What's important in marketing? Vocabulary Marketing 2 Speaking Marketing and market research Communicating at work Meetings 2: Teleconferencing

23 Children's world

Listening Working for the international community Vocabulary Meetings and conferences Speaking Setting up meetings Communicating at work Negotiating 2: Bargaining and reaching a compromise

26 Public relations

Listening PR – process, culture and principles Vocabulary Public relations Speaking Organisations and public relations Communicating at work Meetings 3: Summarising and closing

29 Talk to a lawyer

Listening Take my advice Vocabulary Legal issues Speaking Organisations and the law Communicating at work Writing 2: Clear writing 18 Wish you were here Social skills Persuading Reading Travel Vocabulary Holidays and holiday problems Speaking Holidays

21 The Curious Incident of the Dog in the Night-time

Social skills Dealing with people who are difficult to understand Reading Books Vocabulary Books and reading Speaking Talking about books

24 Going up?

Social skills Dealing with conflict Reading Careers Vocabulary Your education Speaking Career coaching

27 When I'm 74

Social skills Giving feedback Reading Personal finance Vocabulary Personal finance Speaking Money management

30 Personal change

Social skills Getting important messages across Reading Lifestyles Vocabulary Personal development Speaking A personal action plan

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