

Contents

Map of the book	4
Acknowledgements	6
Introduction	7
 Social and Travel	
Unit1 Somewhere to stay	10
Unit2 Let's keep in touch	14
Unit3 Forms and more forms	18
Unit4 Dear Sir,	22
Unit5 It's not good enough	26
Review1	30
 Work and Study	
Unit6 This is my life	32
Unit7 Private and confidential	36
Unit8 According to our survey	40
Unit9 The product for you	44
Unit10 I'll email you	48
Unit11 This is the course for me	52
Unit12 Listen and take note!	56
Unit13 Today's seminar	60
Unit14 To sum up	64
Unit15 In my view	68
Unit16 According to statistics	72
Review2	76
Appendices	
Appendix1 Useful language	82
Appendix2 Text types and styles	85
Appendix3 Style	86
Appendix4 Spelling	88
Appendix5 Punctuation	90
Appendix6 Editing your writing	91
Audioscript	92