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Vocabulary	Focus On	Listening
Office appliancesComputer editing icons	 Saying where things are (prepositions) 	 Identifying office appliances that are mentioned in the conversations
Written and oral forms of communication	The six Cs of effective business communication	 Identifying different forms of business communication
Expressions during a phone call	• Telephone calls	 Identifying the functions of certain expressions during a phone call Phone conversations
 Numbers Numbers about money, telephone numbers, percentages, dates, and years 	NumbersMoneyTelephone numbersPercentagesDates and years	 Identifying numbers Identifying numbers of money, percentages, dates, and years
Different types of meetingsMeeting agendas	How to organize a business meeting	
Company departmentsOrganizational chartWord formation (sell, buy, purchase)		Introducing a companyIdentifying personnel in a company
 Different types of charts Comparative and superlative adjectives 		Describing a chart

	Unit	Page	Function
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Vocabulary	Focus On	Listening
The names of containersForms of transportation	Forms of transportationThe passive	 Deciding on forms of transportation
Occupations	• Will	 Identifying people's professions
• Résumé headings	Writing your résuméCover lettersInterviews	Describing expectations in a jobInterviews
Economic sectors and occupations	Passive review	 Identifying people's professions and their economic sectors
Forms of advertising	 Word formation (advertise, promote, produce, sell, buy) 	 Identifying products from radio ads
Presentation aids	Structure a presentation	 Keys phrases used in a presentation
• Parts of a letter	 Modals for making inquiries and requests 	 Making inquiries about a product over the telephone
 Phrases that are used when replying to an inquiry letter or email 	Payment and transportation acronyms and terms	 Replying to product inquiries over the telephone

The Office UNIT

It is important to learn the names of the items in every office and how to say where they are. For example, where is your laptop? Is it on the desk or in the drawer?



Look at the list and label the pictures.

- A. cable
- E. keyboard
- I. telephone
- M. mouse pad
- B. fax machine
- F. notepad
- J. lamp
- N. plug

- C. laptop
- G. stapler
- K. screen
- calculator
- D. file
- H. speakers
- L. mouse
- P. printer



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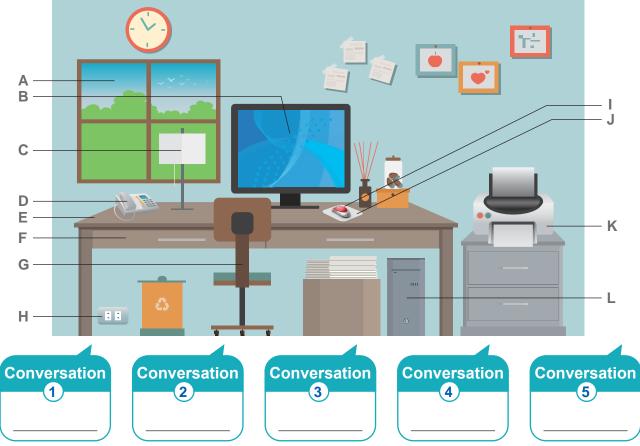


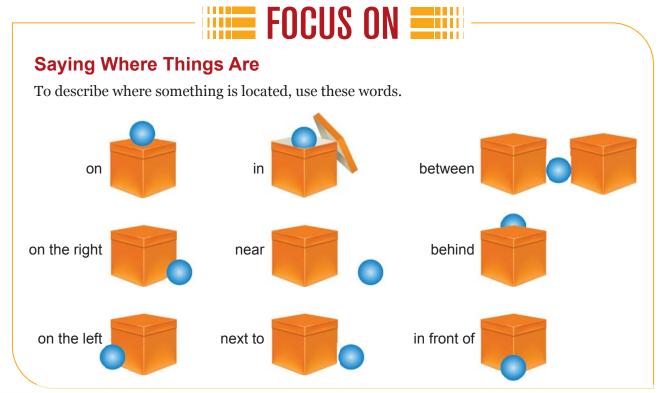
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Listen to the conversations and write down the objects that are mentioned.



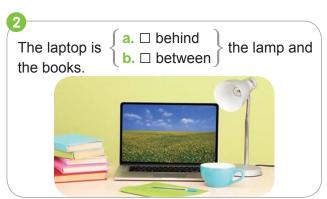




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Look at the photos. Choose the correct word(s) to complete the sentences.

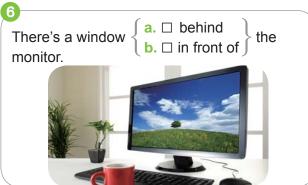












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Match the words with the correct icons.

- A. copy
- B. paste
- C. save
- D. print
- E. create a new document

- F. open a folder
- G. write in bold
- H. write in italics
- underline
- J. insert a table



























Rearrange the sentences.

- write your text / first, open a / new file and

 First, open a new file and write your text.
- 2 is important / in bold / the document title / so write it
- 3 or names of books, write / for instructions / in italics
- important words / you can / underline the
- 5 you can copy / from other documents / text or photographs
- 6 them into / the new document / then, paste
- 7 a table for your data / idea to insert / it's a good
- 8 don't forget / after you finish / to save your document

Write an email to a friend and describe your office or workstation.

