

Scope and Sequence

Unit	Conversation	Listening
1 Interviewing for Success	Talking about a job application.	Choosing the perfect employee.
2 Working as a Team	Talking about a company event.	Team-building activities.
Review 1		
3 Talking Technology	Talking about a training session.	Short Talk Suggesting a new technology.
4 Presenting with Confidence	Preparing for a good presentation.	Short Talk Giving presentation feedback.
Review 2		
5 Creating a Network	Suggesting networking methods.	Short Talk Encouraging people to socialize.
6 Making the Sale	Making further purchases.	Short Talk Making a sales offer.
Review 3		
7 Surviving Office Politics	Discussing a problematic co-worker.	Short Talk Avoiding office politics.
8 Understanding Business Trends	Finding a new direction.	Short Talk Renovating a website.
Review 4		
Mini Tests 1-4		
Video Scripts		
Vocabulary		
TOEIC Word List		

Reading	Writing	Language Use	Video	Page
Be Creative, Be Flexible!	Announcing a job opening.	The past simple and the present perfect	Sam's Stellar Interview	9
Strengthen Work Connections AND Have Fun!	Creating team-building activities.	Tag questions	Start on the Right Foot	19
Review 1				29
The Emergence of DigiGifting Makes Gifting Easier	Filing a technical complaint.	Such, enough, and too	Getting the Hang of Technology	31
Case Study 1 Talk Like TED	Writing a presentation.	Conjunctions	Being Outstanding in Presenting	41
Review 2				51
You are Invited!!	Planning a networking event.	Independent clauses	Connecting with VideoCon	53
Case Study 2 Marketing Lessons from Apple	Designing an app.	Comparatives and superlatives	The Game's Afoot	63
Review 3				73
Case Study 3 Stack Ranking in Microsoft	Solving office politics.	Gerunds and infinitives	Clear the Air	75
Case Study 4 Office Design Trends: The Corporate Campus	Making observations on current trends.	Conditionals	Changing Channels	85
Review 4				95
Mini Tests 1-4				97
Video Scripts				113
Vocabulary				117
TOEIC Word List				121