

# Contents

Unit	Reading A	Listening and Speaking	Reading B	Writing	Project	Vocabulary	Grammar	Fun Time
<b>Unit 1</b> Liaison (p1)	Lenovo—New World, New Thinking	Client Reception	Email	Email	Liaison	New Words and Expressions Vocabulary and Structure	Part of Speech	Special Skills
<b>Unit 2</b> Design Proposal (p23)	What Is a Local Area Network?	Design Requirements and Suggestions	Information Sheet	Job Advertisement	Design Proposal	New Words and Expressions Vocabulary and Structure	Modal Verbs	The Computer Needs Fixing!
<b>Unit 3</b> Product Test (p45)	Five Steps of Web Accessibility Testing	Testing Procedures and Testing Results	Q & A	Test Plan	Product Test	New Words and Expressions Vocabulary and Structure	Tenses	An Email
<b>Unit 4</b> Sales of IT Products (I) (p67)	Business Marketing: Developing a Strategy	Promotion of Products	Case Study	Letter of Reply	Sales of IT Products	New Words and Expressions Vocabulary and Structure	Sentences	Technology Problems
<b>Unit 5</b> Sales of IT Products (II) (p89)	How to Become a Top Salesperson	Promotion of Services	Instructions	Form	Sales of IT Products	New Words and Expressions Vocabulary and Structure	Attributive Clause	Two Programmers on a Highway
<b>Unit 6</b> After-sales Service (p113)	Basic Computer Maintenance Everyone Should Do	Complaints and Responses	Returns & Exchanges	Operation Instructions	After-sales Service	New Words and Expressions Vocabulary and Structure	Non-finite Verbs	Any Key
<b>Unit 7</b> Troubleshooting (p137)	Five Measures for Continuous Website Maintenance	Technical Support	Warranty Policy	Warranty Card	Troubleshooting	New Words and Expressions Vocabulary and Structure	Subjunctive Mood	Three Monkeys
<b>Unit 8</b> Prospects of IT Industry (p161)	AT&T BroadbandConnect	Discussion About Trend	Job Market Report	Résumé	Prospects of IT Industry	New Words and Expressions Vocabulary and Structure	Punctuation	A Programmer and an Engineer on a Plane