# **CONTENTS**

# **Unit One How to Use This Book Successfully**

- 1.1 A general Introduction to the Book and a Comparison with the Previous Books.
- 1.2 Samples of the Oral Exercises
- 1.3 Vocabulary Learning
- 1.4 Reading for Different Purposes
- 1.5 Listening Tasks

# **Unit Two Organizing Your Learning**

- 2.1 What Are the Resources?
- 2.2 How to Make the Best Use of the Resources
- 2.3 How to Organize Your Learning
- 2.4 Homework

### **Unit Three Pleased to Meet You**

- 3.1 Word Power
- 3.2 Reading
- 3.3 Listening
- 3.4 Speaking
- 3.5 Homework

#### **Self-assessment for Unit 3**

# **Unit Four Job and Responsibilities**

- 4.1 Word Power
- 4.2 Reading
- 4.3 Listening
- 4.4 Speaking
- 4.5 Homework (Presentation)

# **Unit Five Daily Routines and Feelings About Jobs**

- 5.1 Word Power
- 5.2 Reading
- 5.3 Listening

- 5.4 Speaking
- 5.5 Homework (Presentation)

## Self-assessment for Unit 4 & 5

## **Unit Six Our Company**

- 6.1 Word Power
- 6.2 Reading
- 6.3 Listening
- 6.4 Speaking
- 6.5 Homework

# **Unit Seven Organizational Structure**

- 7.1 Word Power
- 7.2 Reading
- 7.3 Listening
- 7.4 Speaking
- 7.5 Homework

## Self-assessment for Unit 6 & 7

# **Unit Eight | Prefer to Stay in...**

- 8.1 Word Power
- 8.2 Reading
- 8.3 Listening
- 8.4 Speaking
- 8.5 Homework

# **Unit Nine | Will Fly to...**

- 9.1 Word power
- 9.2 Reading
- 9.3 Listening
- 9.4 Speaking
- 9.5 Homework

## Self-assessment for Unit 8 & 9

# **Unit Ten Enjoying a Business Dinner**

- 10.1 Word power
- 10.2 Reading
- 10.3 Listening
- 10.4 Speaking
- 10.5 Homework

# **Unit Eleven Travel and Sightseeing**

- 11.1 Word Power
- 11.2 Reading
- 11.3 Listening
- 11.4 Speaking
- 11.5 Homework

# **Self-assessment for Unit 10 & 11**

### **Unit Twelve Made in China**

- 12.1 Word Power
- 12.2 Reading
- 12.3 Listening
- 12.4 Speaking
- 12.5 Homework

# **Unit Thirteen Guangzhou Trade Fair**

- 13.1 Word Power
- 13.2 Reading
- 13.3 Listening
- 13.4 Speaking
- 13.5 Homework

# **Self-assessment for Unit 12 & 13**

## **Unit Fourteen** I'm the Right Person

- 14.1 Word Power
- 14.2 Reading
- 14.3 Listening
- 14.4 Speaking
- 14.5 Homework