



Contents

Unit 1	Welcome to our department!.....	1
Unit 2	I've made some new friends	16
Unit 3	Where did your money go?.....	32
Unit 4	We're always ready to help.....	48
Task Unit 1	63
Unit 5	Make every minute count!	65
Unit 6	Keep a balance between work and study	85
Unit 7	It was a fantastic party!.....	103
Unit 8	Have you got a plan?.....	120
Task Unit 2	137