

# Contents

Unit	Reading A	Listening and Speaking	Reading B	Writing	Project	Vocabulary	Grammar	Fun Time
<b>Unit 1</b> Business Relations (p 1)	Establish Business Relations	Client Reception	It Is Not Just Sport	Emails for Establishing Business Relations, Reply	Business Relations	New Words and Expressions Vocabulary and Structure	Parts of Speech and Sentence Components	Tongue Twister
<b>Unit 2</b> Business Background Check (p 23)	How to Conduct Business Background Checks	Background Check	Credit Report	Credit Report Items	Business Background Check	New Words and Expressions Vocabulary and Structure	Modal Verbs	Tongue Twister
<b>Unit 3</b> Business Negotiation (p 45)	General Steps in Business Negotiations	Enquiry, Offer, Counter-offer & Acceptance	Correspondence	Letter for Samples, Price Lists and Possible Order, Email for Acceptance	Business Negotiation	New Words and Expressions Vocabulary and Structure	Tenses	Silence Is Gold
<b>Unit 4</b> Conclusion of a Contract (p 67)	Concluding a Contract	Client Contact About Signing a Contract	Sales Contract	A Sales Contract	Conclusion of a Contract	New Words and Expressions Vocabulary and Structure	Sentences	I Drop My Weight from Skipping
<b>Unit 5</b> Payment (p 91)	Payment in International Trade	Negotiation About the Method of Payment	Irrevocable Letter of Credit	Email for Notifying the Method of Payment, Agreement	Payment	New Words and Expressions Vocabulary and Structure	Attributive Clauses	Everybody, Somebody, Anybody, and Nobody
<b>Unit 6</b> Packing (p 113)	An Introduction to Packing	Client Contact on Packing	Label	Email for Advising New Mode of Packing, Agreement	Packing	New Words and Expressions Vocabulary and Structure	Non-finite Verbs	The Smartest Dog
<b>Unit 7</b> Delivery (p 137)	Incoterms	Client Contact About Delivery	Bill of Lading	Shipping Instruction Email, Confirmation of Delivery	Delivery	New Words and Expressions Vocabulary and Structure	Subjunctive Mood	Ship It
<b>Unit 8</b> Complaint and Claim (p 159)	Complaint and Claim	Dealing with Complaint and Claim	How to Deal with Claims	Claim, Reply to a Claim	Complaint and Claim	New Words and Expressions Vocabulary and Structure	Noun Clauses	Tongue Twister