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Unit	Topic	Watching & Speaking 1	Listening & Speaking 1
<b>1</b> <b>P001</b>	Taking the First Step	Looking for an internship	Writing a CV
<b>2</b> <b>P011</b>	Preparing for a Job Interview	Interview etiquette	Asking advice on job interviews
<b>3</b> <b>P021</b>	Getting Ready for Work	Getting to know the company	Safety rules in the office
<b>4</b> <b>P031</b>	Dealing with Different Tasks (1)	Preparing for a meeting	Booking hotels
<b>5</b> <b>P041</b>	Dealing with Different Tasks (2)	Comparing products	Describing charts
<b>6</b> <b>P051</b>	Working as a Team	Planning a group project	Getting advice from managers
<b>7</b> <b>P061</b>	Experiences and Opportunities	Describing internships	Time management skills
<b>8</b> <b>P071</b>	Becoming a Formal Employee	Working as a formal employee	Rights and benefits
<b>Scripts</b> <b>P081</b>			

	Watching & Speaking 2	Listening & Speaking 2	Communication Skills	Cultural Experience
	Asking for advice on internships	At a careers fair	Asking indirect questions	Hierarchy at work
	A group interview	Common interview questions	Interrupting politely	Job interviews
	Office etiquette	Safety rules in manufacturing	Sentence stress	Effects of gossip
	Booking restaurants	Dealing with urgent problems	Making suggestions politely	Etiquette rules for eating
	Giving advice on presentations	Making a progress report	Presentation introductions	Styles of presentation
	Dealing with conflicts in a team	Group activities for team building	Assertive communication	Teams across cultures
	Advice on being an entrepreneur	Starting your own business	Using examples and explanations	Entrepreneurship
	Working and learning	Getting ready for the transition	Polite behaviour in the workplace	Working conditions