

Contents

| Unit | Theme | Listening 1 | Watching 1 | Speaking 1 | Listening 2 | Watching 2 | Speaking 2 | Project |
|------------------|--------------------------|---|---|--|---|--|---|--|
| 1 P1 | Workplace | Asking for Leave Relieving Stress | Gender Equality Team Cooperation | Dealing with Stress Encouraging Team Cooperation | Work Inspection Rumors | Rumors Clarified Self-Evaluation | Motivating & Evaluating Staff Members Dealing with Rumors | Team Building |
| 2 P17 | Business Meeting | Reason for a Meeting Informing Attendees | Minutes Taking Preparation for a Meeting | Preparing for a Meeting Taking Meeting Minutes | Making Presentations Meeting Discussion | Coffee Break Meeting Summary | Having a Meeting Discussion Summarizing a Meeting | Holding a Meeting |
| 3 P33 | Business Travel | Organizing a Schedule Booking a Ticket | Airport Check-in Meeting a Client | Organizing a Schedule Receiving a Client | Hotel Check-in Factory Tour | Sightseeing Bidding Farewell | Showing a Client Around Seeing off a Client | Making a Trip |
| 4 P49 | Money | Travel Expenses Policy Exchanging Foreign Currency | Applying for a Credit Card Reimbursing Travel Expenses | Preparing for a Business Travel Reimbursing Travel Expenses | Talking About Bonus Requesting Overtime Pay | Asking About a Pay Raise New Welfare Policies | Inquiring About Pay Inquiring About Benefits | Company Salary & Welfare Policies |
| 5 P65 | Brand | Brand Evaluation Trademark Registration | Market Survey Pricing & Branding | Branding a Product Registering a Brand | Brand Story Sole Agency | Brand Growth Anti- Counterfeiting Measures | Marketing a Brand Maintaining a Brand | Brand Development |
| 6 P81 | Quality | A Customer's Complaint Complaint Transfer | Field Investigation Corrective & Preventive Action | Receiving a Complaint Making an Investigation | Cause Investigation Cause Discovery | Feedback and Correction Complaint Settling | Finding Solutions to a Complaint Settling a Complaint | Complaint Settlement |
| 7 P97 | Marketing | Market Analysis Pricing | Competitor Analysis Promotional Plan | Analyzing the Market Working out Marketing Strategies | Trade Fair Sponsorship | TV Commercial Point-of-Sale Display | Promoting a Product Advertising a Product | Campus Newspaper Promotion |
| 8 P115 | Business Start-up | Making Decisions Choosing a Business | Structure of a Start-up Naming the Company | Comparing Different Businesses Talking About Company Forms | Funding Choosing a Location | Recruiting Employees Company Launch | Preparing for a Start-up Making a Thank-you Speech | A Start-up Plan |
| P131 | Glossary | New Words | Expressions | | | | | |