

Contents

| Unit | Reading A | Listening and Speaking | Reading B | Writing | Project | Vocabulary | Supplementary Reading | Grammar | Pronunciation |
|--|--|--|--|---|--|--|---|---------------------|-----------------------------------|
| Unit 1 Marketing and Preliminary Work (P1) | Trends of Domestic Tourism in China | Booking a Tour | Itinerary | Reply to an Enquiry Email & Itinerary | Travel Reservation | New Words and Expressions & Vocabulary and Structure | The Old Town of Lijiang & Naxi Ethnic Group and Dongba Language | Part of Speech | Sentence Stress |
| Unit 2 Receiving Tourists (P27) | Receiving Tourists at the Airport | Receiving Tourists | On the Way to the Hotel | Welcome Speech | Preparation for Receiving Tourists | New Words and Expressions & Vocabulary and Structure | An Ancient Capital—Xi'an & The Terracotta Warriors and Horses | Modal Verbs | Liaison |
| Unit 3 Check-in at the Hotel (P51) | URBN Hotel Shanghai | Check-in at the Hotel | Hotel Reservation Letter | Reply to a Reservation Letter & Hotel Registration Card | Introduction to a Hotel | New Words and Expressions & Vocabulary and Structure | The Humble Administrator's Garden & Shichahai Club | Tenses | Assimilation & Elision |
| Unit 4 Food and Beverage Service (P75) | Dining in China | Make Meal Arrangement and Solve Problems | Gongfu Tea | Confirmation of Food Arrangement & Event Order | Chinese Food Introduction | New Words and Expressions & Vocabulary and Structure | The Great Wall & Peking Roast Duck | Sentences | Pause, Sense Group & Breath Group |
| Unit 5 Sightseeing (P99) | Sustainable Tourism | Sightseeing | Shanghai Must-Dos | Email & Travel Guide | Itinerary Design and Scenic Spot Introduction | New Words and Expressions & Vocabulary and Structure | The Forbidden City & Teahouses in Hangzhou | Attributive Clauses | Intonation |
| Unit 6 Shopping and Entertainment (P125) | Temple Fairs | Shopping and Entertainment Activities | Chinese Paper-cuts | Email & Activity Information Form | Introduction of Souvenirs and Entertainment Activities | New Words and Expressions & Vocabulary and Structure | Modern City—Shanghai & Expo 2010 Shanghai China | Non-finite Verbs | Tongue Twister |
| Unit 7 Seeing off Tourists (P153) | Preparations for the Departure of a Tour Group | Seeing off Tourists | Matters that Need Attention at the End of a Tour | A Farewell Speech & Checkout Bill | Seeing off Tourists | New Words and Expressions & Vocabulary and Structure | Peking Opera & Chinese <i>Wushu</i> | Subjunctive Mood | Poem |
| Unit 8 Follow-up Work (P177) | Follow-up Work After Seeing off the Tourists | Follow-up Work | A Letter of Complaint | A Reply to a Complaint Letter & Customer Feedback Questionnaire | Dealing with Complaints | New Words and Expressions & Vocabulary and Structure | Huangshan Mountain & Chinese Painting and Calligraphy | Punctuation | Speech |