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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