

Macmillan Practice Online 'In Company Pre-intermediate'

This course accompanies 'In Company Pre-intermediate'. It corresponds to CEF level B1 and Cambridge ESOL PET. There are 20 Syllabus Items, each matching a Student's Book unit. Within each Syllabus Item, resources are grouped into two categories - 'Topic Focus' and 'Grammar Focus'.

Description

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| 1 | Selling your company – Company life | This Syllabus Item provides practice of the kind of language we use to describe businesses. It also provides practice of the present simple and the present continuous. |
| Syllabus components | | Syllabus component description |
| | Topic Focus | Practising common collocations in business language. Listening to a presentation at an annual general meeting. |
| | Grammar Focus | Practising the present simple and present continuous. Contrasting the present simple and present continuous. |
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| 2 | Women in business - Company life | This Syllabus Item provides practice of the kind of language we use to talk about work, routines and exercise. It also provides practice of expressions of frequency. |
| Syllabus components | | Syllabus component description |
| | Topic Focus | Listening to two interviews about people's working lives. Practising words and phrases used when talking about jobs. Practising 'does', 'plays' and 'goes' in a text about a fitness freak. Listening to a dialogue about cycling. |
| | Grammar Focus | Practising adverbs of frequency. Practising adverbial expressions of frequency. Practising word order of adverbs of frequency. |
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| 3 | Telephone talk - Connecting | This Syllabus Item provides practice of the kind of language we use when we make or receive phone calls. It also provides practice of embedded (indirect) questions. |
| Syllabus components | | Syllabus component description |
| | Topic Focus | Listening to part of a presentation about mobile phone and Internet users. Listening to a telephone sales person trying to sell an advertisement. Listening to a man leaving a telephone message with a secretary. Practising words and phrases often used in phone calls. Practising making phone calls. |
| | Grammar Focus | Practising embedded (indirect) questions. 'Statistics' will provide useful practice for this |
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| 4 | Networking - Conversation skills | This Syllabus Item provides practice of the kind of language we use to make small talk and socialize with people we don't know. |
| Syllabus components | | Syllabus component description |
| | Topic Focus | Practising responding to things people commonly say in social situations. Listening to eight extracts from conversations at a conference. Listening to three people speaking about their businesses. |
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| 5 | Company histories - Company life | This Syllabus Item provides practice of the kind of language we use to talk about companies and financial institutions. It also provides practice of past simple questions and prepositions of time. |
| Syllabus components | | Syllabus component description |
| | Topic Focus | Writing a description of a company. Visiting the New York Stock Exchange website. |
| | Grammar Focus | Practising past simple question formation. Practising all forms of the past simple. Practising the past simple regular and irregular. Practising prepositions of time and cases when no preposition is used. |

6 Correspondence - Connecting	This Syllabus Item provides practice of the kind of language we use when we write emails and make arrangements on the phone. It also provides practice of the use of 'will' for unplanned decisions.
Syllabus components Topic Focus Grammar Focus	Syllabus component description Listening to a telephone conversation between two people trying to organize a business appointment. Listening to a telephone conversation between the booking department of a museum and a company representative. Practising words and phrases used in informal business emails. Practising phrases with 'do' and 'make' and phrases used in business contexts. Practising future 'wh'- questions with 'will'. Practising the future with 'will' and 'won't'. Practising questions and answers of the future with 'will/won't'.
7 Making comparisons - Company life	This Syllabus Item provides practice of the kind of language we use to talk about hotels and check in at hotels. It also provides practice of comparative and superlative adjectives and adverbs.
Syllabus components Topic Focus Grammar Focus	Syllabus component description Listening to a woman checking in at a hotel. Practising vocabulary associated with hotels. Practising the comparative and superlative form of adjectives. Using ('not') 'as' ... 'as'; 'less' ... 'than'.
8 Did I ever tell you...? - Conversation skills	This Syllabus Item provides practice of the kind of language we use to tell stories or talk about personal experiences.
Syllabus components Topic Focus	Syllabus component description Reading and completing a joke about a clever dog. Listening to a man talking about being attacked by a hippo. Listening to a woman talking about a journey across North America. Listening to a letter from a boy telling somebody about things done during the day.
9 Spirit of enterprise - Company life	This Syllabus Item provides practice of the kind of language we use to describe enterprises and financial change. It also provides practice of the past simple v present perfect and word building.
Syllabus components Topic Focus Grammar Focus	Syllabus component description Visiting external websites of high street stores in the UK. Listening to a business world report. Practising the use of adverbs and adjectives to describe developments in financial markets. Practising words and phrases used to describe information in graphs. Practising the use of the regular and irregular past tense and the present perfect to talk about the past. Contrasting the past simple and the present perfect. Practising transforming nouns into verbs.
10 Stressed to the limit - Work issues	This Syllabus Item provides practice of the kind of language we use to talk about stress and other work-related issues. It also provides practice of the uses of 'have to' and 'should'.
Syllabus components Topic Focus Grammar Focus	Syllabus component description Writing an analysis of a problem. Listening to Kathy negotiating with her boss. Practising the use of 'should' and 'shouldn't'. Contrasting the use of 'have to', 'don't have to' for obligation and 'should', 'shouldn't' for advice. Practising the uses of 'must', 'have to' and 'mustn't', 'don't have to'. Practising the use of 'should' and 'ought to' to give advice and opinions.
11 Top jobs – Company life	This Syllabus Item provides practice of the kind of language we use to talk about success stories. It also provides practice of the use of the present perfect for the unfinished past.
Syllabus components Topic Focus Grammar Focus Teacher's notes	Syllabus component description Reading a text about two women who started their own business and practising the use of articles in phrases commonly used in business. Practising the present perfect with 'for' and 'since'. Practising 'for' and 'since' and prepositions of time. The purpose of 'Tracy and Karen's big idea' is to provide additional reading material. The focus should not be placed on the language exercise but on the comprehension of the text itself.

12 Conversation gambits - Conversation skills	This Syllabus Item provides practice of the kind of language we use to start and have conversations in different social situations.
Syllabus components	Syllabus component description
Topic Focus	Practising phrases used when receiving visitors or when arriving as a visitor. Identifying words/phrases that collocate in sentences related to conversations at a party.
13 Air travel - Connecting	This Syllabus Item provides practice of the kind of language we use when travelling or talking about business travel. It also provides practice of conditionals with 'will'.
Syllabus components	Syllabus component description
Topic Focus	Practising words related to travel. Practising words and phrases used when travelling on business. Listening to a businessman talking about business travel. Listening to two travel agents talking about customer complaints. Identifying words that collocate in sentences related to travelling.
Grammar Focus	Practising the first conditional. Practising the affirmative, negative and interrogative form of the first conditional. Practising the uses of the first conditional.
14 Hiring and firing - Work issues	This Syllabus Item provides practice of the kind of language we use in application letters, job interviews and appraisal interviews. It also provides practice of the passive.
Syllabus components	Syllabus component description
Topic Focus	Practising words and phrases used in letters of application. Practising phrases often used in job interviews. Practising words and phrases used to talk about skills and qualifications. Listening to a conversation about how people are selected for job interviews. Listening to an appraisal interview. Listening to a boss complaining politely to an employee about his clothes.
Grammar Focus	Practising the active and passive voice. Practising the uses of the passive and the active voice. Practising the passive form of the present simple, past simple, present perfect and present perfect continuous.
15 Time - Work issues	This Syllabus Item provides practice of the kind of language we use to talk about time management and working conditions. It also provides practice of 'going to' for plans and intentions and 'will' for unplanned decisions.
Syllabus components	Syllabus component description
Topic Focus	Listening to someone giving advice on how to deal with lots of email messages. Listening to a meeting about introducing flexi-time at work.
Grammar Focus	Contrasting 'will' and 'going to'. Practising the use of future forms. Practising the different uses of the future with 'going to'. Identifying the pronunciation of 'to' when it links with other words in sentences.
16 Getting things done - Conversation skills	This Syllabus Item provides practice of the kind of language we use to make offers and requests. It also provides practice of polite and impolite intonation in requests.
Syllabus components	Syllabus component description
Topic Focus	Practising making offers and requests. Practising ways of making requests. Identifying polite or impolite intonation in requests. Writing an email to a colleague.
17 Office gossip – Work issues	This Syllabus Item provides practice of the kind of language we use to talk about relationships at work. It also provides practice of reported speech.
Syllabus components	Syllabus component description
Topic Focus	Listening to a conversation about how to deal with disagreements. Listening to a talk about team-working.
Grammar Focus	Practising the use of reported speech. Practising reported speech with present reporting verbs. Practising reported speech with past reporting verbs. Practising 'yes'/'no' reported questions. Practising 'Wh'- reported questions. Contrasting the verbs 'say' and 'tell'.

18 E-commerce - Connecting	This Syllabus Item provides practice of the kind of language we use to talk about online shopping. It also provides practice of the use of 'will' for future predictions.
Syllabus components Topic Focus Grammar Focus	Syllabus component description Reading comments on online shopping and practising a variety of tenses. Practising the affirmative, negative and interrogative form of the future with 'will'. Practising the uses of the future with 'will'/'won't'. Contrasting the future with 'will' and the present simple to talk about the future.
19 Working from home - Work issues	This Syllabus Item provides practice of the kind of language we use to talk about working from home and virtual businesses. It also provides practice of the second conditional (future reference).
Syllabus components Topic Focus Grammar Focus	Syllabus component description Reading an article about virtual businesses and practising countable and uncountable nouns. Practising the affirmative, negative and interrogative form of the second conditional. Practising the uses of the second conditional. Identifying stress in questions in the second conditional.
20 Working lunch - Conversation skills	This Syllabus Item provides practice of the kind of language we use in restaurants when eating out with clients or contacts. It also provides practice of stressed words in sentences and questions commonly used in restaurants.
Syllabus components Topic Focus	Syllabus component description Practising the language used in restaurants when eating out with clients or contacts. Listening to extracts from a conversation about international food. Identifying the main stressed words in sentences and questions commonly used in restaurants.