

# IN COMPANY PRE-INTERMEDIATE AT A GLANCE

## SECOND EDITION STUDENT'S BOOK:

- ▶ **15 TOPIC UNITS** focusing on current business issues and everyday skills



**01 INTRODUCTIONS**

It may be a welcome break from the daily grind, but according to one in three US workers, their most recent employer-provided training was a waste of time.

**THE TRAINING COURSE**

- Match the words to the descriptions (1 - 11).
- What's made it so successful with the type of Human Resources?
- Listen to the start of the first session of a Human Resources training course. Which words are most useful?
- Listen again and complete the chart.
- Complete the phrases. Then listen again and check your answers.

Useful words	Meaning	Job	Notes
new initiatives	new	HR	
new initiatives	new	HR	

**About Facebook**

Facebook is a social networking site that allows people to connect with each other online. It was founded in 2004 and has since become one of the most popular social networking sites in the world.

**facebook**

facebook

facebook

facebook

- ▶ **5 SPEAKING SKILLS UNITS** focusing on functional business English language



**16 GETTING THINGS DONE**

Often, a telephone call is required to get things done, possibly to someone you haven't spoken to before. You imagine that person doesn't take calls, is very busy and hates you and your ridiculous plans. But most people are glad to hear from new people, as it adds to the richness of life.

**ASKING FAVOURS**

- Match the words to the descriptions (1 - 11).
- Listen to the start of the first session of a Human Resources training course. Which words are most useful?
- Listen again and complete the chart.
- Complete the phrases. Then listen again and check your answers.

Useful words	Meaning	Job	Notes
new initiatives	new	HR	
new initiatives	new	HR	

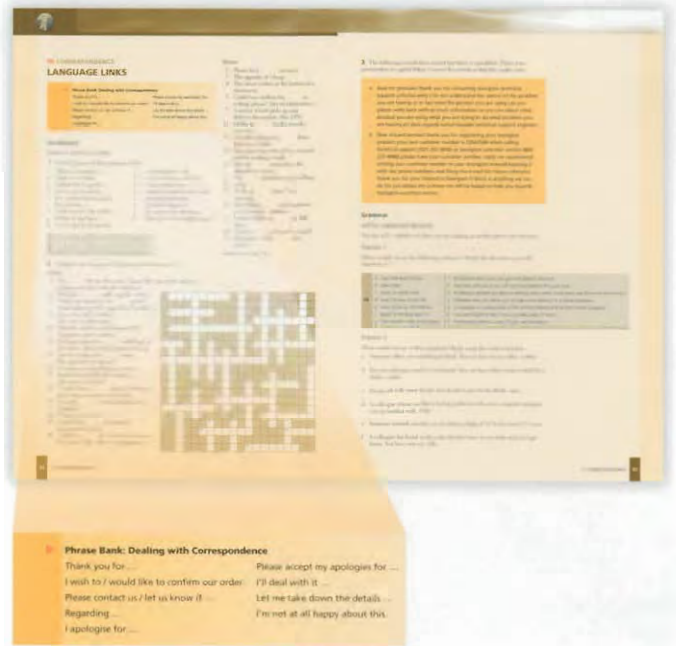
**Requests, persuasion and threats**

- Match the words to the descriptions (1 - 11).
- Listen to the start of the first session of a Human Resources training course. Which words are most useful?
- Listen again and complete the chart.
- Complete the phrases. Then listen again and check your answers.

**UPGRADE**

- Match the words to the descriptions (1 - 11).
- Listen to the start of the first session of a Human Resources training course. Which words are most useful?
- Listen again and complete the chart.
- Complete the phrases. Then listen again and check your answers.

- ▶ **15 LANGUAGE LINKS** consolidating grammar and extending vocabulary from the Topic Units



- ▶ Phrase Bank for summary and revision

- ▶ **5 CASE STUDIES** reflecting real-life business scenarios



▶ **BACK-OF-BOOK MATERIAL:**

- Case Studies Glossary
- Listening Scripts with useful phrases from the Language Links Phrase Banks in bold
- Additional material for communicative activities

**SELF-STUDY CD-ROM:**

- Extra listening activities
- Interactive grammar and vocabulary activities
- Interactive glossary
- Downloadable Student's Book audio
- Downloadable Student's Book Phrase Banks



**WEBSITE:**

Course updates, regular e-lessons and supplementary material available at: [www.businessenglishonline.net](http://www.businessenglishonline.net)