

'In Company Second Edition Pre-intermediate' Practice Online

This course accompanies 'In Company Second Edition Pre-intermediate'. It corresponds to CEFR 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'.

UNIT 1		Description
0	1 Introductions	This syllabus item provides practice of the kind of language we use to introduce ourselves and ask others for personal information. It also provides practice of the present simple and the present continuous.
	Syllabus components	Syllabus component description
	Topic Focus	Practising phrases used when receiving visitors. Practising questions you may ask people when you meet them in a business context. Practising words and phrases used when talking about jobs. Listening to three people speaking about their businesses.
	Grammar Focus	Practising the present simple and present continuous. Contrasting the present simple and present continuous. Checking your knowledge of the use of present simple and continuous use.
1	2 Woman at work	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
	Grammar Focus	Practising adverbs of frequency such as 'always', 'usually', 'sometimes' and 'never'. Practising adverbial expressions of frequency. Practising word order of adverbs of frequency.
	Topic Focus	Listening to two interviews about people's working lives. Practising words and phrases used to talk about work. Practising 'does', 'plays' and 'goes' in a text about a fitness freak. Listening to a dialogue about cycling.
2	3 Telephone talk	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
	Grammar Focus	Practising the use and word order of embedded (indirect) questions.
	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.
3	4 Asking questions	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
	Grammar Focus	
	Topic Focus	Listening to two business people make small talk when they first meet. 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.
4	5 Company histories	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	Reading an article about making presentations. Writing a description of a company. Visiting the New York Stock Exchange website and answering questions.
	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.
5	6 Correspondence	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	Syllabus component description
	Topic Focus	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.
	Grammar Focus	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'.

6	7 Hotels	This syllabus item provides practice of the kind of language we use to talk about hotels and to check in at hotels. It also provides practice of comparative and superlative adjectives and adverbs. Syllabus components Syllabus component description
	Topic Focus	Listening to a woman checking in at a hotel. Practising vocabulary associated with hotels.
	Grammar Focus	Practising the comparative and superlative form of adjectives. Using ('not') 'as' ... 'as'; 'less' ... 'than'.
7	8 Did I ever tell you...?	This syllabus item provides practice of the kind of language we use to tell stories or talk about personal experiences. Syllabus components Syllabus component description
	Grammar Focus	
	Topic Focus	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.
8	9 Spirit of Enterprise	This syllabus item provides practice of the kind of language we use to describe change in companies and financial markets. It also provides practice of the past simple v present perfect and word building. Syllabus components Syllabus component description
	Topic Focus	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.
	Grammar Focus	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.
9	10 Stressed to the limit	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 Syllabus component description
	Topic Focus	Writing an analysis of a problem. Listening to a woman negotiating with her boss.
	Grammar Focus	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.
10	11 Top jobs	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 Syllabus component description
	Grammar Focus	Practising the present perfect with 'for' and 'since'. Practising 'for' and 'since' and prepositions of time.
	Topic Focus	Reading a text about two women who started their own business and practising the use of articles in phrases commonly used in business.
11	12 Conversation games	This syllabus item provides practice of the kind of language we use in conversations in different social situations. Syllabus components Syllabus component description
	Grammar Focus	
	Topic Focus	Listening to a conversation between two people who meet again at a conference. Choosing the correct word to complete a short conversation between friends at a party. Identifying words/phrases that collocate in sentences related to conversations at a party.
12	13 Air travel	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.

13	14 Hiring and firing	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.
14	15 Time	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.
15	16 Getting things done	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 Grammar Focus 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.
16	17 Office gossip	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'.
17	18 E-commerce	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 Syllabus component description Grammar Focus 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. Topic Focus Reading comments on online shopping and practising a variety of tenses.
18	19 E-work	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 Syllabus component description Grammar Focus 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. Topic Focus Reading an article about virtual businesses and practising countable and uncountable nouns.
19	20 Working lunch	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 Syllabus component description Grammar Focus Topic Focus 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.