

Sommaire

UNIT 1	IN THE OFFICE.....	7
1.1	Meeting people for the first time	8
■	Grammar.....	8
●	Present simple – affirmative and negative <i>Le présent simple affirmatif et négatif.....</i>	8
●	Adverbs of frequency – <i>Les adverbes de fréquence.....</i>	9
■	Vocabulary	10
●	Things in the office and the people we work with.....	10
■	Pronunciation.....	12
●	Saying the alphabet	12
■	Communication skills.....	13
●	Introductions.....	13
1.2	Talking about jobs	15
■	Grammar.....	15
●	Question forms	15
■	Vocabulary	18
●	Organizational charts – describing departments and functions <i>Les organigrammes – décrire les départements et les fonctions ...</i>	18
■	Pronunciation.....	20
●	Word stress – <i>L'accent tonique.....</i>	20
■	Communication skills.....	21
●	Talking about yourself.....	21
1.3	Current projects	22
■	Grammar.....	22
●	Present simple v. present continuous.....	22
■	Vocabulary	24
●	Numbers, large numbers and dates.....	24
■	Pronunciation.....	26
●	Dealing with th.....	26
■	Communication skills.....	27
●	Presenting a company	27

UNIT 2	MAKING ARRANGEMENTS	31
2.1 Planning a business trip	32	
■ Grammar.....	32	
● Yes/no questions, can/could/would	32	
■ Vocabulary	34	
● Hotel facilities – <i>Les services hôteliers</i>	34	
■ Pronunciation.....	36	
● Weak syllables – the schwa	36	
■ Communication skills.....	38	
● Booking a room in a hotel, polite requests	38	
2.2 Travelling	40	
■ Grammar.....	40	
● Telling the time	40	
■ Vocabulary	42	
● Airports and planes.....	42	
■ Pronunciation.....	43	
● Les sons voyelles.....	43	
■ Communication skills.....	45	
● Describing a journey	45	
2.3 Finding your way.....	47	
■ Grammar.....	47	
● Prepositions of position and movement.....	47	
■ Vocabulary	48	
● Understanding maps and directions.....	48	
■ Pronunciation.....	50	
● Les sons longs	50	
■ Communication skills.....	53	
● Bien utiliser le verbe « GET »	53	
Check what you know!	56	

UNIT 3	ENTERTAINING VISITORS	59
3.1 Meeting people for the first time	60	
■ Grammar.....	60	
● Past simple.....	60	
■ Vocabulary	62	
● Restaurants and food.....	62	
■ Pronunciation.....	64	
● Les diphthongues	64	
■ Communication skills.....	68	
● Small talk	68	
3.2 Attending a meeting.....	70	
■ Grammar.....	70	
● Present perfect for updates & news	70	
■ Vocabulary	71	
● Verb/noun combinations	71	
■ Pronunciation.....	75	
● How the letter “r” changes the pronunciation of vowels <i>Comment la lettre « r » change la pronunciation des voyelles en anglais.....</i>	75	
■ Communication skills.....	77	
● Activity report	77	
3.3 Exchanging ideas.....	82	
■ Grammar.....	82	
● Modal verbs for making or asking for suggestions.....	82	
■ Vocabulary	84	
● Corporate events.....	84	
■ Pronunciation.....	86	
● Sentence stress.....	86	
■ Communication skills.....	87	
● Simple presentations with visual aids	87	
Check what you know!	89	

UNIT 4	MARKETING.....	91
4.1 Brands.....	92	
■ Grammar.....	92	
● Conditionals.....	92	
■ Vocabulary	95	
● Collocation – grouping words	95	
■ Pronunciation.....	97	
● More business and technical words.....	97	
■ Communication skills.....	99	
● Writing emails.....	99	
4.2 Selling online.....	103	
■ Grammar.....	103	
● Modals of necessity – must, have to, need to	103	
■ Vocabulary	104	
● Words and expressions for buying and selling	104	
■ Pronunciation.....	106	
● Les homophones	106	
■ Communication skills.....	107	
● Proofreading a text	107	
4.3 Describing products and services.....	110	
■ Grammar.....	110	
● Comparative and superlative adjectives	110	
■ Vocabulary	112	
● Multi-word or phrasal verbs	112	
■ Pronunciation.....	116	
● Words with similar spelling but different pronunciation, words that rhyme and silent letters.....	116	
■ Communication skills.....	118	
● Describing graphs – presenting figures	118	
Check what you know!	121	
Corrigés	123	
Glossary / Glossaire	155	
Prononciation	159	
Bibliography / Webography	161	