

# Business PLUS

Preparing for the workplace

Margaret Helliwell

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Teacher's Manual

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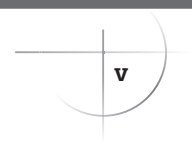
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# Plan of the Student's Book

	Business situation	Grammar focus	Listening and speaking	Vocabulary focus
<b>Before you begin</b> <i>Page viii</i>				
<b>Unit 1</b>				
<b>Nice to meet you</b> <i>Pages 1–8</i>	At the airport	1 <i>To be</i> 2 Present simple	Opening and closing conversations	1 Numbers 2 Countries and regions
<b>Unit 2</b>				
<b>In the office</b> <i>Pages 9–16</i>	Types of office	1 <i>There is . . . , there are . . .</i> 2 Adverbs of frequency	A typical day Talking about a day in the life of a famous person	1 Office equipment 2 Words that go together (1)
<b>TOEIC® practice</b> <i>Pages 17–18</i>				
<b>Unit 3</b>				
<b>On the phone</b> <i>Pages 19–26</i>	Can I take a message?	Present simple and present continuous	On the phone Talking about cell phones	1 Spelling names and saying numbers 2 Telephone language
<b>Unit 4</b>				
<b>Buying and selling</b> <i>Pages 27–34</i>	Helping customers	1 <i>some</i> and <i>any</i> 2 <i>much</i> and <i>many</i>	Shopping habits Talking about shopping: good and bad service	1 Giving directions 2 Words that go together (2)
<b>TOEIC® practice</b> <i>Pages 35–36</i>				
<b>Unit 5</b>				
<b>What are you doing tomorrow?</b> <i>Pages 37–44</i>	Making an appointment	Present continuous for future plans	Making plans and suggestions	1 Days, months, dates 2 Telling the time



Reading	Culture focus	Business writing	Learning outcomes
			<b>Students can . . .</b>
Talking about jobs	Meeting and greeting		<ul style="list-style-type: none"> <li>▪ welcome a visitor.</li> <li>▪ ask for and give personal information.</li> <li>▪ open, continue, and close a conversation.</li> <li>▪ ask for and tell people numbers.</li> <li>▪ talk about countries and regions.</li> <li>▪ understand a text about different jobs.</li> <li>▪ talk about greeting people in different countries.</li> </ul>
Offices around the world		Emails	<ul style="list-style-type: none"> <li>▪ talk about different types of office.</li> <li>▪ describe an office and talk about routines.</li> <li>▪ ask about and describe a typical day.</li> <li>▪ talk about office equipment and where it is.</li> <li>▪ understand a text about different offices.</li> <li>▪ write an email to ask for information.</li> </ul>
The unbreakable cell phone	Business cards in Asia		<ul style="list-style-type: none"> <li>▪ understand telephone phrases.</li> <li>▪ talk about what people are doing now.</li> <li>▪ understand telephone messages and talk about cell phones.</li> <li>▪ spell names.</li> <li>▪ use telephone language.</li> <li>▪ understand a text about new smartphones.</li> <li>▪ read a text about business cards in Asia.</li> </ul>
Showrooming		An inquiry	<ul style="list-style-type: none"> <li>▪ understand conversations in a store.</li> <li>▪ use <i>some/any</i> and <i>much/many</i>.</li> <li>▪ talk about shopping habits and service in stores.</li> <li>▪ understand and give directions.</li> <li>▪ use words that go together.</li> <li>▪ understand a text about the future of shopping.</li> <li>▪ write an email asking for product information.</li> </ul>
London to Beijing in two days	Communication styles		<ul style="list-style-type: none"> <li>▪ understand a conversation about making appointments.</li> <li>▪ discuss future plans.</li> <li>▪ understand a discussion about plans and make suggestions.</li> <li>▪ talk about times and dates.</li> <li>▪ understand the main idea of a text about future plans.</li> <li>▪ understand different communication styles.</li> </ul>



# Plan of the Student's Book

	Business situation	Grammar focus	Listening and speaking	Vocabulary focus
<b>Unit 6</b>				
<b>Out and about</b>  <i>Pages 45–52</i>	Customer service in a hotel	Comparing people, places, and things	Giving advice Talking about traveling	<b>1</b> Traveling <b>2</b> Describing pictures
<b>TOEIC® practice</b> <i>Pages 53–54</i>				
<b>Unit 7</b>				
<b>Tell me about your company</b>  <i>Pages 55–62</i>	The story of a company	<b>1</b> Past simple – regular verbs <b>2</b> Past simple – irregular verbs	Successful Asian companies Talking about successful companies	<b>1</b> Countries and nationalities <b>2</b> <i>Make and do</i>
<b>Unit 8</b>				
<b>Let's eat out</b>  <i>Pages 63–70</i>	Entertaining in the business world	<b>1</b> Modal verbs <b>2</b> Countable and uncountable nouns	In a food court	<b>1</b> Food and drink <b>2</b> Invitations
<b>TOEIC® practice</b> <i>Pages 71–72</i>				
<b>Unit 9</b>				
<b>Work and play</b>  <i>Pages 73–80</i>	During and after work	<b>1</b> <i>-ing</i> or <i>to</i> -infinitive <b>2</b> Connecting words	Travel and leisure in Asia	<b>1</b> <i>play/do/go . . .</i> <b>2</b> Describing leisure activities
<b>Unit 10</b>				
<b>Come again soon!</b>  <i>Pages 81–88</i>	Saying goodbye	<b>1</b> The <i>will</i> -future <b>2</b> Grammar quiz	The workplace in 2025	<b>1</b> Saying hello and goodbye <b>2</b> Vocabulary quiz
<b>TOEIC® practice</b> <i>Pages 89–90</i>				



Reading	Culture focus	Business writing	Learning outcomes
			<i>Students can . . .</i>
The Richmond Hotel, Jakarta		A confirmation	<ul style="list-style-type: none"> <li>▪ change a hotel reservation on the phone.</li> <li>▪ compare people, places, and things.</li> <li>▪ talk about vacations and ways to travel.</li> <li>▪ use different words to talk about traveling.</li> <li>▪ describe pictures.</li> <li>▪ understand comments on a hotel.</li> <li>▪ write a confirmation email.</li> </ul>
Top jobs for women	Conversation taboos		<ul style="list-style-type: none"> <li>▪ understand somebody talking about a company.</li> <li>▪ talk about things in the past.</li> <li>▪ research and present information about a company.</li> <li>▪ talk about countries and nationalities.</li> <li>▪ ask and answer questions with <i>make</i> and <i>do</i>.</li> <li>▪ understand a text about women in top jobs.</li> <li>▪ understand conversation taboos.</li> </ul>
Special requests on MJets		Invitations	<ul style="list-style-type: none"> <li>▪ understand an invitation and a conversation in a restaurant.</li> <li>▪ use the modal verbs <i>can</i>, <i>must</i>, <i>have to</i>, <i>need to</i>.</li> <li>▪ use countable and uncountable nouns.</li> <li>▪ talk about a restaurant menu.</li> <li>▪ talk about food, drinks, and a favorite dish.</li> <li>▪ invite somebody and say yes or no to an invitation.</li> <li>▪ understand a text about a private jet service.</li> <li>▪ invite somebody and write yes or no to an invitation.</li> </ul>
Tourists in Thailand	Body language in Asia		<ul style="list-style-type: none"> <li>▪ understand a conversation about work and leisure.</li> <li>▪ use <i>-ing</i> and <i>to</i>-infinitive forms after some verbs.</li> <li>▪ use connecting words.</li> <li>▪ understand and talk about travel and leisure in Asia.</li> <li>▪ talk about leisure time activities.</li> <li>▪ understand a text about tourism in Thailand.</li> <li>▪ understand body language in Asian countries.</li> </ul>
The ASEAN Economic Community		A thank-you email	<ul style="list-style-type: none"> <li>▪ understand people saying goodbye.</li> <li>▪ use <i>will</i> and <i>won't</i> to talk about the future.</li> <li>▪ listen to and talk about life in the future.</li> <li>▪ say hello and goodbye and use prepositions after verbs.</li> <li>▪ understand an article about the advantages of the ASEAN Economic Community.</li> <li>▪ write a thank-you email.</li> </ul>