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GRAMMAR REVIEW: page 6



	READING	LISTENING	SPEAKING	WRITING
UNIT 1 LIVE AND LEARN page 8	READING FOR THE MAIN IDEA: an educational article	Listening to advice FUNCTION talking about ways of learning	COMMUNICATION STRATEGY: encouraging the speaker	Writing a diary entry WRITING WORKSHOP FUNCTIONS <ul style="list-style-type: none"> describing emotions using rhetorical questions using informal style
UNIT 2 THEN AND NOW page 20	Reading an academic article FUNCTION talking about memories	IDENTIFYING EMOTION AND ATTITUDE: short conversations	Talking about memories SPEAKING WORKSHOP FUNCTIONS <ul style="list-style-type: none"> talking about the past describing experiences talking about memories 	ORGANISING A PARAGRAPH
UNIT 3 BUYING POWER page 32	READING FOR THE MAIN IDEA: an article	Listening to a complaint FUNCTION talking about customer service	COMMUNICATION STRATEGY: politely insisting	Writing an opinion paragraph WRITING WORKSHOP FUNCTIONS <ul style="list-style-type: none"> sequencing words introducing a contrasting opinion summarising or restating an opinion
UNIT 4 TAKING CARE OF BUSINESS page 44	Reading an online guide FUNCTION talking about small businesses	IDENTIFYING EMOTION AND ATTITUDE: short conversations	Talking about a business SPEAKING WORKSHOP FUNCTIONS <ul style="list-style-type: none"> explaining business ideas responding to business ideas 	ORGANISING A PARAGRAPH
UNIT 5 THROUGH THE GRAPEVINE page 56	DISTINGUISHING FACT AND OPINION: a magazine article	Listening to phone messages FUNCTION identifying phrases that signal a change in conversation	COMMUNICATION STRATEGY: introducing a new topic	Writing a short article WRITING WORKSHOP FUNCTIONS <ul style="list-style-type: none"> using topic sentences and concluding sentences answering the questions <i>Who? What? When? Where?</i> and <i>Why?</i> to provide information in an article.
UNIT 6 DECISIONS, DECISIONS page 68	Reading an opinion webpage FUNCTION discussing dilemmas	PREDICTING: short monologues	Talking about hopes and wishes SPEAKING WORKSHOP FUNCTION talking about hopes and wishes	CHECKING YOUR WORK: writing an email

UNIT OPENER FUNCTIONS: using descriptive words (1), talking about yourself (2), talking about advertising (3), talking about preferences and abilities (4), giving reasons (5), talking about choices (6)

PRONUNCIATION	GRAMMAR	VOCABULARY	LIFE SKILLS
SOUNDS: /j/ vs /dʒ/	PRESENT PERFECT + YET/ALREADY/JUST FUNCTION PRESENT PERFECT CONTINUOUS FUNCTION talking about recent events in your life	TAKE, MAKE, DO FUNCTION talking about life experiences THE LEARNING PROCESS FUNCTION talking about the learning process	SELF AND SOCIETY: setting goals FUNCTION discussing personal action plans
LANGUAGE WRAP-UP			
SOUNDS: emphatic stress	USED TO FUNCTION talking about past habits PAST PERFECT FUNCTION talking about the past	PERSONALITY TYPES FUNCTION using qualifying phrases MEMORY FUNCTION talking about memories	STUDY AND LEARNING: giving presentations FUNCTION giving feedback
LANGUAGE WRAP-UP			
SOUNDS: /i/ vs /iː/	DEFINITE ARTICLE THE / ZERO ARTICLE FUNCTION talking about advertising and adverts INDIRECT QUESTIONS FUNCTION asking for help / information in a shop	PROBLEMS WITH PRODUCTS FUNCTION saying what's wrong with a product SOLUTIONS TO PROBLEMS WITH PRODUCTS FUNCTION asking for solutions to problems with products	WORK AND CAREER: persuading others FUNCTION raising objections and making suggestions
LANGUAGE WRAP-UP			
WORDS: compound nouns vs compound adjectives	CAUSATIVE HAVE AND GET FUNCTION talking about getting things done ADJECTIVES ENDING IN -ED/-ING FUNCTION talking about feelings	BUSINESS FUNCTION talking about things to do when setting up a business DESCRIBING PRODUCTS AND SERVICES FUNCTIONS • describing services • agreeing/disagreeing	WORK AND CAREER: turning problems into opportunities FUNCTION presenting a business idea
LANGUAGE WRAP-UP			
WORDS: say/says/said	REPORTED SPEECH REPORTED QUESTIONS FUNCTION reporting what people said	ORAL COMMUNICATION FUNCTION talking about oral communication ASK, SAY, TELL FUNCTION using collocations on oral communication	STUDY AND LEARNING: reporting information FUNCTION reporting information about media
LANGUAGE WRAP-UP			
WORDS: past modals	THIRD CONDITIONAL FUNCTION talking about unreal situations HOPE AND WISH FUNCTION talking about hopes and wishes	DEALING WITH PROBLEMS FUNCTION discussing problems and solutions DECISIONS FUNCTION talking about making decisions	SELF AND SOCIETY: becoming more self-aware FUNCTION responding to feedback
LANGUAGE WRAP-UP			

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BREAKING THE RULES
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JUST THE JOB!
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	READING	LISTENING	SPEAKING	WRITING
	<p> DISTINGUISHING FACT AND OPINION: an article</p>	<p>Listening to a short lecture FUNCTION talking about child prodigies</p>	<p>COMMUNICATION STRATEGY: speculating</p>	<p>A for and against text WRITING WORKSHOP FUNCTION arguing opinions for and against</p>
	<p>A story FUNCTION understanding a fictional narrative</p>	<p> PREDICTING: a traditional story</p>	<p>Telling an anecdote SPEAKING WORKSHOP FUNCTION talking about an experience</p>	<p> CHECKING YOUR WORK: writing a story</p>
	<p>SPEED READING: a long text</p>	<p>Listening to a medical consultation FUNCTION understanding medical problems and advice</p>	<p>COMMUNICATION STRATEGY: asking for clarification</p>	<p>A persuasive email WRITING WORKSHOP FUNCTIONS</p> <ul style="list-style-type: none"> • using correct email conventions • giving advice
	<p>A magazine article FUNCTION talking about entertainment</p>	<p>TAKING NOTES: a lecture on television</p>	<p>Talking about a live event SPEAKING WORKSHOP FUNCTIONS</p> <ul style="list-style-type: none"> • describing live events • asking questions and talking about live events 	<p>WRITING PARAGRAPHS: a descriptive paragraph</p>
	<p> SPEED READING: a TV review</p>	<p>Listening to an argument FUNCTION discussing people's behaviour in the past</p>	<p>COMMUNICATION STRATEGY: using softening language to give criticism</p>	<p>Writing a short story WRITING WORKSHOP FUNCTIONS</p> <ul style="list-style-type: none"> • using direct speech • describing an event in the past
	<p>Job adverts FUNCTION talking about unusual jobs</p>	<p> TAKING NOTES: a lecture on theories on work</p>	<p>Talking about ideal jobs SPEAKING WORKSHOP FUNCTIONS</p> <ul style="list-style-type: none"> • agreeing and disagreeing • describing an ideal job • using questions to ask for more information 	<p>WRITING DESCRIPTIONS: describing the workplace</p>

UNIT OPENER FUNCTIONS: discussing results (7), guessing (8), speculating (9), expressing and explaining preferences (10), talking about offences (11), talking about unusual jobs (12)

PRONUNCIATION	GRAMMAR	VOCABULARY	LIFE SKILLS
WORDS: question tags	MODALS OF DEDUCTION: MUST, CAN'T, MIGHT/MAY/COULD FUNCTION making deductions QUESTION TAGS FUNCTION double-checking information	ADJECTIVE SUFFIXES -FUL, -LESS FUNCTION using adjectives with suffixes to describe things IMPROVING YOUR BRAIN FUNCTION discussing how to improve your learning using collocations	STUDY AND LEARNING: logical thinking FUNCTION discussing logical thinking
LANGUAGE WRAP-UP			
WORDS: /ə/ in multisyllable words	RELATIVE CLAUSES FUNCTION giving information about people, places and things VERB + GERUND/INFINITIVE	EMBARRASSING EVENTS FUNCTION talking about embarrassing events ADJECTIVES FOR DESCRIBING STORIES FUNCTION talking about how stories make you feel	SELF AND SOCIETY: learning from experience FUNCTION discussing a past experience
LANGUAGE WRAP-UP			
SOUNDS: /ɜ:/	INFINITIVE CLAUSES WITH IMPERSONAL IT FUNCTION giving advice on medical problems WISH AND IF ONLY FOR REGRETS FUNCTION describing regrets	INJURIES FUNCTION talking about injuries HEALTH PROBLEMS AND SYMPTOMS FUNCTION describing health problems and symptoms	STUDY AND LEARNING: developing your memory FUNCTION discussing a writing career
LANGUAGE WRAP-UP			
SOUNDS: /æ/ vs /ʌ/	NON-DEFINING RELATIVE CLAUSES DEFINING RELATIVE CLAUSES FUNCTION giving information about people, places and things	AT A LIVE PERFORMANCE FUNCTION talking about live performances AT THE OSCARS FUNCTION talking about films	SELF AND SOCIETY: working as part of a team FUNCTION reflecting on teamwork
LANGUAGE WRAP-UP			
SOUNDS: /tʃ/ vs /ʃ/	SHOULD/SHOULDN'T HAVE FUNCTION reflecting on past situations WAS/WERE GOING TO AND WAS/WERE SUPPOSED TO FUNCTION talking about unfulfilled plans and intentions	BREAKING THE RULES FUNCTION talking about breaking the rules GOOD AND BAD BEHAVIOUR FUNCTION talking about good and bad behaviour	WORK AND CAREER: understanding graphs FUNCTION talking about charts
LANGUAGE WRAP-UP			
WORDS: stress patterns with phrasal verbs	SO, SUCH, TOO, ENOUGH FUNCTION describing a degree or quality SEPARABLE AND NON-SEPARABLE PHRASAL VERBS talking about setting up a business	THE WORLD OF WORK FUNCTION talking about things in the world of work PHRASAL VERBS FOR TALKING ABOUT WORK FUNCTION talking about work and jobs	WORK AND CAREER: preparing for a job interview FUNCTION describing work experience
LANGUAGE WRAP-UP			