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