



Contents

Unit 1	First Day at Work	1
Unit 2	Work to the Schedule	15
Unit 3	Follow the Procedures	29
Unit 4	Workplace Safety	43
	Mid-term Test	57
Unit 5	A World Full of Data	69
Unit 6	It's All About Teamwork	83
Unit 7	Work with New Technologies	97
Unit 8	Tell Me About Your Future	111
	Final Test	125
	Key	137

