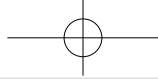


Map of the book

	Unit	Inside view	Outside view
P1	Unit 1 A working life	Janet and Andy talk about their future plans P2 <i>Speculating about the future</i> <i>Making enthusiastic comments</i> <i>Reassuring people</i> <i>Talking about attitudes and relationships at work</i>	How to get a job P6 <i>Listening to natural English: expressions implying lack of confidence</i>
P13	Unit 2 Talking books	Janet and Andy discuss Charles Dickens P14 <i>Starting a meeting</i> <i>Conceding</i> <i>Talking about writers and writing</i> <i>Describing someone's behaviour</i>	Reading for pleasure P18
P25	Unit 3 Passing fashions	Janet and Joe go to a fashion show P26 <i>Encouraging people to do things</i> <i>Showing astonishment</i> <i>Asking for and giving opinions</i>	Watch that style! P30
P37	Unit 4 Money matters	Janet finds out about the Bank of England P38 <i>Checking and changing arrangements</i> <i>Asking for and giving further information</i> <i>Describing a tour of a building</i>	Fair exchange P42
P49	Unit 5 The gender gap	Janet and Andy discuss gender stereotyping P50 <i>Talking about self-esteem</i> <i>Conceding</i> <i>Making a strong point</i> <i>Talking about vague amounts</i>	I want to be a train driver P54
P61	Unit 6 Make yourself at home	Andy looks for a new flat P62 <i>Talking about accommodation</i> <i>Making comparisons</i> <i>Complaining and criticizing</i> <i>Giving warnings and making threats</i>	From cottage to castle P66
P73	Unit 7 A love of language	Janet learns to speak like a Londoner P74 <i>Making small talk</i> <i>Making offers</i> <i>Showing understanding and lack of understanding</i> <i>Showing indecision</i>	A sign of the times P78
P85	Unit 8 Enquiring minds	Janet says goodbye P86 <i>Giving positive opinions</i>	The <i>Eagle</i> has landed! P90
P97	Communication activities		



Listening in	Presentation skills	Unit task
Rules at work P8 Take it easy P10	Giving a talk P11 <i>Talking about an imaginary situation</i> <i>Talking about likes and preferences</i> <i>Talking about abilities and professional skills</i> <i>Giving reasons</i>	Carrying out a survey on students' career plans P12
I want one of those! P20 The way we read P22 <i>Listening to natural English: numbers and figures</i>	Telling the story of a novel P23 <i>Introducing a novel</i> <i>Setting the scene of a novel</i> <i>Describing the theme of a novel</i> <i>Describing events in a story</i>	Doing an interview P24
Dress to impress P32 House of Chanel P34 <i>Listening to natural English: checking you understand</i>	Holding an informal discussion P35 <i>Starting off a discussion</i> <i>Reacting to others' opinions</i> <i>Entering a discussion</i> <i>Closing a discussion</i>	Designing fashion pages for a college magazine P36
Just joking! P45 The best things in life are free P46	Giving advice P47 <i>Giving advice in a friendly, personal way</i> <i>Being emphatic with advice</i> <i>Explaining likely effects</i>	Carrying out a survey on students' allowances P48
Women across cultures P56 I just don't understand! P58 <i>Listening to natural English: telling anecdotes</i>	Holding a formal discussion P59 <i>Giving an opinion in formal language</i> <i>Making a concession</i> <i>Presenting a counter-argument</i> <i>Inviting people to speak</i>	Presenting an idea for a radio magazine programme P60
A place of your own P68 Home from home P70	Telling a story in the first person P71 <i>Using emphasis in everyday language</i> <i>Describing difficulties</i> <i>Describing successes</i>	Describing your dream home P72
A trick of the brain P80 Divided by a common language P82	Leading a formal discussion P83 <i>Introducing the topic</i> <i>Inviting people to speak</i> <i>Moving the conversation on</i> <i>Asking for different opinions</i> <i>Summarizing</i>	Planning a series of events for a Chinese language and culture week P84
Living your dreams P92 Fact or fiction? P94	Holding a debate P95 <i>Supporting / Opposing a motion</i> <i>Presenting an argument</i> <i>Agreeing / Disagreeing (formal)</i>	Delivering a news bulletin P96

