

APP1B – SLFT Plan

UNIT 16

IT'S A BUSY LIFE

Object pronouns What do you do? Contrasting the present tenses too much / not enough how often? every A few times/a couple of times (amount) a (day, week) work/office vocabulary	Describing and asking about work activities Describing frequency Making suggestions/ recommendations Making a short presentation	What people do at work
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UNIT 17

AIRPORTS

if (zero conditional) through to open/close, open/closed Past simple tense (to be and regular verbs) Air travel vocabulary (fly, land, take off ...)	Dealing with airport situations (customs and immigration, flight schedules, airport services) Discussing travel habits	At an airport
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UNIT 18

WHAT HAPPENED?

Past simple tense (did/didn't, had) Regular past simple questions (did you... ?) Work/basic industrial vocabulary	Describing actions in an office Describing actions in a factory Describing reasons for business travel	Business action
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UNIT 19

DESTINATION – BUSINESS

Imperative why/because How? get on/off until/towards/after/at Travel reservation and ticket vocabulary	Describing business facilities Using public transportation Making travel arrangements	A business trip to London
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UNIT 20

INTERACTIONS

Personal status / family vocabulary (married, single, children ...) have got Past simple tense (irregular verbs – ate, drank, made, wrote, saw, thought ...) Hotel vocabulary	Checking in and out at a hotel Understanding hotel facilities Informal conversation with colleagues Asking/answering about family and background Taking a taxi	A convention at a hotel
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UNIT 21

ECONOMIC FACTS

much / many / a lot / a little / a few Relative pronouns (who, which, where) Basic industry-sector vocabulary (consumer, trade, tourism ...)	Describing an economy Describing relative quantities Referring to statistics and approximate figures	Macro-economic analysis
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UNIT 22

FINDING YOUR WAY

straight on/ahead, along, over, turn right/left, on the right/left, in front of, next to, opposite / across from, behind, between Building vocabulary (floor, elevator, stairs ...) Street vocabulary (corner, intersection ...)	Describing locations in town Asking for and giving directions in town Asking for and giving directions in a building	Finding your way
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UNIT 23

FLUCTUATIONS

too/ (not ...) enough well/badly when (if) Basic financial vocabulary (stock, lend, investment...) Graph vocabulary (increase, go up...)	Discussing investment performance Describing current trends Describing business theories	The financial markets
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UNIT 24

GLOBALIZATION

Comparatives (...er, than, more/less, better/worse) Superlatives (...est, the most/least, the best/worst) different / the same Basic global-market vocabulary	Describing reasons for change Describing a business model Using economic indicators	Globalization
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UNIT 25

SPECIFICATIONS AND CHARACTERISTICS

(not) as ... as the same as without ...ing how long/wide/high?, length/width/height, area/volume, weigh/weight Vocabulary for specifications	Describing a product range Giving a technical specification Discussing job and staff profiles	Technical specifications
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UNIT 26

INFORMATION TECHNOLOGY

gerund as object some/any/no something/anything/nothing somebody/anybody/ nobody (...one) such as/like Basic IT vocabulary	Describing job responsibilities Checking on customer needs Presenting a product Dealing with problems	Information technology
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UNIT 27

APPOINTMENTS AND PLANS

Is ... convenient? I'm afraid... that suits me. Present continuous with future meaning - going to, (I'm looking forward to) ...-ing want/would like me/you to... Vocabulary for planning	Arranging an appointment Presenting a business plan Questioning plans Making arrangements for a meeting	Appointments and plans
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UNIT 28

BUSINESS PLANNING

Phrasal verbs able to Vocabulary for business plans	Describing a career history Describing a company history	Business planning
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UNIT 29 TRAVELING FOR BUSINESS

shall I? Vocabulary for business travel	Describing a business trip Complaining (in a hotel) Describing problems (by email)	Business trips and dealing with problems
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UNIT 30 FORECASTING

will/won't ... 'll have to maybe Vocabulary for forecasts, speculations and spontaneous decisions	Opening a presentation, Giving a professional opinion Questioning proposals Requesting information in writing Giving written confirmation	Forecasting (in the oil-exploration business)
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