

Scope and Sequence

	Unit	Listening	Short Dialogues
1 Page 8	 <p>Acing the Interview</p>	Interview Vocabulary: Interview	Interview skills
2 Page 16	 <p>Money Matters</p>	Investment Vocabulary: Finance	Investment methods
3 Page 24	 <p>Company Retreat</p>	Organizing a retreat Vocabulary: Activity	Discussing retreats
Review 1 (Units 1–3)		Page 32	
4 Page 38	 <p>Trade Show</p>	Sporting goods exhibition Vocabulary: Exhibition	Talking business in shows
5 Page 46	 <p>Processing an Order</p>	Complaining about damaged goods Vocabulary: Complaint	Customer service
6 Page 54	 <p>Entertaining Clients</p>	Being a good host Vocabulary: Entertainment	Welcoming clients
Review 2 (Units 4–6)		Page 62	

	Class Activity	Writing	Grammar Focus	Reading	Listening Practice
	Interview	Cover letter	Comparatives and superlatives	What I Did Wrong	Job search survey
	Finance survey	Monthly budget	Present perfect simple vs. present perfect continuous	An Intro to Cryptocurrencies	Buying cryptocurrencies
	Retreat ideas	Company announcement	Phrasal verbs	Retreat Settings for Companies of All Sizes	Luxury corporate retreats
	Trade show simulation	Company introduction	Essential and nonessential clauses	Comic-Con: Festival of Nerds	Furniture show
	Giving quotes	Invoices	Stative verbs	Three invoice strategies	Order inquiry
	Welcoming a guest	Thank-you note	Reported speech (Part I)	Away on Business: Stories from the Road	Expense account

	Unit	Listening	Short Dialogues
7 Page 68	 Licensed to Sell	Contacting clients Vocabulary: Sales	Promoting your business
8 Page 76	 Building Your Brand	Revising a company logo Vocabulary: Brand	Assessing company logos
9 Page 84	 Sign on the Dotted Line	Explaining a contract Vocabulary: Legalese	Terms and conditions
Review 3 (Units 7–9)		Page 92	
10 Page 98	 Dollars and Sense	In the red or in the black Vocabulary: Bookkeeping	Gaining or losing money
11 Page 106	 Downtime Fun	Things to do during downtime Vocabulary: Relaxation	Using downtime effectively
12 Page 114	 Leaving on the Right Note	Leaving a job Vocabulary: Quitting	Resigning from a job
Review 4 (Units 10–12)		Page 122	

	Class Activity	Writing	Grammar Focus	Reading	Listening Practice
	Products for sale	Merchandise promotion	Reported speech (Part II)	The Almighty Lead	Placing orders
	Logos	Thoughts about brands	Future perfect tense	Behind the Brand: The Origin Stories of Famous Logos	Developing marketing strategies
	Disputes in contracts	Contract amendments	Articles	Before You Sign	Contracts explained
	Financial situation	Financial health summary	Talking about the future	Keep the Books, Keep Your Cash	Annual audit
	Staying productive during downtime	Break room renovation	Time linkers	Making the Break Room Work	New break room
	Survey on leaving a job	Farewell e-mail	Modals of permission, obligation and necessity	How to Hit the Road Without Burning Bridges	Resignation