

Unit 1 Live and learn

Section	Content	Activity	Skills	Page	Exercise	Skill building for TOEIC
Introduction	Self & society	Look at pictures	Speaking	9	A	S&W Describe a picture
		Class work	Speaking	9	B	S&W Express an opinion
Grammar	Present perfect + <i>yet/already</i>	Listen to a conversation	Read & Answer	10	A	L&R Part 7
		Complete the conversations	Reading	11	C	L&R Part 6
Pronunciation	/j/ vs. /dʒ/	Listen to words	Listen & Repeat	11	A&B	S&W Read a text aloud
		Pair work	Speaking	11	C	S&W Read a text aloud
Reading	The main idea	Pair work	Ask & Answer	12	A	S&W Respond to questions
		Complete the sentences	Reading	12	C	L&R Part 5
Listening	Advice	Pair work	Ask & Answer	13	C	S&W Respond to questions
Grammar	Present perfect progressive	Read an email	Read & Answer	14	A	L&R Part 7
		Complete the sentences	Reading	14	C	L&R Part 6
Speaking	Encouraging the speaker	Listen to a conversation	Listen & Answer	15	A	L&R Part 3
Writing	A journal entry	Circle the correct word	Reading	15	A	L&R Part 5
		Make notes and write a diary entry	Writing	15	B&C	S&W Respond to a written request
lifeSkills	Setting goals	Write a personal goal statement	Writing	16	B	S&W Respond to a written request
Language wrap-up: Vocabulary		Complete the conversation	Reading	18	A	L&R Part 6
		Complete the sentences	Reading	18	B	L&R Part 6
Language wrap-up: Grammar		Complete the sentences	Reading	18	B	L&R Part 6

Unit 2 Then and now

Section	Content	Activity	Skills	Page	Exercise	Skill building for TOEIC
Introduction	Study & learning	Class work	Speaking	19	B	S&W Describe a picture
Grammar	<i>used to</i>	Listen to a conversation	Listen & Answer	20	A	L&R Part 3
		Complete the conversation	Reading	21	C	L&R Part 6
Pronunciation	Contrastive stress	Pair work	Listen & Repeat	21	C	S&W Read a text aloud
Listening	Identifying emotion and attitude	Listen to four conversations	Listen & Answer	22	B	L&R Part 3
Reading	A magazine article	Read a magazine article	Read & Answer	23	B	L&R Part 7
Grammar	Past perfect	Listen to a conversation	Read & Answer	24	A	L&R Part 7
		Complete the sentences	Reading	24	C	L&R Part 5
Speaking	Talking about memories	Listen to a conversation	Listen & Answer	25	A	L&R Part 3
Writing	Organizing a paragraph	Make notes and write a paragraph	Writing	25	B&C	S&W Respond to a written request
Language wrap-up: Vocabulary		Complete the sentences		28	A&B	L&R Part 5
Language wrap-up: Grammar		Complete the conversation		28		L&R Part 6

Unit 3 Buying power

Section	Content	Activity	Skills	Page	Exercise	Skill building for TOEIC
Introduction	Work & career	Look at pictures	Speaking	29	A	S&W Describe a picture and S&W Express an opinion
		Class work	Speaking	29	B	Respond to questions
Grammar	Definite article <i>the</i> / zero article	Read an article	Read & Answer	30	A	S&W Respond to questions using information provided
		Complete the sentences	Reading	30	C	L&R Part 6
Reading	The main idea	Read an article	Read & Answer	31	A	L&R Part 7
		Pair work	Speaking	31	D	S&W Respond to questions using information provided
Grammar	Indirect questions	Listen to a conversation	Listen & Answer	32	A	L&R Part 3
		Pair work	Ask & Answer	32	D	S&W Respond to questions
Writing	An opinion paragraph	Read a text	Read & Answer	33	A	S&W Respond to questions using information provided
		Make notes and write a paragraph	Writing	33	B&C	S&W Respond to a written request
Pronunciation	/ɪ/ vs. /i/	Listen to words	Listen & Repeat	34	A	S&W Read a text aloud
		Pair work	Speaking	34	B&C	S&W Read a text aloud
Vocabulary	Solutions to problems with products	Complete the conversations	Reading	34	B	L&R Part 5
Speaking	Politely insisting	Listen to a conversation	Listen & Answer	35	A	L&R Part 3
Listening	A complaint	Class work	Speaking	35	A	S&W Respond to questions
lifeSkills	Persuading others	Read two ads	Read & Answer	36	A	S&W Respond to questions using information provided
		Pair work	Speaking	36	B	S&W Respond to questions
Language wrap-up: Vocabulary		Complete the sentences	Reading	38		L&R Part 5
Language wrap-up: Grammar		Complete the questions	Reading	38	B	L&R Part 5

Unit 4 Taking care of business

Section	Content	Activity	Skills	Page	Exercise	Skill building for TOEIC
Writing	Organizing a paragraph	Pair work	Writing	40	B,C,&D	S&W Write an opinion essay
Vocabulary	Business	Complete the phrases	Reading	40	A	L&R Part 5
		Pair work	Speaking	40	C	S&W Respond to questions
Grammar	Causative <i>have</i> and <i>get</i>	Read website information	Read & Answer	41	A	S&W Respond to questions using information provided
		Complete the questions	Reading	41	C	L&R Part 5
		Group work	Ask & Answer	41	D	S&W Respond to questions
Pronunciation	Compound nouns vs. compound adjectives	Pair work	Speaking	42	C	S&W Read a text aloud
Vocabulary	Describing products and services	Complete the sentences to express your opinion	Writing	42	B	S&W Write an opinion essay
		Pair work	Speaking	42	C	S&W Express an opinion
Reading	An online guide	Class work	Speaking	43	A	S&W Respond to questions
		Answer T or F and read an article	Reading	43	B	L&R Part 7
		Group work	Speaking	43	C	S&W Respond to questions
Grammar	Adjectives ending in <i>-ed/-ing</i>	Listen to a conversation	Listen & Answer	44	A	L&R Part 3
		Circle the correct word	Reading	44	C	L&R Part 5
Listening	Identifying emotion and attitude	Listen to five conversations	Listen & Answer	45	B	L&R Part 3
Speaking	Talking about a business	Listen to a conversation	Listen & Answer	45	A	L&R Part 3
lifeSkills	Turning problems into opportunities	Read a text	Read & Answer	46	A	L&R Part 7
		Pair work	Writing	46	B	S&W Respond to a written request
		Class work	Speaking	46	F	S&W Propose a solution
Language wrap-up: Vocabulary		Complete the sentences	Reading	48	A	L&R Part 5
		Circle the correct word	Reading	48	B	L&R Part 5
Language wrap-up: Grammar		Complete the conversation	Reading	48		L&R Part 6

Unit 5 Through the grapevine

Section	Content	Activity	Skills	Page	Exercise	Skill building for TOEIC
Introduction	Study & learning	Read the headlines	Speaking	49	A	S&W Express an opinion
		Group work	Speaking	49	B	S&W Express an opinion
Reading	Distinguishing fact and opinion	Class work	Speaking	50	A	S&W Express an opinion
		Read an article	Speaking	50	B	S&W Respond to questions using information provided
		Identifying if something is fact or opinion	Read & Answer	50	C	L&R Part 7
		Pair work	Speaking	50	D	S&W Express an opinion
Grammar	Reported speech	Listen to a conversation	Listen & Answer	51	A	L&R Part 3
Vocabulary	Oral communication	Complete the sentences	Reading	52	B	L&R Part 5
		Pair work	Ask & Answer	52	C	S&W Respond to questions
Grammar	Reported questions	Listen to a conversation	Listen & Answer	53	A	L&R Part 3
Vocabulary	<i>ask, say, tell</i>	Complete the phrases	Reading	54	A	L&R Part 5
		Complete the sentences	Reading	54	B&C	L&R Part 5
Pronunciation	<i>say/says/said</i>	Listen to words	Listen & Repeat	54	A	S&W Read a text aloud
		Listen to sentences	Speaking	54	B	S&W Read a text aloud
Listening	Phone messages	Listen to four phone messages	Listen & Answer	54	A	L&R Part 4
		Pair work	Speaking	55	D	S&W Express an opinion
lifeSkills	Reporting information	Read a report	Read & Answer	57	C	L&R Part 7
Language wrap-up: Vocabulary		Circle the correct answer	Reading	58		L&R Part 6

Unit 6 Decisions, decisions

Section	Content	Activity	Skills	Page	Exercise	Skill building for TOEIC
Introduction	Self & society	Class work	Speaking	59	B	S&W Respond to questions
Vocabulary	Dealing with problems	Complete the phrases	Reading	60	A	L&R Part 5
Grammar	Third conditional	Listen to a conversation	Listen & Answer	60	A	L&R Part 3
		Complete the sentences	Reading	61	C	L&R Part 5
		Class work	Writing	61	D	S&W Respond to a written request
Pronunciation	Past modals	Listen to sentences	Listen & Repeat	61	B	S&W Read a text aloud
Speaking	Talking about hopes and wishes	Class work	Speaking	61	A	S&W Express an opinion
		Listen to four people talk	Listen & Answer	61	B	L&R Part 3
Reading	An opinion webpage	Read two moral dilemmas and answer T or F	Read & Answer	62	B	L&R Part 7
		Group work	Speaking	62	C	S&W Express an opinion
Listening	Predicting	Listen to a conversation and look at pictures	Look, Listen, & Answer	63	A	L&R Part 1
		Answer the questions	Listen & Answer	63	C	L&R Part 3
Grammar	<i>hope and wish</i>	Class work	Speaking	63	A	S&W Respond to questions using information provided
		Rewrite the sentences	Writing	64	C	S&W Respond to a written request
Vocabulary	Decisions	Complete the phrases	Reading	65	A	L&R Part 5
		Pair work	Speaking	65	C	S&W Express an opinion
Writing	Checking your work	Write a short email	Writing	65	B	S&W Respond to a written request
Language wrap-up: Vocabulary		Complete the conversation	Reading	68		L&R Part 6
Language wrap-up: Grammar		Complete the conversation	Reading	68	A	L&R Part 6
		Rewrite the sentences	Writing	68	B	S&W Respond to a written request

Unit 7 Think again!

Section	Content	Activity	Skills	Page	Exercise	Skill building for TOEIC
Reading	Distinguishing fact and opinion	Pair work	Speaking	70	D	S&W Express an opinion
Grammar	Modals of deduction: <i>must, can't, might/may/could</i>	Listen to a conversation	Speaking	71	A	S&W Respond to questions using information provided
		Complete the sentences	Reading	71	C	L&R Part 6
Vocabulary	Adjective suffixes <i>-ful, -less</i>	Complete the sentences	Reading	72	A	L&R Part 5
		Pair work	Speaking	72	C	S&W Express an opinion
Listening	A short lecture	Pair work	Speaking	72	D	S&W Express an opinion
Grammar	Tag questions	Listen to a conversation	Speaking	73	A	S&W Respond to questions using information provided
		Complete the sentences	Reading	73	C	L&R Part 6
Pronunciation	Tag questions	Listen to sentences	Listen & Answer	74	A&B	L&R Part 4
		Pair work	Speaking	74	C	S&W Read a text aloud
Speaking	Speculating	Pair work	Speaking	74	B	S&W Express an opinion
Vocabulary	Improving your brain	Complete the sentences	Reading	75	B	L&R Part 5
		Pair work	Speaking	75	C	S&W Express an opinion
Writing	A for-and-against text	Read a text	Read & Answer	75	A	S&E Respond to questions with information provided and S&W Express an opinion
		Write a for-and-against essay	Writing	75	B&C	S&W Write an opinion essay
Language wrap-up: Vocabulary		Circle the correct word	Reading	78		L&R Part 6
Language wrap-up: Grammar		Complete the conversation	Reading	78	A	L&R Part 6
		Complete the questions	Reading	78	B	L&R Part 5

Unit 8 Stories we tell

Section	Content	Activity	Skills	Page	Exercise	Skill building for TOEIC
Introduction	Self & society	Look at pictures	Speaking	79	A	S&W Describe a picture
Vocabulary	Embarrassing events	Look at pictures	Writing	80	A	S&W Write a sentence based on a picture
		Complete the sentences	Reading	80	B	L&R Part 5
		Pair work	Speaking	80	C	S&W Express an opinion
Grammar	Relative clauses	Read four comments	Read & Answer	80	A	L&R Part 7
		Pair work	Speaking	81	C	S&W Express an opinion
Speaking	Telling an anecdote	Listen to an anecdote	Listen & Answer	81	A	L&R Part 4
		Pair work	Ask & Answer	81	B	S&W Respond to questions
		Pair work	Speaking	81	C	S&W Express an opinion
Reading	A story	Read a legend	Read & Answer	83	B	L&R Part 7
		Group work	Speaking	83	C	S&W Respond to questions
Pronunciation	/ə/ in multisyllable words	Listen to words	Speaking	83	B	S&W Read a text aloud
		Listen to sentences	Listen & Repeat	83	C	S&W Read a text aloud
Grammar	Verb + gerund /infinitive	Read a blurb	Read & Answer	84	A	S&W Express an opinion
		Complete the sentences	Reading	84	C	L&R Part 5
Listening	Predicting	Listen to a story	Listen & Answer	85	B	L&R Part 4
		Class work	Speaking	85	F	L&R Part 4 and S&W Express an opinion
Writing	Checking your work	Write a short story	Writing	85	B	S&W Respond to a written request
lifeSkills	Learning from experience	Group work	Read & Answer	86	A	S&W Respond to questions using information provided and S&W Express an opinion
Language wrap-up: Vocabulary		Circle the correct word	Reading	88	B	L&R Part 5
Language wrap-up: Grammar		Complete the sentences	Reading	88		L&R Part 6

Unit 9 Body talk

Section	Content	Activity	Skills	Page	Exercise	Skill building for TOEIC
Introduction	Study & learning	Label picture	Writing	89	A	S&W Write a sentence based on a picture
Vocabulary	Injuries	Look at pictures	Speaking	90	A	S&W Describe a picture
		Pair work	Speaking	90	C	S&W Respond to questions
Grammar	Infinitive clauses with impersonal <i>it</i>	Read a text	Read & Answer	90	A	S&W Respond to questions using information provided
Speaking	Asking for clarification	Pair work	Speaking	91	B	S&W Describe a picture
Vocabulary	Health problems and symptoms	Look at pictures	Writing	92	A	S&W Write a sentence based on a picture
Listening	A medical consultation	Pair work	Speaking	92	A	S&W Respond to questions
		Listen to a conversation	Listen & Answer	92	B	L&R Part 3 and L&R Part 1
Writing	A persuasive email	Read an email	Read & Answer	93	A	L&R Part 7
		Write an email	Writing	93	C	S&W Express an opinion
Grammar	<i>wish</i> and <i>if only</i> for regrets	Read an extract	Speaking	94	A	S&W Respond to questions using information provided
Reading	Speed reading	Answer the questions	Read & Answer	95	B	L&R Part 7
Language wrap-up: Grammar		Complete the sentences	Reading	98		L&R Part 6

Unit 10 Stage and screen

Section	Content	Activity	Skills	Page	Exercise	Skill building for TOEIC
Introduction	Self & society	Pair work	Speaking	99	B	S&W Express an opinion
Vocabulary	At a live performance	Complete the sentences	Reading	100	B	L&R Part 5
		Pair work	Speaking	100	C	S&W Express an opinion
Grammar	Non-defining relative clauses	Read a biography	Read & Answer	100	A	S&W Respond to questions using information provided
		Write sentences	Writing	101	C	S&W Respond to a written request
		Write a short biography	Writing	101	D	S&W Respond to a written request
Pronunciation	/æ/ vs. /ʌ/	Pair work	Speaking	101	B	S&W Read a text aloud
		Complete the sentences	Listening & Speaking	101	C	S&W Read a text aloud and L&R Part 4
Speaking	Talking about a live event	Pair work	Ask & Answer	102	E	S&W Respond to questions
Reading	A magazine article	Read a magazine article	Read & Answer	104	A	S&W Respond to questions using information provided
		Pair work	Speaking	104	B	S&W Express an opinion
Listening	Taking notes	Pair work	Speaking	105	D	S&W Express an opinion
Writing	Descriptions	Write a description	Writing	105	B&C	S&W Write an opinion essay
lifeSkills	Working as part of a team	Pair work	Speaking	106	A	S&W Describe a picture
		Group work	Writing	107	D	S&W Respond to a written request
		Group work	Speaking	107	H	S&W Respond to questions
Language wrap-up: Vocabulary		Complete the sentences	Reading	108		L&R Part 5
Language wrap-up: Grammar		Complete the sentences	Reading	108	B	L&R Part 5

Unit 11 Breaking the rules

Section	Content	Activity	Skills	Page	Exercise	Skill building for TOEIC
Introduction	Work & career	Pair work	Speaking	109	B	S&W Express an opinion
Vocabulary	Breaking the rules	Pair work	Speaking	110	C	S&W Express an opinion
Grammar	<i>should/shouldn't have</i>	Listen to a conversation	Listen & Answer	110	A	L&R Part 3
		Complete the sentences	Reading	111	C	L&R Part 5
Listening	An argument	Listen to an argument	Listen & Answer	111	A&B	L&R Part 4
		Pair work	Speaking	111	C	S&W Express an opinion
Reading	Speed reading	Answer the questions	Read & Answer	112	C	L&R Part 7
		Pair work	Speaking	112	D	S&W Express an opinion
Pronunciation	/tʃ/ vs. /ʃ/	Listen to sentences	Speaking	113	B	S&W Read a text aloud
Vocabulary	Good and bad behavior	Complete the sentences	Reading	113	B	L&R Part 5
Grammar	<i>was/were going to</i> and <i>was/were supposed to</i>	Read a conversation	Read & Answer	114	A	S&W Respond to questions using information provided
Writing	A short story	Finish your story	Writing	115	D	S&W Respond to a written request
lifeSkills	Understanding graphs	Label graphs	Writing	116	A	S&W Write a sentence based on a picture
Language wrap-up: Vocabulary		Complete the sentences	Reading	118	B	L&R Part 5
Language wrap-up: Grammar		Complete the sentences	Reading	118	A	L&R Part 5

Unit 12 Just the job!

Section	Content	Activity	Skills	Page	Exercise	Skill building for TOEIC
Introduction	Work & career	Look at pictures	Look & Match	119	A	S&W Write a sentence based on a picture
		Pair work	Speaking	119	B	S&W Express an opinion
Vocabulary	The world of work	Pair work	Ask & Answer	120	B	S&W Respond to questions
Reading	Job advertisements	Group work	Ask & Answer	120	B	S&W Express an opinion
Grammar	<i>so, such, too, enough</i>	Read a conversation	Read & Answer	121	A	S&W Respond to questions using information provided
Listening	Taking notes	Group work	Speaking	122	E	S&W Express an opinion
Speaking	Talking about ideal jobs	Listen to two people talk	Listen & Answer	123	A	L&R Part 1
		Answer the questions	Listen & Answer	123	B	L&R Part 4
Vocabulary	Phrasal verbs for talking about work	Group work	Speaking	123	B	S&W Respond to questions
Grammar	Separable and non-separable phrasal verbs	Read a review	Read & Answer	124	A	S&W Respond to questions using information provided
		Circle the correct word	Reading	124	C	L&R Part 5
Pronunciation	Stress patterns with phrasal verbs	Listen to sentences	Speaking	125	B	S&W Read a text aloud
Writing	Descriptions	Describe pictures	Writing	125	A	S&W Write a sentence based on a picture
		Write a description about work	Writing	125	C	S&W Respond to a written request
lifeSkills	Preparing for a job interview	Look at pictures	Look & Answer	126	A	S&W Describe a picture and S&W Express an opinion
		Listen to an interview	Speaking	126	B	S&W Express an opinion
		Read the advice	Speaking	127	C	S&W Express an opinion
		Listen to an interview	Speaking	127	D	S&W Express an opinion
		Pair work	Speaking	127	E	S&W Express an opinion
		Prepare answers for an interview	Ask & Answer	127	F	S&W Respond to questions
		Pair work	Ask & Answer	127	G	S&W Respond to questions
Language wrap-up: Vocabulary		Circle the correct word	Reading	128	A	L&R Part 6
		Complete the sentences	Reading	128	B	L&R Part 5
Language wrap-up: Grammar		Complete the sentences	Reading	128	A	L&R Part 5