

## Unit 1 Live and learn

Section	Content	Activity	Skills	Page	Exercise	Skill building for TOEIC
Introduction	Self & society	Look at photos	Speaking	9	A	S&W Describe a picture
		Class work	Speaking	9	B	S&W Express an opinion
Grammar	Present perfect + <i>yet/already/just</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		S&W Read a text aloud
		Pairwork	Speaking	11	C	S&W Read a text aloud
Reading	The main idea	Pairwork	Ask & Answer	12	A	S&W Respond to questions
		Choose the sentences	Reading	12	C	L&R Part 5
Listening	Advice	Pairwork	Ask & Answer	13	C	S&W Respond to questions
Grammar	Present perfect continuous	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 diary entry	Choose 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	21	B	S&W Describe a picture
Grammar	<i>used to</i>	Listen to a conversation	Listen & Answer	22	A	L&R Part 3
		Complete the conversation	Reading	23	C	L&R Part 6
Pronunciation	Emphatic stress	Pairwork	Listen & Repeat	23	C	S&W Read a text aloud
Listening	Identifying emotion and attitude	Listen to four conversations	Listen & Answer	24	B	L&R Part 3
Reading	A magazine article	Read a magazine article	Read & Answer	25	B	L&R Part 7
Grammar	Past perfect	Listen to a conversation	Read & Answer	26	A	L&R Part 7
		Complete the sentences	Reading	26	C	L&R Part 5
Speaking	Talking about memories	Listen to a conversation	Listen & Answer	27	A	L&R Part 3
Writing	Organising a paragraph	Make notes and write a paragraph	Writing	27	B&C	S&W Respond to a written request
Language wrap-up: Vocabulary		Complete the sentences		30	A&B	L&R Part 5
Language wrap-up: Grammar		Complete the conversation		30		L&R Part 6

## Unit 3 Buying power

Section	Content	Activity	Skills	Page	Exercise	Skill building for TOEIC
Introduction	Work & career	Look at photos	Speaking	33	A	S&W Describe a picture and S&W Express an opinion
		Class work	Speaking	33	B	Respond to questions
Grammar	Definite article <i>the</i> / zero article	Read an article	Read & Answer	34	A	S&W Respond to questions using information provided
		Complete the sentences	Reading	34	C	L&R Part 6
Reading	The main idea	Read an article	Read & Answer	35	A	L&R Part 7
		Pairwork	Speaking	35	D	S&W Respond to questions using information provided
Grammar	Indirect questions	Listen to a conversation	Listen & Answer	36	A	L&R Part 3
		Pairwork	Ask & Answer	36	D	S&W Respond to questions
Writing	An opinion paragraph	Read a text	Read & Answer	37	A	S&W Respond to questions using information provided
		Make notes and write a paragraph	Writing	37	B&C	S&W Respond to a written request
Pronunciation	/ɪ/ vs /i:/	Listen to words	Listen & Repeat	38	A	S&W Read a text aloud
		Pairwork	Speaking	38	B&C	S&W Read a text aloud
Vocabulary	Solutions to problems with products	Complete the conversations	Reading	38	B	L&R Part 5
Speaking	Politely insisting	Listen to a conversation	Listen & Answer	39	A	L&R Part 3
Listening	A complaint	Class work	Speaking	39	A	S&W Respond to questions
LifeSkills	Persuading others	Read two adverts	Read & Answer	40	A	S&W Respond to questions using information provided
		Pairwork	Speaking	40	B	S&W Respond to questions
Language wrap-up: Vocabulary		Complete the sentences	Reading	42		L&R Part 5
Language wrap-up: Grammar		Complete the questions	Reading	42	B	L&R Part 5

## Unit 4 Taking care of business

Section	Content	Activity	Skills	Page	Exercise	Skill building for TOEIC
Writing	Organising a paragraph	Pairwork	Writing	46	B,C&D	S&W Write an opinion essay
Vocabulary	Business	Complete the phrases	Reading	46	A	L&R Part 5
		Pairwork	Speaking	46	C	S&W Respond to questions
Grammar	Causative <i>have</i> and <i>get</i>	Read website information	Read & Answer	47	A	S&W Respond to questions using information provided
		Complete the questions	Reading	47	C	L&R Part 5
		Group work	Ask & Answer	47	D	S&W Respond to questions
Pronunciation	Compound nouns vs compound adjectives	Pairwork	Speaking	48	C	S&W Read a text aloud
Vocabulary	Describing products and services	Complete the sentences to express your opinion	Writing	48	B	S&W Write an opinion essay
		Pairwork	Speaking	48	C	S&W Express an opinion
Reading	An online guide	Class work	Speaking	49	A	S&W Respond to questions
		Answer T or F and read an article	Reading	49	B	L&R Part 7
		Group work	Speaking	49	C	S&W Respond to questions
Grammar	Adjectives ending in <i>-ed/-ing</i>	Listen to a conversation	Listen & Answer	50	A	L&R Part 3
		Choose the correct word	Reading	50	C	L&R Part 5
Listening	Identifying emotion and attitude	Listen to five conversations	Listen & Answer	51	B	L&R Part 3
Speaking	Talking about a business	Listen to a conversation	Listen & Answer	51	A	L&R Part 3
LifeSkills	Turning problems into opportunities	Read a text	Read & Answer	52	A	L&R Part 7
		Pairwork	Writing	52	B	S&W Respond to a written request
		Class work	Speaking	53	F	S&W Propose a solution
Language wrap-up: Vocabulary		Complete the sentences	Reading	54	A	L&R Part 5
		Choose the correct word	Reading	54	B	L&R Part 5
Language wrap-up: Grammar		Complete the conversation	Reading	54		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	57	A	S&W Express an opinion
		Group work	Speaking	57	B	S&W Express an opinion
Reading	Distinguishing fact and opinion	Class work	Speaking	58	A	S&W Express an opinion
		Read an article	Speaking	58	B	S&W Respond to questions using information provided
		Identifying if something is fact or opinion	Read & Answer	58	C	L&R Part 7
		Pairwork	Speaking	58	D	S&W Express an opinion
Grammar	Reported speech	Listen to a conversation	Listen & Answer	59	A	L&R Part 3
Vocabulary	Oral communication	Complete the sentences	Reading	60	B	L&R Part 5
		Pairwork	Ask & Answer	60	C	S&W Respond to questions
Grammar	Reported questions	Listen to a conversation	Listen & Answer	61	A	L&R Part 3
Pronunciation	<i>say/says/said</i>	Listen to words	Listen & Repeat	62	A	S&W Read a text aloud
		Listen to sentences	Speaking	62	B	S&W Read a text aloud
Vocabulary	<i>ask, say, tell</i>	Complete the phrases	Reading	62	A	L&R Part 5
		Complete the sentences	Reading	62	B&C	L&R Part 5
Listening	Phone messages	Listen to four phone messages	Listen & Answer	62	A	L&R Part 4
		Pairwork	Speaking	63	D	S&W Express an opinion
LifeSkills	Reporting information	Read a report	Read & Answer	65	C	L&R Part 7
Language wrap-up: Vocabulary		Choose the correct words	Reading	66		L&R Part 6

## Unit 6 Decisions, decisions

Section	Content	Activity	Skills	Page	Exercise	Skill building for TOEIC
Introduction	Self & society	Class work	Speaking	69	B	S&W Respond to questions
Vocabulary	Dealing with problems	Complete the phrases	Reading	70	A	L&R Part 5
Grammar	Third conditional	Listen to a conversation	Listen & Answer	70	A	L&R Part 3
		Complete the sentences	Reading	71	C	L&R Part 5
		Class work	Writing	71	D	S&W Respond to a written request
Pronunciation	Past modals	Listen to sentences	Listen & Repeat	71	B	S&W Read a text aloud
Reading	An opinion webpage	Read two moral dilemmas and answer T or F	Read & Answer	72	B	L&R Part 7
		Group work	Speaking	72	C	S&W Express an opinion
Listening	Predicting	Listen to a conversation and look at photos	Look, Listen & Answer	73	A	L&R Part 1
		Answer the questions	Listen & Answer	73	C	L&R Part 3
Grammar	<i>hope and wish</i>	Class work	Speaking	73	A	S&W Respond to questions using information provided
		Rewrite the sentences	Writing	74	C	S&W Respond to a written request
Speaking	Talking about hopes and wishes	Class work	Speaking	74	A	S&W Express an opinion
		Listen to four people talk	Listen & Answer	74	B	L&R Part 3
Vocabulary	Decisions	Complete the phrases	Reading	75	A	L&R Part 5
		Pairwork	Speaking	75	C	S&W Express an opinion
Writing	Checking your work	Write a short email	Writing	75	B	S&W Respond to a written request
Language wrap-up: Vocabulary		Complete the conversation	Reading	78		L&R Part 6
Language wrap-up: Grammar		Complete the conversation	Reading	78	A	L&R Part 6
		Rewrite the sentences	Writing	78	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	Pairwork	Speaking	82	D	S&W Express an opinion
Grammar	Modals of deduction: <i>must, can't, might/may/could</i>	Listen to a conversation	Speaking	83	A	S&W Respond to questions using information provided
		Complete the sentences	Reading	83	C	L&R Part 6
Vocabulary	Adjective suffixes <i>-ful, -less</i>	Complete the sentences	Reading	84	A	L&R Part 5
		Pairwork	Speaking	84	C	S&W Express an opinion
Listening	A short lecture	Pairwork	Speaking	84	D	S&W Express an opinion
Grammar	Question tags	Listen to a conversation	Speaking	85	A	S&W Respond to questions using information provided
		Complete the sentences	Reading	85	C	L&R Part 6
Pronunciation	Question tags	Listen to sentences	Listen & Answer	86	A&B	L&R Part 4
		Pairwork	Speaking	86	C	S&W Read a text aloud
Speaking	Speculating	Pairwork	Speaking	86	B	S&W Express an opinion
Vocabulary	Improving your brain	Complete the sentences	Reading	87	B	L&R Part 5
		Pairwork	Speaking	87	C	S&W Express an opinion
Writing	A for and against text	Read a text	Read & Answer	87	A	S&E Respond to questions with information provided and S&W Express an opinion
		Write a for and against essay	Writing	87	B&C	S&W Write an opinion essay
Language wrap-up: Vocabulary		Choose the correct word	Reading	90		L&R Part 6
Language wrap-up: Grammar		Complete the conversation	Reading	90	A	L&R Part 6
		Complete the questions	Reading	90	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	93	A	S&W Describe a picture
Vocabulary	Embarrassing events	Look at pictures	Writing	94	A	S&W Write a sentence based on a picture
		Complete the sentences	Reading	94	B	L&R Part 5
		Pairwork	Speaking	94	C	S&W Express an opinion
Grammar	Relative clauses	Read four comments	Read & Answer	94	A	L&R Part 7
		Pairwork	Speaking	95	D	S&W Express an opinion
Speaking	Telling an anecdote	Listen to an anecdote	Listen & Answer	95	A	L&R Part 4
		Pairwork	Ask & Answer	95	B	S&W Respond to questions
		Pairwork	Speaking	95	C	S&W Express an opinion
Reading	A story	Read a legend	Read & Answer	97	B	L&R Part 7
		Group work	Speaking	97	C	S&W Respond to questions
Pronunciation	/ə/ in multisyllable words	Listen to words	Speaking	97	B	S&W Read a text aloud
		Listen to sentences	Listen & Repeat	97	C	S&W Read a text aloud
Grammar	Verb + gerund /infinitive	Read a blurb	Read & Answer	98	A	S&W Express an opinion
		Complete the sentences	Reading	98	C	L&R Part 5
Listening	Predicting	Listen to a story	Listen & Answer	99	B	L&R Part 4
		Class work	Speaking	99	F	L&R Part 4 and S&W Express an opinion
Writing	Checking your work	Write a short story	Writing	99	B	S&W Respond to a written request
LifeSkills	Learning from experience	Group work	Read & Answer	100	A	S&W Respond to questions using information provided and S&W Express an opinion
Language wrap-up: Vocabulary		Choose the correct word	Reading	102	B	L&R Part 5
Language wrap-up: Grammar		Complete the sentences	Reading	102		L&R Part 6



## Unit 9 Body talk

Section	Content	Activity	Skills	Page	Exercise	Skill building for TOEIC
Introduction	Study & learning	Label a picture	Writing	105	A	S&W Write a sentence based on a picture
Vocabulary	Injuries	Look at pictures	Speaking	106	A	S&W Describe a picture
		Pairwork	Speaking	106	C	S&W Respond to questions
Grammar	Infinitive clauses with impersonal <i>it</i>	Read a text	Read & Answer	106	A	S&W Respond to questions using information provided
Speaking	Asking for clarification	Pairwork	Speaking	107	B	S&W Describe a picture
Vocabulary	Health problems and symptoms	Look at pictures	Writing	108	A	S&W Write a sentence based on a picture
Listening	A medical consultation	Pairwork	Speaking	108	A	S&W Respond to questions
		Listen to a conversation	Listen & Answer	109	B	L&R Part 3 and L&R Part 1
Writing	A persuasive email	Read an email	Read & Answer	109	A	L&R Part 7
		Write an email	Writing	109	C	S&W Express an opinion
Grammar	<i>wish</i> and <i>if only</i> for regrets	Read an extract	Speaking	110	A	S&W Respond to questions using information provided
Reading	Speed reading	Answer the questions	Read & Answer	111	B	L&R Part 7
Language wrap-up: Grammar		Complete the sentences	Reading	114		L&R Part 6

## Unit 10 Stage and screen

Section	Content	Activity	Skills	Page	Exercise	Skill building for TOEIC
Introduction	Self & society	Pairwork	Speaking	117	B	S&W Express an opinion
Vocabulary	At a live performance	Complete the sentences	Reading	117	B	L&R Part 5
		Pairwork	Speaking	117	C	S&W Express an opinion
Grammar	Non-defining relative clauses	Read a biography	Read & Answer	117	A	S&W Respond to questions using information provided
		Write sentences	Writing	119	C	S&W Respond to a written request
		Write a short biography	Writing	119	D	S&W Respond to a written request
Pronunciation	/æ/ vs /ʌ/	Pairwork	Speaking	119	B	S&W Read a text aloud
		Complete the sentences	Listening & Speaking	119	C	S&W Read a text aloud and L&R Part 4
Speaking	Talking about a live event	Pairwork	Ask & Answer	120	E	S&W Respond to questions
Reading	A magazine article	Read a magazine article	Read & Answer	122	A	S&W Respond to questions using information provided
		Pairwork	Speaking	122	B	S&W Express an opinion
Listening	Taking notes	Pairwork	Speaking	123	D	S&W Express an opinion
Writing	Descriptions	Write a description	Writing	123	B&C	S&W Write an opinion essay
LifeSkills	Working as part of a team	Pairwork	Speaking	124	A	S&W Describe a picture
		Group work	Writing	125	D	S&W Respond to a written request
		Group work	Speaking	125	H	S&W Respond to questions
Language wrap-up: Vocabulary		Complete the sentences	Reading	126		L&R Part 5
Language wrap-up: Grammar		Complete the sentences	Reading	126	B	L&R Part 5

## Unit 11 Breaking the rules

Section	Content	Activity	Skills	Page	Exercise	Skill building for TOEIC
Introduction	Work & career	Pairwork	Speaking	129	B	S&W Express an opinion
Vocabulary	Breaking the rules	Pairwork	Speaking	130	C	S&W Express an opinion
Grammar	<i>should/shouldn't have</i>	Listen to a conversation	Listen & Answer	130	A	L&R Part 3
		Complete the sentences	Reading	131	C	L&R Part 5
Listening	An argument	Listen to an argument	Listen & Answer	131	A&B	L&R Part 4
		Pairwork	Speaking	131	C	S&W Express an opinion
Reading	Speed reading	Answer the questions	Read & Answer	132	C	L&R Part 7
		Pairwork	Speaking	132	D	S&W Express an opinion
Pronunciation	/tʃ/ vs /ʃ/	Listen to sentences	Speaking	133	C	S&W Read a text aloud
Vocabulary	Good and bad behavior	Complete the sentences	Reading	133	B	L&R Part 5
Grammar	<i>was/were going to</i> and <i>was/were supposed to</i>	Read a conversation	Read & Answer	134	A	S&W Respond to questions using information provided
Writing	A short story	Finish your story	Writing	135	D	S&W Respond to a written request
LifeSkills	Understanding graphs	Label graphs	Writing	136	A	S&W Write a sentence based on a picture
Language wrap-up: Vocabulary		Complete the sentences	Reading	138	B	L&R Part 5
Language wrap-up: Grammar		Complete the sentences	Reading	138	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	141	A	S&W Write a sentence based on a picture
		Pairwork	Speaking	141	B	S&W Express an opinion
Vocabulary	The world of work	Pairwork	Ask & Answer	142	B	S&W Respond to questions
Reading	Job adverts	Group work	Ask & Answer	142	B	S&W Express an opinion
Grammar	<i>so, such, too, enough</i>	Read a conversation	Read & Answer	143	A	S&W Respond to questions using information provided
Listening	Taking notes	Group work	Speaking	144	E	S&W Express an opinion
Speaking	Talking about ideal jobs	Listen to two people talk	Listen & Answer	145	A	L&R Part 1
		Answer the questions	Listen & Answer	145	B	L&R Part 4
Vocabulary	Phrasal verbs for talking about work	Group work	Speaking	145	B	S&W Respond to questions
Grammar	Separable and inseparable phrasal verbs	Read a review	Read & Answer	146	A	S&W Respond to questions using information provided
		Choose the correct word	Reading	146	C	L&R Part 5
Pronunciation	Stress patterns with phrasal verbs	Listen to sentences	Speaking	147	B	S&W Read a text aloud
Writing	Descriptions	Describe pictures	Writing	147	A	S&W Write a sentence based on a picture
		Write a description about work	Writing	147	C	S&W Respond to a written request
LifeSkills	Preparing for a job interview	Look at pictures	Look & Answer	148	A	S&W Describe a picture and S&W Express an opinion
		Listen to an interview	Speaking	148	B	S&W Express an opinion
		Read the advice	Speaking	149	C	S&W Express an opinion
		Listen to an interview	Speaking	149	D	S&W Express an opinion
		Pairwork	Speaking	149	E	S&W Express an opinion
		Prepare answers for an interview	Ask & Answer	149	F	S&W Respond to questions
		Pairwork	Ask & Answer	149	G	S&W Respond to questions
Language wrap-up: Vocabulary		Choose the correct word	Reading	150	A	L&R Part 6
		Complete the sentences	Reading	150	B	L&R Part 5
Language wrap-up: Grammar		Complete the sentences	Reading	150	A	L&R Part 5