

## Contents

### UNIT 1 > INNOVATION

<b>Vocabulary</b>	Innovation	p.4
<b>Grammar</b>	Articles: <i>a/an, the</i> , no article	p.5
<b>Listening</b>	A podcast about innovations	p.6
<b>Reading</b>	Pelebox	p.7
<b>Writing</b>	Investment research	p.8
<b>Spoken English</b>	1.2 How are they gonna find out about it?	p.44

### UNIT 2 > LIFE CYCLE

<b>Vocabulary</b>	Circular economies	p.9
<b>Grammar</b>	Additional passive structures	p.10
<b>Reading</b>	My only objective was to make a living The RealReal Deal	p.11 p.12
<b>Writing</b>	Minutes of a meeting	p.13
<b>Spoken English</b>	2.4 You cannae see the people you're talking to	p.44

### UNIT 3 > FINANCE AND INVESTMENT

<b>Vocabulary</b>	Finance and investment	p.14
<b>Grammar</b>	Expressing attitudes to the future	p.15
<b>Reading</b>	Sustainable investment and the millennial generation	p.16
<b>Writing</b>	Budget report	p.18
<b>Spoken English</b>	3.2 Mate, you don't use coupons, vouchers?	p.45

### UNIT 4 > DISRUPTORS

<b>Vocabulary</b>	Disruptors and disruption	p.19
<b>Grammar</b>	Hypothesising	p.20
<b>Listening</b>	Industry disruptors	p.21
<b>Reading</b>	Collaborative transport model aims to disrupt the disruptors	p.22
<b>Writing</b>	Supply chain choices	p.23
<b>Spoken English</b>	4.1 We browse with our browser on the internet	p.45

**UNIT 5 > CUSTOMER ENGAGEMENT**

<b>Vocabulary</b>	Influencing customer behaviour	p.24
<b>Grammar</b>	Participle clauses	p.25
<b>Listening</b>	Customer engagement strategies	p.26
<b>Reading</b>	Unilever credit initiative aims to drive Africa revenues	p.27
<b>Writing</b>	Advertising copy	p.28
<b>Spoken English</b>	5.2 And I think that little extra mile is a great way	p.46

**UNIT 6 > THE BUSINESS OF TOURISM**

<b>Vocabulary</b>	Tourism and hospitality	p.29
<b>Grammar</b>	Review of past tenses and discourse markers	p.30
<b>Listening</b>	The issue of sargassum in Mexico	p.31
<b>Reading</b>	A photojournalist's 'paradise'	p.32
<b>Writing</b>	Email to a business partner	p.33
<b>Spoken English</b>	6.4 It really needs a, a huge overhaul, yeah	p.46

**UNIT 7 > MANAGING CONFLICT**

<b>Vocabulary</b>	Conflict in the workplace	p.34
<b>Grammar</b>	Hedging and tentative language	p.35
<b>Reading</b>	Victims of workplace bullying are still let down by poor management	p.36
<b>Writing</b>	Report on workplace conflict	p.38
<b>Spoken English</b>	7.1 Or like a big hospitality section or whatnot	p.47

**UNIT 8 > MINDSET**

<b>Vocabulary</b>	The growth mindset	p.39
<b>Grammar</b>	Verb patterns	p.40
<b>Reading</b>	Can we learn to be flexible?	p.41
<b>Writing</b>	Self-assessment	p.43
<b>Spoken English</b>	8.1 I've been hiding behind this fella for a long time	p.47