

Unit	Topics	Oral interaction, oral mediation	Listening comprehension, oral production	Communicative functions	Vocabulary	Grammar review	Reading comprehension	Writing	Culture	Project
1	Professional communication. The work environment. Meeting people. Travelling.	Making small talk with a stranger. Giving and asking for personal and professional information.	Meeting new people. Native and foreign accents. Prosody and intonation patterns. Long and short vowels.	Greeting. Congratulating, thanking, complaining and apologizing.	Jobs (male and female distinctions). Continents, countries and capitals. The weather. Travels. Mathematical functions.	Structural relations: main types of prepositions.	Main types of tourism. Airports.	Formal correspondence. Congratulating and complaining in writing (and replying to both).	The importance of the English language and learning it. The United Kingdom and the Commonwealth.	Undertaking a survey.
2	The working process: manufacturing, transportation, dealing with clients.	Doing business. Welcoming clients / guests. Dealing with problems at work.	Interviewing. Talking about work. American vs. British pronunciation. Word stress and non stress (the schwa).	Debating and negotiating: arguing in favour and against, giving reasons.	American vs. British English. Economy. The working environment.	Complements and modifiers: adjectives and adverbs.	Strike. Means of transportation. Private life.	Summaries (objective and critical). Telegraphic language: announcements, meeting agendas, meeting minutes. PowerPoint presentations.	The USA: the life of an ordinary family and their festivities.	Schedules for tourist trips and business visits.
3	International communication, body language and job interviews: causing a positive impression at work.	Intercultural politeness.	Reviewing meetings and assessing situations at work. Sound mismatches like /b/ vs. /v/ and /g/ vs. /j/ vs. /h/.	Showing politeness. Expressing wishes and making requests. Making offers and invitations and accepting/ rejecting them.	Borrowings from other languages. Politically correct language. The human body and health. Character and moods.	Phrasal verbs, prepositional verbs and phrasal prepositional verbs.	Body language. Projecting your self-image. Job interviews.	The language of advertising: slogans and classified advertisements. Covering letters.	Canada.	Preparing a report on national stereotypes.

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4	Accommodation. Catering.	Registering. Satisfying demanding clients. Buying and renting a place to live.	Making reservations. Ordering and serving a meal. /s/ and related sounds.	Giving instructions and orders. Making requests. Persuading.	The hotel and restaurant environments.	Structures to hide agents and the passive voice. Agent and instrument prepositions. Ellipsis and dummy elements.	Emblematic hotels. Cooking recipes. Operating instructions.	Essays (descriptive, academic, scientific, professional). Curriculum vitae.	Australia and New Zealand.	Designing menus.
5	Sustainable life, economy, businesses and tourism.	Green businesses. Ecotourism.	The internals of a business. Dental vs. alveolar sounds. The pronunciation of “-ed”. The pronunciation of “th”.	Expressing emotions. Telling off.	Flora and fauna. Types of resorts.	Altering sentence order. Coordination and subordination.	Sustainable tourism. Personal stories and experiences.	Narratives. Reports. Plans.	Ireland and its charms.	Writing a list of recommendations and analysing their application <i>de facto</i> .
6	Leisure. Public and personal communication. Professional and social success.	Hobbies and pastimes (games, art, culture, shopping). Parties and celebrations.	Plosives. Mute sounds. Hobbies and pastimes (sports, music).	English humour. Jokes about work. Social success and leadership at work.	Sayings: quotations, proverbs and idiomatic comparisons. Theme parks. Drugs. The media.	Reported speech. Conditional structures.	Holidays. Internet and the Web.	Informal writing. E-mail. Public speeches.	India. South Africa.	Preparing a memorable and erudite speech about an ethical issue.