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Map of the book

	Unit number	Title	Topic	How to
Social and Travel	1	How do you know Mark?	Socializing	 make and answer invitations start conversations take part in 'small talk' conversations
	2	I'm phoning about the house	Living away from home	 check you have understood information correctly ask polite questions to find out information describe a problem and suggest a solution
	3	How do I buy a ticket?	Transport	 understand information about public transport ask for travel information check your understanding of information
	4	Shall we go out for dinner?	Eating out	 make suggestions understand descriptions of food and meals talk about what you ate in a restaurant
	5	You should go to the police	Emergencies	 speak without repeating unnecessary words understand information about personal details and events give general and detailed descriptions
	6	Have you got a headachs?	Health	 understand medicine instructions give instructions and advice explain what something is
	7	How about a hostel?	Holiday accommodation	 ask about different kinds of accommodation understand information about accommodation describe rooms and objects
	8	What can I do here?	Sightseeing	 show you understand what someone is saying and that you are interested talk about what you want and would like to do book an activity at a Tourist Information Centre
	8		Sightseeing	you are interested talk about what you want and would like to do

	Unit number	Title	Topic	How to
Social and Travel	9	When are you flying?	Travelling abroad	 understand information about travel and tourism ask polite questions give reasons for situations
	10	The weather is changing	A news story	 understand a news story talk about change give your opinion
Work and Study	11	I have our schedule	Hosting overseas visitors	 understand people's names and roles explain and understand schedules talk about and understand future plans
	12	You did really well	Workplace discussions	 understand conversations about tasks in the workplace talk about whether tasks are completed or not give and understand feedback
	13	I've organized the trainer	Organizing an event at work	 understand instructions in a voice mail message ask people at work to do things compare two things
	14	You need a budget	Talks and seminars	understand detail in a seminar plan and give a mini seminar ask questions about a seminar
	15	Welcome to the school	First day at school	understand activities in a timetable offer choices understand and talk about rules
	16	What are your goals?	Study habits and goals	 understand advice on how to improve English give people advice on how to learn English talk about your learning goals