Table of Contents

Unit	Topic	Page	Grammar	Listening		
1	Acing the Interview	6	Comparatives and Superlatives	Job search survey		
2	Money Matters	14	Present Perfect Simple vs. Present Perfect Continuous	Credit card debt		
3	Company Retreat	22	Phrasal Verbs	Luxury corporate retreats		
Review 1 (Units 1-3) page 30						
4	Trade Show	34	Essential and Non-essential Clauses	Furniture show		
5	Processing an Order	42	Stative Verbs	Order inquiry		
6	Entertaining Clients	50	Reported Speech (Part 1)	Expense account		
Review 2 (Units 4-6) page 58						
7	Licensed to Sell	62	Reported Speech (Part 2)	Making orders		
8	Building Your Brand	70	Future Perfect Tense	Developing marketing strategies		
9	Sign on the Dotted Line	<i>7</i> 8	Articles	Contract explained		
Review 3 (Units 7-9) page 86						
10	Dollars and Sense	90	Talking about the future	Annual audit		
11	Downtime Fun	98	Time Linkers	New break room		
12	Leaving on the Right Note	106	Modals of permission, obligation and necessity	Resignation		
Review 4 (Units 10-12) page 114						

Grammar Review page 118 Short Dialogues page 126

Reading	Writing	Speaking
1. Tales from Terrible Interviews 2. What I Did Wrong	Thank-you note	Interview
Strategies to Free Youself from Debt To Each His Own: Investing Styles	Monthly budget	Finance survey
Get the Most Out of Your Retreat Retreat Settings for Companies of All Sizes	Company announcement	Retreat ideas
Trade Show Best Practices Comic-Con: Festival of Nerds	Company introduction	Trade show simulation
You Can Quote Me on That Invoice Strategies: Tips from a Trio of Businesspeople	Invoice	Giving quotes
1. On the Town: Tips for Hosting Clients2. Away on Business: Stories from the Road	Thank-you note	Business trip ideas
Three Successful Salesperpon Share Their Secrets The Almighty Lead	Merchandise promotion	Products for sale
Evaluating Your Market Behind the Brand: The Origin Stories of Famous Logos	Thoughts about brands	Logos
Contract of Employment Before You Sign	Contract amendments	Disputes in contracts
 Keeping Books, Keeping Happy Keep the Books, Keep Your Cash 	Financial health summary	Financial situation
Making the Most of Downtime Making the Break Room Work	Break room renovation	Ideas for downtime entertainment
A Trio of Ways to Leave Your Employer How to Hit the Road Without Burning Bridges	Farewell e-mail	Leaving a job