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.3 Numbers 1-10; elephone numbers	1.4 Who are you?	1.5 Interviews	1.6 Culture file
Could you repeat that, please? 'm sorry. I didn't catch that.	Speaking practice	Listening practice Speaking practice	Greetings
2.3 Departments and daily activities	2.4 Numbers 11–100	2.5 Starting a conversation	2.6 Culture file
What do you do? I manage the website.	Listening practice Speaking practice	Listening practice Speaking practice	Socializing
3.3 Meeting people	3.4 Finding the right room	3.5 Numbers 100-10,000; addresses	3.6 Culture file
Formal and informal language How's it going? Pretty good, thanks.	next to, across from, between on the left / on the right	Speaking practice Listening practice	What's your office like?
4.3 Talking about company activities	4.4 Numbers and times	4.5 What's your job like?	4.6 Culture file
How do you market Gatorade?	Listening practice	Speaking practice	Office life
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10.3 Apologies and invitations	10.4 Numbers - travel times	10.5 How do I get there?	10.6 Culture file
I'm really sorry I'm late. I'm afraid I couldn't find a parking space.	How long does it take to get there by bus? It takes twenty minutes.	Speaking practice	Airport transfer
11.3 At a restaurant	11.4 Numbers - prices	11.5 Ordering food and drink	11.6 Culture file
Are you ready to order? What's today's soup?	Two ninety-nine. Two dollars and ninety-nine cents.	Speaking practice	Entertaining clients
12.3 Talking about the future	12.4 Numbers – 24-hour clock	12.5 Itineraries	12.6 Culture file
By the the way, this is for you. Thanks again. Don't mention it.	1910 hours ten past seven	Speaking practice Reading practice	Gifts