

# Contents

COMMUNICATION SKILLS	GRAMMAR	VOCABULARY	STORYLINE
<b>1 I'm in the computer business</b> page 6			
Talking about your job	Present simple 1 Frequency adverbs	Job titles Company organization	Koji is talking about his job with Barry Moss.
<b>2 No, he's the boss!</b> page 8			
Introducing people	Present simple 2	Job descriptions Department names	Rie is introducing Phil Carter to her co-workers.
<b>3 This is where we have lunch</b> page 10			
Explaining office layout	<i>Wh-</i> questions <i>Can</i> for ability	Location Ordinal numbers	Miki is showing Linda Becker around the company offices.
<b>4 Can I use your phone?</b> page 12			
Giving instructions Saying telephone numbers	<i>Need to / have to</i>	Telephoning 1 Sequencing words	Makoto is helping Jun-Ho Kim to make an international call.
<b>5 How about some coffee?</b> page 14			
Inviting Making arrangements	Present continuous for future arrangements	Places of entertainment	Rie and Phil Carter are arranging to get together after work.
<b>Review 1</b> page 16			
<b>6 Can you meet me at the airport?</b> page 20			
Talking about travel plans Making requests	<i>Can</i> for requests	Air travel Dates	Koji is planning his trip to the U.S. for a training course.
<b>7 I'll take care of it</b> page 22			
Offering to help Apologizing	<i>Will</i> for offers	Around the office	Miki is dealing with problems at work.
<b>8 What are the sales figures?</b> page 24			
Talking about sales Saying large numbers	Question forms <i>Estimate / plan to ...</i>	Sales and promotion 1 Approximation: <i>about, around, on average</i>	Makoto is meeting with the Asia sales team.

COMMUNICATION SKILLS	GRAMMAR	VOCABULARY	STORYLINE
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**9 Do you have an e-mail address?** page 26

Taking telephone messages Checking information	<i>Ask / tell</i> <i>Could I... / Could you...?</i>	Telephoning 2	Miki is answering the phone and taking messages.
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**10 I'd like to work overseas** page 28

Discussing future plans	<i>Going to</i> for future plans	Family life, travel, career plans Future time expressions	Rie and her co-workers are socializing after work.
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**Review 2** page 30

**11 What's your job like?** page 34

Talking about yourself	Past simple Present perfect + <i>for / since</i>	Education and work experience Past time expressions	Koji is in Seattle. He and Tom Austin are getting to know each other.
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**12 Would you like me to fax you the details?** page 36

Talking about things you have and haven't done Dealing with inquiries	Present perfect + <i>yet</i>	Other facilities and conference equipment	Miki is helping to organize a sales conference.
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**13 What's the budget for the website?** page 38

Predicting Making comparisons	<i>Will</i> for predictions Comparatives and superlatives	Sales and promotion 2 Percentages and decimals	Makoto and the Asia sales team are discussing a new product.
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**14 I'll meet you at the north exit** page 40

Asking for and giving travel advice	Imperatives <i>You should ...</i>	Telephoning 3 Train travel	Miki is helping an overseas visitor to get to his hotel.
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**15 Good luck in your new job!** page 42

Talking about preferences Offering congratulations Making a short speech	<i>I'd rather (not) ...</i> <i>I'd prefer (not) to ...</i>	Food and drink	Rie is celebrating her promotion with her co-workers.
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**Review 3** page 44

**The Office Game** page 48

**Background notes** page 60

**Word list** page 75