CAMBRIDGE

Cambridge University Press
978-1-107-66187-5 — Business Plus Level 3 Student's Book
Margaret Helliwell
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			Students can . . .
The wedding planners	Who works the hardest?		▪ understand a conversation and talk about time management. ▪ make wishes about the present. ▪ use expressions with *It's* + adjective + infinitive. ▪ understand an interview about escaping from the digital world. ▪ talk about time and money, using words that go together. ▪ understand an article about wedding tourism. ▪ talk about work hours in different countries.
Door-to-door		Placing an order	▪ understand people talking about the services they provide. ▪ use the forms *get/have something done*. ▪ use *little*, *less*, *least* and *few*, *fewer*, *fewest*. ▪ understand a call center conversation. ▪ talk about successful franchise companies. ▪ talk about different jobs in the service industry. ▪ give, receive, and check information. ▪ understand an article about Japanese delivery services. ▪ understand and write a purchase order.
Lucky or unlucky?	Gift-giving customs and etiquette		▪ understand some basic marketing ideas. ▪ use the gerund as subject or object and after prepositions. ▪ use definite and indefinite articles. ▪ understand a conversation and talk about brands and logos. ▪ use a lot of different marketing words. ▪ stress the correct syllable in different words. ▪ understand an article about lucky and unlucky numbers and colors. ▪ understand and talk about gift-giving customs.
Job (dis)satisfaction		Summaries and reports	▪ understand and talk about problems at work. ▪ use reported speech in statements. ▪ use the past continuous. ▪ understand some of the problems of a foreign boss. ▪ talk about solving conflicts. ▪ use two- and three-word phrasal verbs. ▪ make nouns and adjectives by using suffixes. ▪ understand an article about job satisfaction. ▪ understand how to write summaries and reports.
Speak like an American	Business cultures		▪ understand a conversation about communication media. ▪ talk about past events using the past perfect. ▪ use the present and past tenses. ▪ listen to and summarize business news stories. ▪ use compound nouns and adjectives. ▪ ask for and give opinions, agree and disagree. ▪ understand an article about English accents. ▪ understand some differences between business cultures.

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Venues for business meetings		The minutes	▪ understand a conversation about planning a conference. ▪ use *going to* and *will*. ▪ report questions, advice, and commands. ▪ take part in a meeting. ▪ understand and use the language of meetings. ▪ understand an article about meeting venues. ▪ understand and write the minutes of a meeting.
Cosmetics-for-men craze in South Korea	The right clothes		▪ understand how to give a presentation. ▪ use the passive in different tenses and with modal verbs. ▪ use *so* and *such*. ▪ understand and talk about what makes a good presentation. ▪ use the language of presentations. ▪ use singular and plural nouns. ▪ understand and talk about men's interest in cosmetics. ▪ understand how to dress for business in Asia-Pacific.
Tanshinfunin – living apart from the family		A cover letter	▪ understand a radio interview about different types of work. ▪ understand and use the third conditional. ▪ ask and talk about the past, using *used to do*. ▪ understand and talk about working conditions and company benefits. ▪ understand an article about employees living away from home. ▪ understand and write a cover letter.
Southeast Asia's green tuk-tuks	Culture quiz		▪ understand a conversation about an environmentally friendly office. ▪ use reporting verbs and ask indirect questions. ▪ use first, second, and third conditionals. ▪ understand a discussion about business transportation. ▪ discuss environmental issues. ▪ use synonyms and opposites. ▪ understand an article about solar-powered transportation.
Smart job seekers stay online		A résumé	▪ understand a conversation about job hunting. ▪ express regret about events in the past. ▪ understand mistakes job seekers make. ▪ take part in a job interview. ▪ talk about skills, qualifications, and personal qualities. ▪ understand an article about an online recruitment service. ▪ write a résumé.

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