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learning real help in telephoning e mailing and reading technical information survival skills such as getting directions changing money and ordering food plus games and other fun activities teacher s book unit by unit teaching notes information and ideas for non specialist teachers full answer key

this is a short pacy course which is practical flexible and easily accessible to both students and teachers it has a distinctive task centred approach with the aim of developing key business related skills and language the language syllabus is selective language is addressed on a need to know basis in the student s book with a more systematic review of grammar in the workbook each of the five units covers key areas such as dealing with people participating in meetings exchanging information and problem solving the principal focus is on developing students speaking and listening skills each unit is divided into five or six sub sections which all end with a practical work related output task there is a more substantial output activity at the end of the unit learners are encouraged to draw on their existing skills knowledge and experience of the workplace to carry out these tasks contexts are introduced by up to date material from a variety of authentic sources the content has an international feel and does not present specifically british or american cultural or linguistic models there is a strong emphasis on vocabulary development with key vocabulary lists in each unit

no other description available

pre intermediate matters is for students with an elementary grasp of english who need to revise and extend their knowledge it focuses particularly on functional realistic language and the use your english sections encourage students to improve their knowledge of conversational english in realistic contexts in addition each unit presents students with clear grammar explanations language recycling practice and revision exercises backed up by a language reference section

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