

MÓDULO 1: Starting a Business

TEMA 1. The Situation

Nouns, Verbs and Adjectives

Prepositions

Past Simple

A Formal Letter

Shops

Money

Lo que hemos aprendido

Test

Actividades

TEMA 2. I Have Lived in this City

Noun + Noun Expressions

Infinitive with and without To

Present Continuous for Future

Contractions and Useful Language

How to Write and Read Numbers

Advertising

Airport and Plane

Lo que hemos aprendido

Test

Actividades

TEMA 3. Good Commercial Letters

Present Simple

Order of Adjectives

Expressions with Will

Have y Have got

Measurements and Furniture

Telephone Basics

Lo que hemos aprendido

Test

Actividades

TEMA 4. At a Trade Fair

Comparatives and Superlatives

Adverbs of Frequency

Present Simple Vs Present Continuous

A Letter of Enquiry

Materials and Fabrics

Patterns and Colours

Lo que hemos aprendido

Test

Actividades

TEMA 5. Every Problem is an Opportunity

When + Present Simple with Future Meaning

Passives

Requests with Can and Could

Letter of Reply

The Office

Buying and Selling

Lo que hemos aprendido

Test

Actividades

TEMA 6. Cultural Differences

Past Tense of Irregular Verbs

Articles a/an, the

Must and Might

Computing

Lo que hemos aprendido

Test

Actividades

MÓDULO 2: A Company Come True

TEMA 7. A Business Course

Question Forms

Must and Should

Imperatives

A Letter of Complaint

The Workshop

Lo que hemos aprendido

Test

Actividades

TEMA 8. Solving some Mistakes

Questions with Would

Time Conjunctions

Countable and Uncountable Words

Transport Information

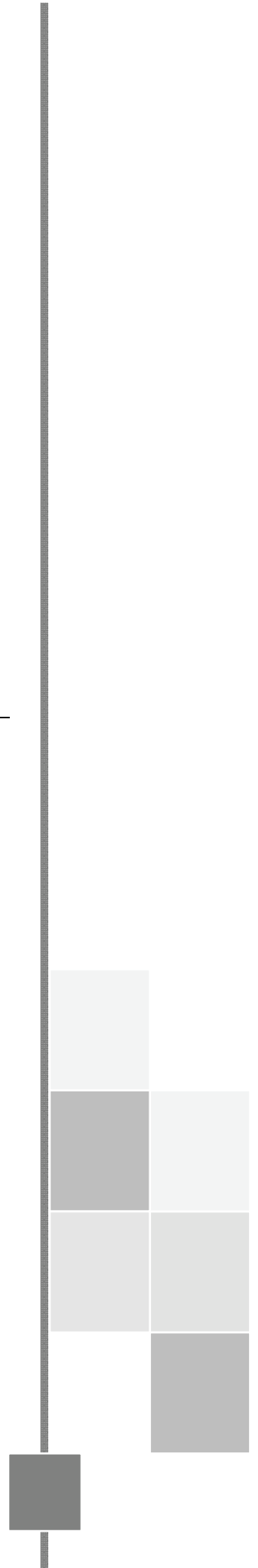
Packing

Transport

Lo que hemos aprendido

Test

Actividades



TEMA 9. Money Matters

Present Perfect with Already, Ever and Yet

Present Perfect with For and Since

Future in if-Clauses

-ed and -ing adjectives

Some Examples of -ed and -ing adjectives

Personality

Lo que hemos aprendido

Test

Actividades

TEMA 10. Dealing with Complaints

Verb + Object + Infinitive with or without To

Relative clauses with who and which

(Be) Going to

Will or Going to. Predictions

In the Shop

Human Resources

Lo que hemos aprendido

Test

Actividades

TEMA 11. An Offer from an Agency

If Clauses + Would

Conjunctions

Future for Arrangements

A Business Letter to Apologise

Companies

Contracts & Job Skills

Lo que hemos aprendido

Test

Actividades

Glosario

Bibliografía

