

Mapping Document: Business Partner B1+ to KV Reform Handlungskompetenzbereiche (HKBs)

Business Partner B1+

Coursebook contents: Business Partner B1+						
UNIT 1 ORGANISATION p.7	1.1 A news organisation	1.2 Innovative organisations	1.3 Communication skills: Managing first meetings	1.4 Business skills: Small talk in first meetings	1.5 Writing: Emails – Organising information	Business workshop 1 Office space (p.88)
	Video: A news organisation Vocabulary: Roles and responsibilities Pronunciation: Word stress (p.114) Project: Showing someone around a department	Listening: Flat and tall organisations Grammar: Future forms: Present Simple, Present Continuous and be going to Writing: An email about future plans and arrangements	Video: Managing first meetings Functional language: Greetings, introductions and goodbyes Pronunciation: Intonation and politeness (p.114) Task: Making introductions and contacts at an event	Listening: Interview with a communication coach; Small talk between colleagues Functional language: Asking and answering questions in first meetings Task: Meet a visitor and manage small talk	Model text: Invitation to an induction day Functional language: Ordering information in an email Grammar: L Present Simple and Continuous Task: Write a reply to a work-related invitation	Listening: Employee views on their workspace Reading: Millennial friendly workspaces Task: Design a new office space
Unit HKBs	HKBs for each Lesson					

a2.bs2a ,d6.bs1a, d6.bs2c	b1.bs2a, b1.bs3a, b1.bs3b, c1.bs1a, c4.bs2b, d1.bs2b, d1.bs8a, d2.bs7a, d3.bs9a	b4.bs3a, c1.bs1a, c4.bs2b, d1.bs8a, d2.bs2b, d2.bs7a, d3.bs9a	a2.bs1a ,b1.bs3a, b1.bs3b, c2.bs5e, c4.bs1d, c4.bs2b, c4.bs3a, d1.bs2b, d1.bs8a, d2.bs3a, d2.bs3b, d2.bs6a, d2.bs7a, d3.bs9a	b1.bs3a, b1.bs3b, c2.bs5e, c4.bs1c, c4.bs1d, c4.bs2b, c4.bs3a, c4.bs4a, d1.bs2b, d1.bs5a, d1.bs6a, d1.bs8a, d2.bs1b, d2.bs2a, d2.bs2b, d2.bs3b, d2.bs7a, d3.bs9a, d5.bs1a, d5.bs1b, d6.bs1b	c4.bs1c, c4.bs1d, c4.bs2b, c4.bs3a, d1.bs2b, d1.bs8a, d2.bs7a, d3.bs9a	b4.bs2a, d1.bs8a, d2.bs2b, d2.bs7a, d3.bs9a, e1.bs7a
U.2 UNIT 2 BRANDS p.17	2.1 The life of luxury	2.2 Asian brands go west	2.3 Communication skills: Supporting teamwork	2.4 Business skills: Making a presentation	2.5 Writing: Formal and semi- formal emails	Business workshop 2 Kloze-Zone (p.90)
	Video: A luxury brand Vocabulary:	Reading: Chinese combine holidays with	Video: Teamwork Functional	Listening: Different ways to open a	Model text: Invitation to a corporate event	Listening: Customer and staff feedback on

	Marketing and brands Pronunciation: Stress in compound nouns (p.114) Project: Research and discuss an advertising campaign	luxury shopping Grammar: Connectors Pronunciation: Connectors: intonation and pausing (p.114) Speaking: Discussing brands using connectors	language: Giving and responding to advice Task: Asking for and giving advice	presentation Functional language: Signposting in presentations Task: Prepare and give a presentation	Functional language: Writing, accepting and declining an invitation Grammar: L Verbs + -ing vs. infinitive Task: Write a formal reply to an invitation	a clothing store Task: Brainstorm a brand awareness campaign Writing: An email summary of the campaign
Unit HKBs	HKBs for each Lesson					
a2.bs2a, b1.bs2a, c2.bs1a, c4.bs2b, c4.bs6a, c4.bs6b, d1.bs2b, d1.bs8a, d2.bs7a, d3.bs9a, d4.bs4a, d6.bs2c	b1.bs3	B1.bs3, b1.bs3b, b1.bs4a, d2.bs1a	B1.bs3, b1.bs3b, b1.bs4a, d2.bs1a, d2.bs2a, d2.bs3a, d2.bs5a	C4.bs3a, d2.bs2b, d2.bs5a, e4.bs1e	C2.bs5e, c4.bs1d, c4.bs3a, d6.bs2a	b1.bs3, b2.bs4a, c4.bs1c, c4.bs1d, d1.bs1a, d2.bs1a, d2.bs2b, d4.bs3a
U.3 UNIT 3 JOB HUNTING p.27	3.1 A job search	3.2 Job interview questions	3.3 Communication skills: Listening actively	3.4 Business skills: Interviews	3.5 Writing: Covering letters update	Business workshop 3 Social media manager required (p.92)

	Video: Applying for an internship Vocabulary: Getting a job Pronunciation: Stress in derived words (p.115) Project: Plan and write a job advertisement	Listening: Interview questions and answers Grammar: Indirect questions Pronunciation: Voice range and intonation in indirect questions (p.115) Speaking: A job interview	Video: Demonstrating active listening Functional language: Active listening Task: The listening/ distraction game	Listening: Two job interviews Functional language: Useful phrases for candidates Task: Create a job and interview for it	Model text: Covering letter Functional language: Useful phrases for covering letters Grammar: L Past Simple and Present Perfect Task: Write a covering letter	Listening: Three video CVs; First interviews Reading: Analysis of three CVs and covering letters Task: Conduct a second interview
Unit HKBs	HKBs for each Lesson					
a1.bs3c, a1.bs3a, a3.bs1a, a3.bs1c, b1.bs2a, c4.bs2b, c4.bs3a		A3.bs4a, c4.bs1d, d1.bs6a, d2.bs2a, d2.bs2b	d2.bs2b	A3.bs4a, d1.bs6a, d2.bs2a, d2.bs2b	A3.bs1b, c2.bs5e, c4.bs1d, e4.bs3a	A3.bs1b, a3.bs4a, c2.bs5e, c4.bs1d, d1.bs6a, d2.bs1a, d2.bs1b, d2.bs2a, d2.bs2b
UNIT 4 BUSINESS STRATEGY p.37	4.1 Food industry strategies	4.2 PEST analysis	4.3 Communication skills: Solving problems	4.4 Business skills: Problem-solving meetings	4.5 Writing: Reporting reasons and results	Business workshop 4 Supermarket wars (p.94)
	Video: A food company's	Listening: A lecture on PEST	Video: Problem solving styles	Listening: A problem	Model text: Report extract Functional	Reading: Profiles of competing

	strategy for growth Vocabulary: Business strategy collocations and word building Project: Investigate a food brand's attitude to health	analysis Grammar: Modal verbs: obligation, prohibition, necessity, recommendation Writing: A short PEST analysis of a company or organisation	Functional language: Offering and asking for help Pronunciation: /i:/, /ɪ/, /eɪ/ and /aɪ/ (p.115) Task: Offering and asking for help in work and social situations	solving team meeting Functional language: Leading and participating in problem-solving meetings Pronunciation: Intonation in 'OK' (p.115) Task: Take part in a problem-solving meeting	language: Reporting problems, reasons and results Grammar: L Comparison Task: Write a short report outlining problems, letter	supermarket chains Task: Select the best strategies for growth Listening: Compare your strategies with a business news report
Unit HKBs	HKBs for each Lesson					
a3.bs4a c1.bs7a	B1.bs3a, e2.bs3a, e2.bs3b, e2.bs3c, e3.bs1c, b3.bs2a	B2.bs2a, b2.bs2b, c4.bs1c, d2.bs2b	A4.bs3, b1.bs3a, b1.bs4a, c4.bs1d, c4.bs2a, d2.bs2a, d2.bs6a, d3.bs7a, d5.bs4b, d5.bs5a,	A4.bs1, a4.bs3, b1.bs3a, b1.bs4a, c4.bs2a, d2.bs1c, d2.bs2a, d2.bs2b, d2.bs6a, d3.bs7a, d5.bs4b, d5.bs5a,	A4.bs1, b1.bs4a, b2.bs4a, c4.bs1c, c4.bs2a, d1.bs2b, d2.bs1a, d5.bs4b, d5.bs5a, e2.bs4a, b3.bs2a	B1.bs3a, b2.bs2b, d2.bs2b, e2.bs3a, e2.bs3b, e2.bs3c, e3.bs1c

UNIT 5 LOGISTICS p.47	5.1 E-commerce	5.2 Driverless technology	5.3 Communication skills: Collaborating	5.4 Business skills: Negotiating,	5.5 Writing: Letter of complaint	Business workshop 5 Robots wanted for warehouse (p.96)
	Video: Amazon: the logistics of e-commerce Vocabulary: Logistics and word building Pronunciation: Pausing and stress in presentations (p.116) Project: Debate the use of drones	Reading: Lorries lead cars in the technology race Grammar: Passive forms Pronunciation: Auxiliary verbs in passives (p.116) Speaking: Describe a process	Video: Collaborating on a project Functional language: Agreeing and disagreeing Task: A meeting to discuss controversial proposals	Listening: Negotiating new terms and conditions Functional language: Negotiating Task: Negotiate a new deal	Model text: Letter of complaint Functional language: Useful phrases for letters of complaint Grammar: L Linking Task: Write a letter of complaint	Listening: Criteria for choosing a supplier; Teleconferences with suppliers Task: Negotiate and select a supplier Writing: A formal email confirming the result of the negotiation
Unit HKBs	HKBs for each Lesson					
b2.bs2b	c3.bs6a, b1.bs6a	B2.bs2a, b2.bs4a, c3.bs1a, c3.bs1b, c3.bs6a	B1.bs3a, b1.bs4a, c3.bs6a, d2.bs6a, d3.bs1d, d3.bs7a, d5.bs6a, d6.bs6a	B1.bs3a, d2.bs2b, d2.bs6a, d3.bs1b, d3.bs1d, d5.bs2b, d5.bs6a, d6.bs2b,	C4.bs2a, d5.bs2a	B1.bs3a, c4.bs1d, d1.bs2a, d2.bs2b, d2.bs6a, d3.bs1b, d3.bs1d, d4.bs1a, d5.bs2a, d5.bs2b, d5.bs6a, d6.bs6a, B1.bs6a, d1.bs1b

				d6.bs6a, b1.bs6a		
UNIT 6 ENTREPRENEUR p.57	6.1 Fairphone	6.2 Young entrepreneurs	6.3 Communication skills: Influencing	6.4 Business skills: Presenting facts and figures	6.5 Writing: Summarising	Business workshop 6 Doable crowdfunding (p.98)
	Video: The world's first ethical smartphone Vocabulary: Running a business Pronunciation: Consonant-vowel linking (p.116) Project: Brainstorm and present new business ideas	Reading: Leaving Harvard to start a business Grammar: Reported speech Speaking: Talk to a journalist about your start-up Writing: An email/article based on the interview	Video: Influencing styles: push and pull Functional language: Dealing with objections Task: Influencing others to overcome objections	Listening: A presentation based on visual data Functional language: Presenting visual information Pronunciation: Intonation and discourse marking in presentations (p.116) Task: A presentation to an investor	Model text: Summary of a business talk Functional language: Summarising Grammar: L Order of information in sentences Task: Listen to a talk and write a summary	Listening: Three crowdfunding pitches Speaking: Decide which crowdfunding project to back Task: Prepare and deliver a crowdfunding pitch
Unit HKBs	HKBs for each Lesson					
A4.bs11, b2.bs5a, b3.bs1a,	B2.bs2c, b2.bs4a, e1.bs7a	B2.bs2a, b2.bs2c, b2.bs4a, c1.bs1a, d2.bs1b	A3.bs4a, a3.bs1a, a4.bs3, b1.bs3a,	A3.bs4a, b2.bs2b, b2.bs4a,	B2.bs4a, b4.bs4c, d2.bs2b	A3.bs4a, b2.bs4a, c1.bs1a, d2.bs2b, d2.bs6a, d3.bs1a,

b3.bs1b, b3.bs4a, c4.bs1c, c4.bs1d, d1.bs2b, d2.bs1a, d2.bs5a			b1.bs4a, b2.bs4a, c4.bs3a, d1.bs5a, d2.bs3b, d2.bs6a, d3.bs1a, d3.bs1b, d3.bs1c, d3.bs1d, d3.bs7a, d5.bs5a, d5.bs6a, d6.bs4b	c1.bs1a, c2.bs4a, d2.bs2b, d2.bs6a, d3.bs1a, d3.bs1b, d3.bs1c, d3.bs1d, d3.bs4a, e3.bs1b, e3.bs2a		d3.bs1b, d3.bs1c, d3.bs1d
UNIT 7 WORKING ABROAD p.67	7.1 Global work cultures	7.2 Cultural anecdotes	7.3 Communication skills: Decision- making	7.4 Business skills: Relationship- building	7.5 Writing: Making recommendations	Business workshop 7 Cross-cultural consultants (p.100)
	Video: Working abroad Vocabulary: Working abroad: Adjectives, prefixes, opposites Project: Research a	Listening: Working in other cultures Grammar: Past tenses: Past Simple, Past Continuous and Past Perfect Simple Pronunciation: Phrasing and	Video: Decision making styles Pronunciation: Strong or weak? (p.117) Functional language: Expressing preferences Task: Discuss	Listening: Conversations at a networking event Functional language: Keeping a conversation going Task: Meeting new	Model text: Report giving suggestions, advice and recommendations Functional language: Formal/neutral/ informal language for recommendations Grammar: L First	Reading: Blog posts on cultural awareness Listening: Interviews with staff about working internationally Task: Prepare and present recommendations

	different work or study culture	intonation in past sentences (p.117) Speaking: Tell an anecdote Writing: An anecdote	preferences and reach agreement	people at an induction day	and second conditional Task: Write a report giving suggestions, advice and recommendations	for working in your culture Writing: A formal email confirming the outcome of the presentations
Unit HKBs	HKBs for each Lesson					
b2.bs4a	A1.bs3c, e2.bs3b, e2.bs3c, e2.bs4a, e3.bs1c	C4.bs1d, c4.bs2a, d2.bs1a, d2.bs2b, d5.bs1b	B1.bs3a, b1.bs4a, c4.bs1d, c4.bs2a, d1.bs5a, d2.bs1a, d2.bs2a, d2.bs3a, d3.bs1b, d3.bs1d, d3.bs7a	A2.bs1a, b1.bs3a, c4.bs1d, c4.bs2a, d2.bs1a, d2.bs2a, d2.bs2b, d2.bs3b, d5.bs1a, d5.bs1b, d6.bs1a, d6.bs1b	B4.bs4c, c2.bs4a, c2.bs5e, c4.bs1c, c4.bs2a, c4.bs1d, e2.bs4a, e2.bs5a	B4.bs4c, c2.bs4a, c2.bs5e, c3.bs4a, c4.bs1c, c4.bs1d, c4.bs2a, c4.bs3a, d1.bs2b, d2.bs1a, d2.bs2b, e2.bs4a, e3.bs1c, e4.bs1e
UNIT 8 LEADERSHIP p.77	8.1 Learning to lead	8.2 Neuroleadership	8.3 Communication skills: Giving and receiving feedback	8.4 Business skills: Leading meetings	8.5 Writing: Informing of a decision	Business workshop 8 Talent management (p.102)
	Video: Safari Vet School Pronunciation: Glottal stops	Reading: Business leaders need neuroscience	Video: Positive and developmental feedback	Listening: Managing a team meeting Functional	Model text: Email about decisions made by Board of Directors	Listening: Three employees talking about their training needs

	(p.117) Vocabulary: Leadership Project: Discuss and write about a great leader	Grammar: Relative clauses Pronunciation: Phrasing and intonation in relative clauses (p.117) Speaking: Truth or lie game using relative clauses	Functional language: Giving and responding to feedback Task: Give and respond to developmental feedback	language: Leading and managing meetings Task: Lead a mini-meeting	Functional language: Formal and semi-formal language for decisions Grammar: L Reduced relative clauses Task: Write a formal email to inform staff of decisions made	Reading: Profiles of training courses Task: Design a development plan for an employee Writing: An email to justify a training course
Unit HKBs	HKBs for each Lesson					
b1.bs3a			A3.bs4a, c4.bs1d, d2.bs1c, d2.bs3a, d5.bs2b, d6.bs2b	d2.bs2b	B1.bs3a, b4.bs4c, c2.bs5e, c3.bs4a, c4.bs1d, c4.bs3a	A1.bs1a, a1.bs2a, a1.bs2b, a1.bs3a, 1.bs3c, a1.bs3b, c4.bs3a, d2.bs2b