

Mapping to KV Reform

Business Partner B1

1.1 Transferable skills 1.2 Careers advice 1.3 Communication skills: Building rapport 1.4 Business skills: Networking 1.5 Writing: Emails – Introducing yourself Business workshop 1

Unit 1 career choices	1.1 Transferable skills	1.2 Careers advice	1.3 Communication skills: Building rapport	1.4 Business skills: Networking	1.5 Writing: Emails - Introducing yourself	Business workshop 1 Global recruitment agency (p.88)
	Video: Transferable skills Vocabulary: Transferable skills Pronunciation: Word stress (p.114) Project: Writing a job description	Listening: Careers advice programme Grammar: Advice and suggestions Pronunciation: Voice range (p.114) Speaking: Advising how to improve an online profile	Video: Building rapport Functional language: Asking questions to build rapport Task: Building rapport during a short conversation	Listening: Advice on networking Functional language: Networking at a careers event Task: Meeting a recruiter at a careers event	Model text: Email introducing yourself Functional language: Formal and informal language Grammar: L Adverbs of degree Task: Write an introduction email	Listening: Initial job interviews Reading: Job listing Task: Discuss job candidates
	a1.bs1a,	a1.bs3c, a2.bs1b, a2.bs1c, a3.bs1a, b1.bs4a	b1.bs1a, b1.bs3a, b1.bs3b, d2.bs2a,	a2.bs1a, a2.bs2a, d5.bs1a, d6.bs1a	a3.bs1a, a3.bs1b, a3.bs1c, c4.bs1c, c2.bs5e, c4.bs1d, d5.bs1b	a2.bs1c, a3.bs1c, b1.bs2a,

			d2.bs3a, d2.bs3b, d5.bs1a, d6.bs1a			b2.bs4a, d2.bs1c
U.2 Business Sectors	2.1 Japan's economy	2.2 The energy industry	2.3 Communication skills: Dealing with interruptions	2.4 Business skills: Voicemail messages	2.5 Writing: Emails – Action points	Business workshop 2 Investing your money (p.90)
	Video: Japan's economy Vocabulary: Sectors and industries Project: Research sectors and industries	Pronunciation: Stress in compound nouns and noun phrases (p.114) Reading: Big oil: From black to green Grammar: Past Simple and Past Continuous Writing: A short story	Video: Induction meeting Functional language: Interrupting and dealing with interruptions Pronunciation: Stress in phrases for turn taking (p.114) Task: Discussion during a meeting	Listening: Four voicemail messages Functional language: Leaving a voicemail message Task: Leave a voicemail message	Model text: Email with action points Functional language: Action points Grammar: L will and going to Task: Email with action points	Listening: Investing Speaking: Investor's checklist Task: Choose a company to invest in
			b1.bs1a, b1.bs3a, b1.bs3b, b1.bs4a, d2.bs1b,	d1.bs2a, d1.bs2b	b1.bs6a, b4.bs3a, b4.bs4a, b4.bs4b, d1.bs2a, d1.bs2b	b1.bs2a, b2.bs4a

			d2.bs1c, d2.bs2a, d2.bs3a			
U.3 PROJECTS	3.1 Project management	3.2 Large-scale projects	3.3 Communication skills: Giving instructions	3.4 Business skills: Meetings: Updates and action	3.5 Writing: Email requesting an update	Business workshop 3 The grand opening (p.92)
	Video: Project management Vocabulary: Managing projects; word building Pronunciation: Stress in derived words (p.115) Project: A project debriefing	Listening: Three canals Grammar: Comparatives and superlatives Pronunciation: Weak forms in comparisons (p.115) Speaking: Choosing the winning bid	Video: Resolving a problem with a schedule change Functional language: Giving and responding to instructions, standing your ground Task: Giving and responding to instructions	Listening: A stand-up meeting Functional language: Asking for and giving updates Task: An update meeting	Model text: Email requesting an update Functional language: Asking for information Grammar: L (not) enough Task: Email requesting an update	Listening: Understanding project priorities Reading: Analysing follow-up emails Task: Hold a project meeting
c1.bs4a	b4.bs3a, b4.bs4a, b4.bs4b		b1.bs4a, b1.bs6a	d1.bs6a, d2.bs2a	b4.bs4a, d1.bs6a	b1.bs2a, b2.bs4a, b4.bs3a, b4.bs4a, b4.bs4b, d1.bs6a

U. 4 Global Markets	4.1 One size fits all	4.2 Online markets	4.3 Communication skills: Managing conversations	4.4 Business skills: Building consensus	4.5 Writing: Letter confirming an order	Business workshop 4 Hand-made (p.94)
	Video: Global markets Vocabulary: Global markets: adjective and noun collocations; word building Project: Adapt a product to a new market	Reading: Who wants to be a sofapreneur? Grammar: Present Simple and Past Simple passive Writing: A product description	Video: Managing conversations Functional language: Changing the subject and staying on track Pronunciation: Pronunciation of -(e)s endings (p.115) Task: A conversation between a client and a supplier	Listening: A meeting to build consensus Functional language: Reaching agreement Pronunciation: Consonant-vowel linking between words (p.115) Task: A discussion to reach agreement	Model text: Letter confirming an order Functional language: Confirming order details Grammar: L Verbs + prepositions Task: Write an order confirmation letter	Listening: Key factors for global business Speaking: Doing market research Task: Choose a strategy to go global
d1.bs1b		c3.bs1d	b1.bs3a, d1.bs2a, d2.bs1b, d2.bs1c, d2.bs2a, d2.bs3a	b1.bs3a, d1.bs6a, d2.bs1b, d2.bs1c, d2.bs2a, d2.bs3a	b1.bs6a	b1.bs2a, b2.bs4a, b4.bs3a, d2.bs1b, d2.bs1c, d2.bs3a

U.5 Design and Innovation	5.1 Innovative product design	5.2 Product testing	5.3 Communication skills: Managing information	5.4 Business skills: Selling a product	5.5 Writing: Product review	Business workshop 5 Smart fabric (p.96)
	Video: Eatsa Vocabulary: Technological innovation; Describing innovative products Pronunciation: Numbers of syllables in words (p.116) Project: Innovation in business	Reading: A dream job in product development Grammar: Present Perfect Simple with just, already and yet Pronunciation: Contrastive stress (p.116) Speaking: A typical day at work	Video: Managing information Functional language: Asking open and closed questions Task: Getting feedback on presentation skills	Listening: Two sales presentations Functional language: Describing features and benefits Task: Present a product	Model text: Product review Functional language: Language of reviews Grammar: L Order of adjectives before nouns Task: Write a review	Reading and listening: Market research Task: Choose a product to develop
c4.bs1a			c4.bs1a, d1.bs6a, d2.bs2a	d3.bs1a		b1.bs2a, b2.bs4a
UNIT 6 SAFETY AND SECURITY	6.1 Safety at work	6.2 Being securityconscious	6.3 Communication skills: Dealing with disagreement	6.4 Business skills: Dealing with conflict	6.5 Writing: Instructions and warnings	Business workshop 6 Visitor safety (p.98)

	Video: Health and safety at a company Vocabulary: Health and safety Project: Accident questionnaire	Listening: Security measures in the workplace Grammar: Modal verbs of prohibition, obligation and no obligation Pronunciation: Phrasing and pausing (p.116) Writing: Email about new security measures	Video: Dealing with disagreement Functional language: Explaining rules and requirements Task: Convincing someone of your arguments	Listening: Discussion about a problem at work Functional language: Resolving a conflict Pronunciation: Stress in phrases (p.116) Task: Resolving a conflict	Model text: Instructions on using equipment Functional language: Instructions and warnings Grammar: L Linking words for time Task: Guidelines for company staff	Reading: Safety and security Listening: Risk assessment Task: Prepare a visitor safety and security report
c3.bs5a			b1.bs3a, b1.bs4a	b1.bs4a	c3.bs1d	b1.bs2a, b2.bs4a
U. 7 Customer Service	7.1 Airline customer service	7.2 Hanging on the telephone	7.3 Communication skills: Responding to customer concerns	7.4 Business skills: Generating and presenting ideas	7.5 Writing: External 'thank you' email	Business workshop 7 Red Cushion Furniture (p.100)
	Video: Customer service in the airline industry Vocabulary:	Listening: Complaint about a service Grammar: Verb + to-infinitive or -ing	Video: Solving customer problems Functional language:	Listening: Training day on customer service Functional	Model text: A 'thank you' email Functional language: Opening, giving	Reading: Customer complaints Listening: Dealing with

	Customer service Project: Design a premium service	Pronunciation: Unstressed syllables at the end of a sentence (p.117) Writing: A complaint on a company forum	Responding to customer concerns Task: Deal with customer complaints	language: Discussing and presenting ideas Pronunciation: Introducing a topic (p.117) Task: Generate and present ideas	details and closing a 'thank you' email Grammar: L some (of), any, all (of), most (of), no, none (of) Task: A 'thank you' email	angry customers Task: Turn failure into success
D4.bs1a, d4.bs2a, d4.bs3a	a3.bs3a, a3.bs4a	a3.bs3a, a3.bs4a, a4.bs1	a3.bs3a, a3.bs4a, a4.bs1, a4.bs3, c4.bs1d, c4.bs2a	a3.bs3a, a3.bs4a, d3.bs1c	a3.bs3a, a3.bs4a	a3.bs3a a3.bs4a, a4.bs3, b1.bs2a, b2.bs4a, c4.bs2a, d2.bs3a, d5.bs2a
U. 8 Communicaton	8.1 Face to face?	8.2 How to communicate	8.3 Communication skills: Closing a deal	8.4 Business skills: Talking about priorities	8.5 Writing: Short report	Business workshop 8 Global communication (p.102)
	Video: Improving communication in the workplace	Reading: Three tips for effective workplace communication Grammar: First	Video: Closing a deal Functional language: Closing a deal	Listening: Setting priorities Functional language:	Model text: A short report Functional language: Introduction,	Listening: Communication problems Reading: Email exchanges

	Vocabulary: Digital communication Project: Communication survey	and second conditional Pronunciation: Conditional sentences (p.117) Speaking: Solutions to communication problems	Task: Trying to close a deal	Talking about priorities Task: Prioritising	findings and recommendations Grammar: L Past Perfect Simple Pronunciation: Contractions in speech (p.117) Task: Write a short report	about a problem Task: Recommend ways to improve communication
d4.bs4a	c4.bs1d	a4.bs3, c4.bs1c, d3.bs1c	c4.bs1c, d3.bs1b, d3.bs1c	b1.bs6a,	c4.bs1c	b1.bs2a, b2.bs4a, d4.bs4a