

COMMUNICATION SKILLS	GRAMMAR	VOCABULARY	STORYLINE
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9 Do you have an e-mail address? page 26

Taking telephone messages Checking information	<i>Ask / tell</i> <i>Could I... / Could you...?</i>	Telephoning 2	Miki is answering the phone and taking messages.
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10 I'd like to work overseas page 28

Discussing future plans	<i>Going to</i> for future plans	Family life, travel, career plans Future time expressions	Rie and her co-workers are socializing after work.
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Review 2 page 30

11 What's your job like? page 34

Talking about yourself	Past simple Present perfect + <i>for / since</i>	Education and work experience Past time expressions	Koji is in Seattle. He and Tom Austin are getting to know each other.
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12 Would you like me to fax you the details? page 36

Talking about things you have and haven't done Dealing with inquiries	Present perfect + <i>yet</i>	Other facilities and conference equipment	Miki is helping to organize a sales conference.
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13 What's the budget for the website? page 38

Predicting Making comparisons	<i>Will</i> for predictions Comparatives and superlatives	Sales and promotion 2 Percentages and decimals	Makoto and the Asia sales team are discussing a new product.
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14 I'll meet you at the north exit page 40

Asking for and giving travel advice	Imperatives <i>You should ...</i>	Telephoning 3 Train travel	Miki is helping an overseas visitor to get to his hotel.
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15 Good luck in your new job! page 42

Talking about preferences Offering congratulations Making a short speech	<i>I'd rather (not) ...</i> <i>I'd prefer (not) to ...</i>	Food and drink	Rie is celebrating her promotion with her co-workers.
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Review 3 page 44

The Office Game page 48

Background notes page 60

Word list page 75