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1		Hotels and conferences	 make small talk describe hotels compare things check into a hotel
2		Activities and trends	 talk about the present talk about trends ask for and give an opinion agree and disagree
3	m -	Your product line	 describe products talk about measurements and sizes talk about future arrangements use a dictionary
4		Getting information	 make and reply to an enquiry ask about prices make telephone calls about these things
5	20 Danis Cuin	Orders and payments	 talk about methods of payment send a quotation place an order
6		Logistics	 arrange shipment deal with and explain problems read and understand business documents
7		New personnel	 talk about job descriptions, applications and interviews talk about your job experience

Key language	Grammar	Page
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