

Book	Warm-up	Vocabulary	Listening	Speaking	Grammar	Reading	Writing
Chapter 1 Office 辦公室事務	Describing a meeting in progress	Office affairs, office supplies	Talking about office supplies; problems in the office	Talking about work and companies	Word parts (common prefixes, and suffixes)	Arranging a meeting; reading about office policies; understanding email format	Writing a memo about meeting
Chapter 2 Cultural Events 文化活動	Discussing an event poster	Cultural activities and events	Talking about participating a cultural event; announcing changes in movie theaters	Inviting someone to a cultural event	Prepositions for time and places	Invitation and list of programs; understanding letter format	Writing an invitation
Chapter 3 Personnel 人事	Reading a résumé	Job requirements, qualifications, and benefits	Discussing job interviews; Talking about qualifications	Talking about one's education and work experience	Present tense and past tense (simple and progressive forms)	Understanding job ads and cover letters; analyzing the structure of a job advertisement	Responding to a job posting; writing a résumé
CHAPTERS 1-3 Review	TOEIC Practice		Attending a seminar; announcing a hiking plan		Text-Completion Practice	Store advertisement; news report on a sporting event	
Chapter 4 General Business 商業事務	Talking about shopping	Products and placing orders	Discussing problems with an order; Listening to product advertisement	Reporting problems with an order	Causative verbs (let, make, have, get)	Understanding order form and invoice; customer's complaint letter	Writing a complaint letter

Chapter 5 General Travel 出差旅遊	Describing previous travel experience	Transportation, hotel accommodations	Booking a flight; dealing with airline problems	Dealing with hotel problems	Future tense (present continuous, will, be going to)	Arranging transportation; advertisement for a car rental company	Writing a confirmation letter
Chapter 6 Dining Out 餐飲活動	Reading a menu and talking about food	Food terms, restaurants and caterers	Dealing with problems at a restaurant; planning an event and delegating responsibilities	Creating a restaurant menu; role-play restaurant conversations	Comparison (adjectives, adverbs, nouns)	Advertisement for a catering company; understanding food services	Describing a restaurant and food
CHAPTERS 4-6 Review	TOEIC Practice		Signing up for an exhibition; discussing food choice for a party; talking about customer satisfaction survey		TOEIC Practice	Advertisement for an annual sale; news report on hotel renovation; complain letter about a purchase	