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13 Air travel 082	Discussing the dos and don'ts of business travel Negotiating skills	Reading Article about comfortable air travel Article about cut-price business travel Listening Conversations at check-in	Vocabulary Negotiating, Air travel Grammar Conditionals with will Phrase bank Air travel
14 Hiring and firing 188	Discussing when sacking is justified Writing a letter of application Asking for clarification Discussing labour laws and industrial action	Reading Article about someone being fired CV Listening People talking about applying for a new job Job interview	Vocabulary Asking for clarification, Procedures Grammar The passive Phrase bank Asking for clarification
15 Time 995	Discussing time management Asking and answering about time management techniques Talking about decisions and plans	Reading Article about working without clocks Listening A conversation about a delayed project A talk on time management	Vocabulary Time collocations, Working conditions Grammar going to, going to vs will Phrase bank Presentations, talking about time
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