

KA ENGLISH PROGRAM

B2

ENGLISH FOR CAREER SUCCESS, BUSINESS & GLOBAL COMMUNICATION

A practical route to confident real-world communication

90-DAY SELF-STUDY COURSE



12 CORE UNITS • 4 BONUS MODULES • TESTS A & B

16 QR listening labs • online transcripts • guided shadowing

Answer keys • writing models • scored monthly reviews

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Changing through books

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À propos de cet extrait gratuit

Ce sommaire présente le livre complet. L'aperçu contient Quick start (p. 3) et le début de l'unité 1 (p. 10 à 15). Les numéros de page d'origine sont conservés. Les corrigés et les autres chapitres figurent dans l'édition complète.

Quick start

This course is designed for adults with a secure B1 foundation who want to develop B2 communication, especially for work, travel and international projects. Begin with Test A, complete one core unit each week, use the three monthly reviews, then take Test B. The 90-day timetable is a suggested route; progress depends on your starting point, practice and feedback.

What the course contains

- 12 core units and three scored monthly reviews.
- Four optional bonus modules for further practice.
- Test A before Unit 1 and Progress Test B after Unit 12, with complete answer keys.
- A full answer key, accepted variants, writing models, glossary and grammar index.

You need a notebook, headphones, a phone and internet access.

Suggested study time: four to six hours per core unit, adjusted to your starting point. Keep a notebook for answers, a vocabulary log and a folder of recordings. Take Test B on Days 85–90, then complete the optional bonus modules at your own pace; they are not a single week's workload.

Pour les lecteurs francophones : les consignes et les explications sont majoritairement en anglais. Un niveau B1 solide est conseillé. Travaillez une tâche à la fois, consultez les modèles après votre essai et notez les erreurs qui reviennent. Le bonus 4 traite spécifiquement des faux amis français-anglais.

One unit in seven days

Day	Essential work
1	Vocabulary and phonemic transcription
2	Grammar focus and practice
3	Listening lab
4	Speaking dialogue and recording
5	Reading and comprehension
6	Writing, retrieval and pronunciation
7	Review, correction or rest



UNIT 1 · THE ART OF NETWORKING

WEEK 1

IN THIS UNIT

By the end of this unit, you will be able to:

- build and maintain a professional network using natural, confident English
- talk about experience and recent activity using the present perfect simple and continuous
- use conversation strategies: hedging, showing interest and moving on politely
- pronounce linking /r/ smoothly in a contemporary British reference model

1 · VOCABULARY — words that work

Read each word aloud, following the British-model transcription. Then cover the meaning column and test yourself.

Copy the words into your notebook — with the IPA.

Word & part of speech	British reference pronunciation	Meaning & example
to reach out (to) (v)	/ri:tʃ 'aʊt/	to contact someone, often for the first time — “Feel free to reach out to me on LinkedIn.”
mutual contact (n)	/'mju:tʃuəl 'kɒntækt/	a person you both know — “Sarah is a mutual contact of ours.”
to follow up (v)	/ˌfɒləʊ 'ʌp/	to continue a first contact with a second action — “I’ll follow up with an email tomorrow.”
referral (n)	/rɪ'fɜːrəl/	a recommendation that sends a client or candidate to someone — “Most of my clients come from referrals.”

Word & part of speech	British reference pronunciation	Meaning & example
to build rapport	/bɪld ræ'pɔː/	to create a friendly, trusting relationship — “Small talk helps you build rapport.”
industry peer (n)	/'ɪndəstri piə/	a person at your level in the same field — “The forum connects industry peers.”
stakeholder (n)	/'steɪkhəʊldə/	a person with an interest in a project or company — “We consulted all the stakeholders.”
visibility (n)	/ˌvɪzə'bɪləti/	the state of being noticed professionally — “Publishing articles raised her visibility.”
to endorse (v)	/ɪn'dɔːs/	to publicly support someone's skills — “Two managers endorsed her for leadership.”
word of mouth (n)	/ˌwɜːd əv 'maʊθ/	informal recommendation between people — “The café grew by word of mouth.”
to keep in the loop	/ki:p ɪn ðə 'luːp/	to keep someone informed — “Keep me in the loop about the project.”
acquaintance (n)	/ə'kweɪntəns/	a person you know slightly — “He's a professional acquaintance.”
to network (v)	/'netwɜːk/	to meet people who may help your career — “She networks at every conference.”
common ground (n)	/ˌkɒmən 'graʊnd/	shared interests or opinions — “We quickly found common ground.”
to touch base	/tʌtʃ 'beɪs/	to make brief contact — “Let's touch base next week.”

2 · GRAMMAR FOCUS — Present perfect simple vs present perfect continuous

Use the PRESENT PERFECT SIMPLE (have + past participle) for completed actions with a present result, life experience, and achievements:

- I've worked with over forty clients. (experience up to now)
- She has just been promoted. (recent event, present result)
- We've signed three new partners this quarter. (completed — focus on the result)

Use the PRESENT PERFECT CONTINUOUS (have been + -ing) for activities that started in the past and are still in progress, or whose effects are still visible — the focus is on the activity and its duration:

- I've been building my network since 2022. (still in progress)
- We've been negotiating all week. (recent continuous activity)
- You look tired — have you been travelling?

For, since, lately, recently and how long can occur with either form, depending on meaning. With state meanings, verbs such as know and own normally take the simple form: 'I've known her for years.' The continuous usually highlights an activity and its duration; the simple can highlight a result or a continuing state.

PRACTICE — Choose the form that best fits the context. Where both are possible, explain the difference in focus.

1. I (have written / have been writing) emails all morning, and I still haven't finished.
2. She (has attended / has been attending) four conferences this year.
3. How long (have you known / have you been knowing) your business partner?
4. They (have worked / have been working) on the new website for two months — it launches Friday.
5. We (have finally reached / have finally been reaching) an agreement.
6. He's out of breath because he (has run / has been running) between meetings.
7. I (have never met / have never been meeting) our CEO in person.
8. Your English (has improved / has been improving) steadily since January.
9. Sorry about the mess — we (have reorganised / have been reorganising) the office.
10. She (has sent / has been sending) the contract — check your inbox.

Answers in the Answer Key at the back of the book — section "Unit 1".

GRAMMAR EXTRA — Question tags: the networker's secret weapon

A question tag is a short question added to a statement. It can invite agreement, check information or keep a conversation going. Its effect depends on intonation, context and the relationship between speakers. In the patterns practised here, a positive statement takes a negative tag and a negative statement takes a positive tag.

- It's a great venue, isn't it?
- You haven't been to this fair before, have you?

Use the auxiliary from the statement; if there is none, use do, does or did. Useful patterns: I'm → aren't I; let's → shall we; imperatives often take will you; nobody takes they and nothing takes it. With a negative word such as nobody or nothing, use a positive tag.

- You've met Sarah, haven't you? · She works in finance, doesn't she?
- I'm on the list, aren't I? · Let's swap details, shall we?
- Nobody warned you, did they?

A falling tag often invites confirmation of something the speaker believes; a rising tag often signals greater uncertainty. These are useful tendencies, not fixed rules. Practise the same sentence both ways and decide what each speaker might mean.

PRACTICE — Add the correct question tag.

1. You're Marcus from Northgate, _____?
2. She gave a brilliant talk this morning, _____?
3. They haven't confirmed the meeting yet, _____?
4. Let's touch base next week, _____?
5. I'm on the guest list, _____?
6. Nothing went wrong with the demo, _____?

Answers in the Answer Key.

3 · LISTENING — train your ear

Relationship-building

British Council · Audio and transcript

Audio · B2. Listen to the whole recording twice before reading the transcript.



1. Does relationship-building concern only people inside your organisation?
2. Which two stages of a relationship does the speaker discuss?
3. Give one simple way to start a conversation with a colleague.
4. During a disagreement, what should you focus on?
5. Why ask open-ended questions?

Transcript and shadowing

After answering, check the linked transcript. Select 20–30 seconds around the advice about greeting colleagues. Mark stress, shadow three times and record one solo attempt.

Stretch vocabulary

build rapport · warm introduction · common ground · follow up · reciprocal contact

Apply the language

Record a 90-second introduction to a new professional contact. Find common ground, ask an open question and propose a useful follow-up. Use two expressions from the stretch list; explain any unfamiliar expression first.

Answers: Listening answer key.

4 · SPEAKING — say it aloud

Read the dialogue aloud several times. Then practise it with a partner — or record yourself playing both roles and listen back.

SCENE: A trade fair in Birmingham. Léa, a consultant from Lyon, approaches Marcus at a coffee stand.

Speaker	Dialogue
Léa	That queue was worth it — the coffee’s actually decent. Mind if I join you?
Marcus	Not at all. Busy morning, isn’t it? I’m Marcus Webb, from Northgate Software.
Léa	Léa Fontaine — I run a consultancy that helps tech firms enter French-speaking markets.
Marcus	Really? That’s a coincidence. We’ve been looking into France and West Africa for a while now.
Léa	Then we’ve got plenty of common ground. How far have you got with your plans?
Marcus	We’ve done the market research, but we haven’t found the right local partners yet.
Léa	That’s exactly where we come in. I don’t want to keep you from the next talk — shall we swap details and touch base next week?
Marcus	Good idea. Here’s my card. Reach out any time — and enjoy the rest of the fair.

PHRASES TO KEEP — with British reference pronunciation:

Key phrase	British reference pronunciation
Mind if I join you?	/ˈmaɪnd ɪf aɪ ˈdʒɔɪn juː/
We’ve got plenty of common ground.	/wiːv ˈɡɒt ˈplenti əv ˌkɒmən ˈɡraʊnd/
How far have you got with...?	/haʊ ˈfɑːr əv juː ˈɡɒt wɪð/
Shall we swap details?	/ʃæl wiː ˈswɒp ˈdiːteɪlz/
Reach out any time.	/riːtʃ ˈaʊt ˈeni taɪm/

YOUR TURN

Record a ninety-second introduction to an imaginary conference contact. Explain your work, identify common ground and suggest a next step. Listen for clarity, useful pauses and one recurring error. Record again, aiming to make the message easier to follow rather than simply faster.

Continuez avec le programme complet.

English for Career Success, Business & Global Communication

Vous venez de découvrir le début de l'unité **The Art of Networking**. Poursuivez votre pratique avec un parcours conçu pour les adultes ayant un niveau B1 solide et souhaitant progresser vers le B2.

12

unités principales

4

modules bonus

227

pages en PDF

- Des situations concrètes : carrière, négociation, management et communication internationale.
- 16 ateliers d'écoute, des exercices corrigés, 32 modèles de rédaction et un glossaire.
- Un test diagnostique, trois bilans mensuels et un test final pour suivre vos acquis.

Retrouvez l'édition complète sur Payhip

Revenez sur la fiche du manuel où vous avez téléchargé cet aperçu.

PDF couleur de 227 pages, couvertures comprises. Manuel principalement en anglais. Les ressources audio et vidéo externes nécessitent une connexion Internet. Les corrigés et la suite de l'unité sont inclus dans l'édition complète.