



NEW HEADWAY PRE-INTERMEDIATE 5th ed. (FCE-B)

1 st Year			
	Grammar	Lexis	Writing
Unit 2	- present simple / continuous - have / have got	- daily routine - leisure activity	- email (linking words)
unit 3	- past simple / continuous - time prepositions - adverbs	- days / month / seasons - telling the time	- narrative writing
unit 4	- countable / uncountable a / an / the some / any / much / many how much / how many a little, a few, a lot of / lots of something / someone / somewhere - can / could / would you like	- food / drink - shops	- postcard (synonyms)
++++	- question words - adverbs of frequency - to be - plurals - there is / are ; there was / there were - pronouns (I, my, me, mine) - possessive 's - this / that / these / those - place prepositions - like / love + ing - infinitive of purpose	- numbers - alphabet - introduce yourself - countries / nationalities - house - jobs	

2 nd Year			
	Grammar	Lexis	Writing
unit 1	- revision present simple / continuous, past simple / continuous - introduce future "going to" - prepositions - who's / whose	- ed / ing adjectives - collocations - social expressions	- filling in forms
unit 5	- verb patterns - future (will, going to, present continuous, present simple)	- phrasal verbs	- writing about the future
unit 6	- present perfect (vs past simple) - question tags	- family	- biography
unit 7	- What...like? - comparative / superlative	- synonyms / antonyms - weather	- describing my hometown



3 rd Year			
	Grammar	Lexis	Writing
unit 8	- modal verbs	- clothes - body - doctor	- formal and informal emails
unit 9	- narrative tenses (past perfect) - linking words	- feelings	- reviewing a book or a film
unit 10/12	- passive - conditionals	- collocations	

BUSINESS ESSENTIALS (FCE/B)

1 st Year	
unit 1 : telephone & email	- phone conversations - messages and voicemails - emails
unit 2 : guests & visitors	- greetings - making small talks - invitations and offers - welcoming a visitor - welcome speech - asking for and offering help - presenting yourself
2 nd Year	
unit 3 : presenting	- present your company - daily routine at work - office environment - products and services
unit 4 : graphs & tables	- graphs
3 rd Year	
unit 5 : business writing	- emails / letters / memos - letter of complaint / responding to a complaint - placing an order / confirming an order - letter of enquiry / responding to an enquiry - letter of invitation / responding to an invitation
unit 6 : job applications	- job application - covering letter - writing a CV - identifying your strengths and weaknesses - job interview