

Contents

To the Teacher	v	
Unit 1	Preparing for challenges	1
	Lesson 1 The reason I'm applying is . . .	2
	Lesson 2 Just applying for the M.A. is hard	4
	Lesson 3 If tuition weren't so expensive . . .	6
	Lesson 4 There are other options . . .	8
	Lesson 5 Internet changes distance education	10
	Lesson 6 Being evaluated is rough	12
	Team Project 1	14
Unit 2	Getting the job	15
	Lesson 1 I'd like to work here because . . .	16
	Lesson 2 Dear Hiring Manager,	18
	Lesson 3 This resume is impressive	20
	Lesson 4 Writing your resume	22
	Lesson 5 If I were you, I would wear . . .	24
	Lesson 6 Interviews make me nervous	26
	Team Project 2	28
Unit 3	Relocating for work	29
	Lesson 1 Life is less formal here	30
	Lesson 2 Time to choose a roommate	32
	Lesson 3 There's so much to consider	34
	Lesson 4 Dealing with the landlord	36
	Lesson 5 Abbreviations drive me crazy	38
	Lesson 6 There are cockroaches everywhere	40
	Team Project 3	42

Unit 4	Doing the job	43
	Lesson 1 Let's find the problem	44
	Lesson 2 We need to set goals	46
	Lesson 3 What's the action plan	48
	Lesson 4 It's time for a decision	50
	Lesson 5 We need time management training	52
	Lesson 6 Who's the new marketing manager	54
	Team Project 4	56
Unit 5	Solving problems	57
	Lesson 1 Where's the shipment	58
	Lesson 2 When do we get our stuff	60
	Lesson 3 Let's call a meeting	62
	Lesson 4 As you can see on the diagram . . .	64
	Lesson 5 Thanks for coming to the meeting	66
	Lesson 6 It's time to move on	68
	Team Project 5	70
	Unit Reviews	72
	Grammar Resource	76
	Glossary	93
	Audio Script	96