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KEYNOTE INTERMEDIATE TOC

PRONUNCIATION	READING	LISTENING	SPEAKING	WRITING
Sentence stress Intonation in questions	Skills for the 21st century	Asking about jobs	Best and worst jobs My skills Talking about jobs and studies	A formal letter Writing skill: Indirect questions
Stress in everyday phrases	Identifying trends	A conference meeting	General habits and current habits Describing trends Meetings and introductions	Formal and informal emails Writing skill: Formal and informal language
Questions with <i>Do you</i> and <i>Could you</i>	Teaching financial literacy	Everyday conversations	Standard of living and quality of life Money quiz Talking about money	A report Writing skill: Writing numbers in a report
Weak forms: <i>was</i> and <i>were</i> <i>had</i> and <i>hadn't</i> <i>Sorry</i>	Paid to succeed	Office conversations	My career path Incentives at work Giving reasons for actions	Messaging Writing skill: Prepositions in messages
Expressive intonation	The power of the crowd	Asking for opinions	Comparing the market Effective marketing Giving your views	A customer review Writing skill: Linking contrasting points
Sentence stress	Why we don't listen any more	Follow-up questions	Means of communication Communication skills Small talk	Short emails Writing skill: Reasons for writing

UNIT	TED TALK	GRAMMAR	VOCABULARY
 <p>7 Experience 74–83</p>	<p>What I've learned from my autistic brothers Faith Jegede</p> <p>AUTHENTIC LISTENING SKILL Weak forms CRITICAL THINKING A speaker's authority PRESENTATION SKILL Being concise</p>	<p>Present perfect simple Present perfect simple and past simple Extension: Present perfect continuous</p>	<p>Personal qualities</p>
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PRONUNCIATION	READING	LISTENING	SPEAKING	WRITING
Weak forms: <i>have</i> , <i>has</i> and <i>been</i> Linking words	France's new CV law	A job interview	Life experiences Diversity at work Describing skills and interests	A CV Writing skill: Verb forms
<i>want</i> and <i>won't</i> Contraction <i>'ll</i>	Our pick – new gadgets	Phrases in telephoning	Transport options Can I live without it? Leaving messages	Short emails Writing skill: Reported speech
Word stress	Getting the basics right	Practical instructions	Practical solutions Offering a good service Giving instructions	An email to a visitor Writing skill: Giving directions
Stress in passive forms Intonation in questions	Big rise in greenhouse gas emissions	In a restaurant	Survey: How 'local' are you? Expressing an opinion Explaining what's on a menu	A description of a system Writing skill: Explaining results
Positive and negative questions	Words of wisdom	Problem solving	Dilemmas Life advice Analysing problems and suggesting solutions	Posting advice on a forum Writing skill: Features of online posts
Contraction <i>'d</i> Stress in suggestions	Health and well-being news	Time wasting	Well-being and productivity Proposals for well-being Discussing options	A reply to an enquiry Writing skill: Listing options