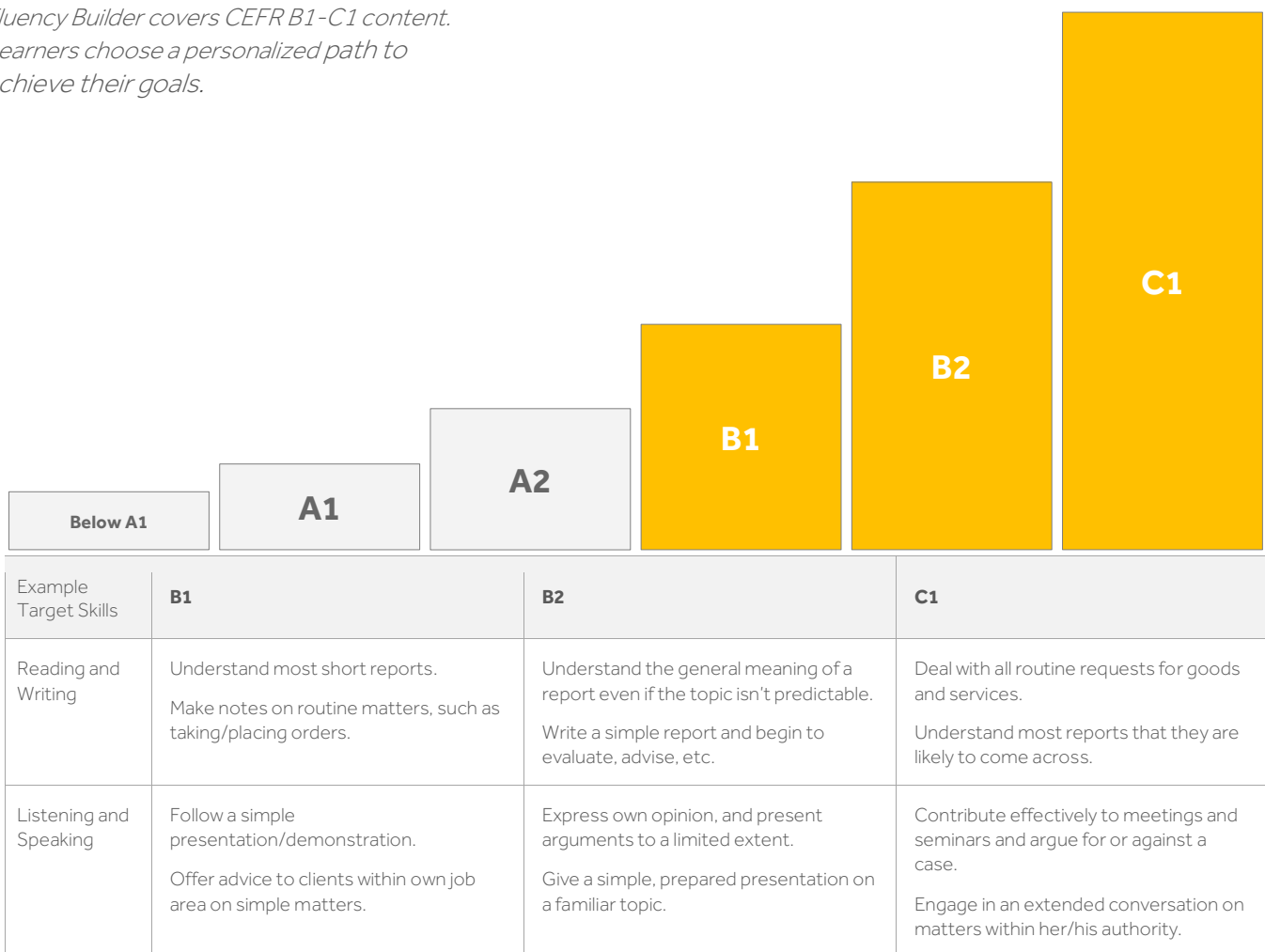


## British English Scope and Sequence CEFR Level B1-C1 (Fluency Builder)

Hello! Rosetta Stone® offers learners a best-in-class blended learning experience powered by Dynamic Immersion.™ Catalyst's® end-to-end English language learning solution is structured into two distinct learning paths, Foundations and Fluency Builder. Each path is designed to provide learners with courseware and study resources ideal for their language ability. Fluency Builder, the path for those who are independent to proficient (CEFR B1-C1) in their language ability, is organized around goal-driven content and empowers learners to develop career and academic skills while learning a new language.

*Fluency Builder covers CEFR B1-C1 content.  
Learners choose a personalized path to  
achieve their goals.*



Both industry-specific and skills-based courses are available. During the onboarding process learners identify interests and establish learning goals. Courses are then recommended based on their unique needs.

# British English Scope and Sequence

CEFR Level B1-C1 (Fluency Builder)

This document outlines the scope and sequence for British English content in Fluency Builder. Each set of lessons is organized under the target language level and course topic. Please note, the durations listed are suggested only; the actual amount of time needed to complete a lesson will vary based on the learner's first language, knowledge of the target language, and study environment.

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## B1: Aviation

Lesson title	Targeted skills*	Duration
Daily Schedule	Listening, Speaking, Reading	0:30:00
Preflight	Speaking, Reading, Writing	0:30:00

## B1: Business Meetings

Lesson title	Targeted skills*	Duration
Following a Meeting, Part I	Listening, Speaking, Reading	0:30:00
Following a Meeting, Part II	Listening, Speaking, Reading	0:30:00
Having Successful Meetings, Part I	Speaking, Reading, Writing	0:30:00
Having Successful Meetings, Part II	Listening, Reading, Writing	0:30:00
Important People, Part I	Speaking, Reading, Writing	0:30:00
Important People, Part II	Listening, Speaking, Reading	0:30:00
Informal Business Meetings, Part I	All 4 Skills	0:30:00
Informal Business Meetings, Part II	Listening, Speaking, Reading	0:30:00
One-on-One Meetings, Part I	All 4 Skills	0:30:00
One-on-One Meetings, Part II	All 4 Skills	0:30:00
Polite Behaviour, Part I	All 4 Skills	0:30:00
Polite Behaviour, Part II	Listening, Speaking, Reading	0:30:00
Stating your Opinions, Part I	All 4 Skills	0:30:00
Stating your Opinions, Part II	All 4 Skills	0:30:00
Types of Meetings, Part I	Speaking, Reading	0:30:00
Types of Meetings, Part II	Listening, Reading, Writing	0:30:00

## B1: Career and Employment

Lesson title	Targeted skills*	Duration
Accepting an Interview, Part I	All 4 Skills	0:30:00
Accepting an Interview, Part II	Speaking, Reading	0:30:00
Application and Covering Letter, Part I	Listening, Reading, Writing	0:30:00
Application and Covering Letter, Part II	Listening, Reading, Writing	0:30:00
CVs, Part I	Reading, Writing	0:30:00
CVs, Part II	Listening, Speaking, Reading	0:30:00
Job Fairs, Part I	Speaking, Reading, Writing	0:30:00
Job Fairs, Part II	Speaking, Reading	0:30:00

Job Hunting, Part I	Listening, Speaking, Reading	0:30:00
Job Hunting, Part II	All 4 Skills	0:30:00
Preparing for an Interview, Part I	All 4 Skills	0:30:00
Preparing for an Interview, Part II	Speaking, Reading, Writing	0:30:00
Skills and Interests, Part I	Listening, Reading, Writing	0:30:00
Skills and Interests, Part II	All 4 Skills	0:30:00
The Ideal Workplace, Part I	Speaking, Reading, Writing	0:30:00
The Ideal Workplace, Part II	All 4 Skills	0:30:00
Work History, Part I	Reading, Writing	0:30:00
Work History, Part II	All 4 Skills	0:30:00

### B1: Culture

Lesson title	Targeted skills*	Duration
Sunday roast	Reading	0:07:00
The 1970s	Speaking, Listening	0:07:00
The Industrial Revolution	Reading	0:07:00
The NHS	Reading	0:07:00
The suit and tie	Reading	0:07:00

### B1: Customer Service

Lesson title	Targeted skills*	Duration
A Customer Service Mindset, Part I	All 4 Skills	0:30:00
A Customer Service Mindset, Part II	Listening, Speaking, Reading	0:30:00
Asking for Clarification, Part I	All 4 Skills	0:30:00
Asking for Clarification, Part II	Listening, Speaking, Reading	0:30:00
Closing A Conversation, Part I	Speaking, Reading, Writing	0:30:00
Closing A Conversation, Part II	Speaking, Reading	0:30:00
Greeting the Customer, Part I	Listening, Speaking, Reading	0:30:00
Greeting the Customer, Part II	Listening, Speaking, Reading	0:30:00
Identifying the Concern, Part I	Listening, Speaking, Reading	0:30:00
Identifying the Concern, Part II	Speaking, Reading, Writing	0:30:00
Listening for Details, Part I	All 4 Skills	0:30:00
Listening for Details, Part II	Listening, Reading, Writing	0:30:00
Making Suggestions, Part I	All 4 Skills	0:30:00
Making Suggestions, Part II	All 4 Skills	0:30:00

Practising Conversations, Part I	Speaking, Reading	0:30:00
Practising Conversations, Part II	Reading, Writing	0:30:00
Business calls	All 4 Skills	2:39:00
Making a sale	All 4 Skills	3:04:00
Organising a stay	All 4 Skills	3:02:00
The company stand	Speaking, Listening	3:43:00
Welcoming visitors	All 4 Skills	2:34:00

### B1: Emergency Services

Lesson title	Targeted skills*	Duration
Comforting People	Speaking, Reading	0:30:00
Managing Crowds	Listening, Speaking, Reading	0:30:00

### B1: Energy Sector

Lesson title	Targeted skills*	Duration
Health and Safety	Speaking, Reading	0:30:00
Oil and Gas Basics	Listening, Speaking, Reading	0:30:00

### B1: Everyday Situations

Lesson title	Targeted skills*	Duration
A driving lesson (All Skills)	All 4 Skills	0:28:00
An emergency (All Skills)	All 4 Skills	2:34:00
At the doctor's (All Skills)	All 4 Skills	2:40:00
At the supermarket (All Skills)	All 4 Skills	2:29:00
Grocery shops (All Skills)	All 4 Skills	2:56:00
The fitting room (All Skills)	All 4 Skills	2:31:00
Window-shopping (All Skills)	All 4 Skills	2:31:00
An emergency (Grammar)	Speaking, Listening	2:34:00
At the doctor's (Grammar)	Speaking, Listening	2:40:00
At the supermarket (Grammar)	Speaking, Listening	2:29:00
Grocery shops (Grammar)	Speaking, Listening	2:56:00
The fitting room (Grammar)	All 4 Skills	2:31:00
Window-shopping (Grammar)	All 4 Skills	2:31:00
An emergency (Vocabulary)	All 4 Skills	2:40:00
At the doctor's (Vocabulary)	All 4 Skills	2:42:00

At the supermarket (Vocabulary)	All 4 Skills	2:37:00
Grocery shops (Vocabulary)	All 4 Skills	2:49:00
The fitting room (Vocabulary)	All 4 Skills	2:40:00
Window-shopping (Vocabulary)	All 4 Skills	2:40:00
A driving lesson (Reading & Writing)	Writing, Reading	0:32:00
An emergency (Reading & Writing)	Writing, Reading	2:55:00
At the doctor's (Reading & Writing)	Writing, Reading	2:55:00
At the supermarket (Reading & Writing)	Writing, Reading	2:53:00
Grocery shops (Reading & Writing)	Writing, Reading	3:12:00
The fitting room (Reading & Writing)	Writing, Reading	2:51:00
Window-shopping (Reading & Writing)	All 4 Skills	2:47:00
A driving lesson (Speaking & Listening)	Speaking, Listening	1:28:00
An emergency (Speaking & Listening)	Speaking, Listening	3:03:00
At the doctor's (Speaking & Listening)	Speaking, Listening	2:38:00
At the supermarket (Speaking & Listening)	Speaking, Listening	2:54:00
Grocery shops (Speaking & Listening)	Speaking, Listening	2:56:00
The fitting room (Speaking & Listening)	Speaking, Listening	2:47:00
Window-shopping (Speaking & Listening)	Speaking, Listening	2:47:00

## B1: General Business Communication

Lesson title	Targeted skills*	Duration
A Sensitive Topic, Part I	Speaking, Reading	0:30:00
A Sensitive Topic, Part II	Speaking, Reading, Writing	0:30:00
Checking for Understanding, Part I	Listening, Speaking, Reading	0:30:00
Checking for Understanding, Part II	Listening, Speaking, Reading	0:30:00
Continuing a Conversation, Part I	All 4 Skills	0:30:00
Continuing a Conversation, Part II	Speaking, Reading, Writing	0:30:00
Ending a Conversation, Part I	Speaking, Reading, Writing	0:30:00
Ending a Conversation, Part II	Speaking, Reading, Writing	0:30:00
Expressing Agreement, Part I	All 4 Skills	0:30:00
Expressing Agreement, Part II	All 4 Skills	0:30:00
Interrupting, Part I	Speaking, Reading, Writing	0:30:00
Interrupting, Part II	Listening, Speaking, Reading	0:30:00
Responding Appropriately, Part I	Listening, Speaking, Reading	0:30:00
Responding Appropriately, Part II	All 4 Skills	0:30:00

Starting a Conversation, Part I	Listening, Speaking, Reading	0:30:00
Starting a Conversation, Part II	All 4 Skills	0:30:00
Being Clear, Part I	Listening, Reading, Writing	0:30:00
Being Clear, Part II	Listening, Reading, Writing	0:30:00
Email Etiquette, Part I	Reading, Writing	0:30:00
Email Etiquette, Part II	Speaking, Reading, Writing	0:30:00
Expressing Yourself, Part I	Reading, Writing	0:30:00
Expressing Yourself, Part II	Listening, Reading, Writing	0:30:00
Knowing When to Email, Part I	Speaking, Reading	0:30:00
Knowing When to Email, Part II	Listening, Speaking, Reading	0:30:00
Looking at the Language, Part I	Listening, Reading, Writing	0:30:00
Looking at the Language, Part II	Listening, Reading, Writing	0:30:00
Sending Letters, Part I	Reading, Writing	0:30:00
Sending Letters, Part II	Listening, Reading, Writing	0:30:00
The Letter and Envelope, Part I	Speaking, Reading, Writing	0:30:00
The Letter and Envelope, Part II	Listening, Reading, Writing	0:30:00

### B1: Health and Medicine

Lesson title	Targeted skills*	Duration
Doing a Basic Procedure	Listening, Speaking, Reading	0:30:00
People Doing their Part	All 4 Skills	0:30:00
The Bottle	Listening, Speaking, Reading	0:30:00
The Cold	Speaking, Reading, Writing	0:30:00

### B1: IT and Telecom

Lesson title	Targeted skills*	Duration
IT Support	Listening, Speaking, Reading	0:30:00
Networking	Listening, Speaking, Reading	0:30:00
Sales	Listening, Speaking, Reading	0:30:00
Working Together	Speaking, Reading, Writing	0:30:00

### B1: Manufacturing and Logistics

Lesson title	Targeted skills*	Duration
Protecting and Reporting	Listening, Speaking, Reading	0:30:00
Understanding Safety Guidelines	Listening, Speaking, Reading	0:30:00



## B1: On the Phone

Lesson title	Targeted skills*	Duration
After-sales service	Speaking, Listening	2:46:00
Agreeing to meet	Speaking, Listening	3:11:00
Deferring payment	Speaking, Listening	2:53:00
Asking for Help, Part I	Listening, Speaking, Reading	0:30:00
Asking for Help, Part II	Speaking, Reading, Writing	0:30:00
Being Polite on the Phone, Part I	Speaking, Reading	0:30:00
Being Polite on the Phone, Part II	Speaking, Reading, Writing	0:30:00
Getting More Information, Part I	Listening, Speaking, Reading	0:30:00
Getting More Information, Part II	All 4 Skills	0:30:00
Leaving a Voicemail	Speaking, Reading	0:30:00
Preparing to Call Someone, Part I	All 4 Skills	0:30:00
Preparing to Call Someone, Part II	Listening, Speaking, Reading	0:30:00
Starting a Call, Part I	Speaking, Reading, Writing	0:30:00
Starting a Call, Part II	Listening, Speaking, Reading	0:30:00
Taking a Message	Listening, Speaking, Reading	0:30:00

## B1: People Management

Lesson title	Targeted skills*	Duration
Cultural Differences, Part I	All 4 Skills	0:30:00
Cultural Differences, Part II	Listening, Speaking, Reading	0:30:00
Dealing with Problems, Part I	All 4 Skills	0:30:00
Dealing with Problems, Part II	All 4 Skills	0:30:00
Expectations, Part I	All 4 Skills	0:30:00
Expectations, Part II	Listening, Speaking, Reading	0:30:00
Giving Feedback, Part I	All 4 Skills	0:30:00
Giving Feedback, Part II	Listening, Speaking, Reading	0:30:00
Management Styles, Part I	Speaking, Reading	0:30:00
Management Styles, Part II	Speaking, Reading, Writing	0:30:00
Organising People, Part I	Reading, Writing	0:30:00
Organising People, Part II	All 4 Skills	0:30:00
Recruiting People, Part I	Listening, Speaking, Reading	0:30:00
Recruiting People, Part II	All 4 Skills	0:30:00

Team Building, Part I	Reading, Writing	0:30:00
Team Building, Part II	Speaking, Reading, Writing	0:30:00

## B1: Reports and Presentations

Lesson title	Targeted skills*	Duration
Comparing products	Speaking, Listening	2:44:00
Job search	Speaking, Listening	1:20:00
Making a sale	Speaking, Listening	3:41:00
Starting a new job	Speaking, Listening	1:30:00
The company stand	Speaking, Listening	3:57:00
The training course	Speaking, Listening	1:29:00
A Persuasive Presentation, Part I	Speaking, Reading, Writing	0:30:00
A Persuasive Presentation, Part II	Speaking, Reading	0:30:00
A Training Presentation, Part I	Listening, Speaking, Reading	0:30:00
A Training Presentation, Part II	Listening, Speaking, Reading	0:30:00
An Interactive Presentation, Part I	Speaking, Reading	0:30:00
An Interactive Presentation, Part II	Speaking, Reading	0:30:00
Asking Questions, Part I	Speaking, Reading	0:30:00
Asking Questions, Part II	All 4 Skills	0:30:00
Attending a Workshop, Part I	Listening, Speaking, Reading	0:30:00
Attending a Workshop, Part II	Speaking, Reading, Writing	0:30:00
Following a Presentation, Part I	All 4 Skills	0:30:00
Following a Presentation, Part II	All 4 Skills	0:30:00
Following Instructions, Part I	All 4 Skills	0:30:00
Following Instructions, Part II	Speaking, Reading, Writing	0:30:00
Social Expectations, Part I	Listening, Speaking, Reading	0:30:00
Social Expectations, Part II	All 4 Skills	0:30:00
An Action Plan, Part I	Speaking, Reading	0:30:00
An Action Plan, Part II	Speaking, Reading, Writing	0:30:00
Comparing Things, Part I	Reading, Writing	0:30:00
Comparing Things, Part II	Speaking, Reading	0:30:00
Evaluating Information, Part I	Speaking, Reading, Writing	0:30:00
Evaluating Information, Part II	Listening, Speaking, Reading	0:30:00
Reading Closely, Part I	Speaking, Reading, Writing	0:30:00
Reading Closely, Part II	Speaking, Reading	0:30:00

Recognising Pros and Cons, Part I	Reading, Writing	0:30:00
Recognising Pros and Cons, Part II	Listening, Reading, Writing	0:30:00
Recommending, Part I	Speaking, Reading	0:30:00
Recommending, Part II	Listening, Reading, Writing	0:30:00
Visuals, Part I	Speaking, Reading	0:30:00
Visuals, Part II	Reading, Writing	0:30:00
Writing a Memo, Part I	Reading, Writing	0:30:00
Writing a Memo, Part II	All 4 Skills	0:30:00

### B1: Sales and Marketing

Lesson title	Targeted skills*	Duration
Handling an invoice	All 4 Skills	2:54:00
Negotiating	Writing, Speaking, Listening	2:33:00
Trouble with orders	Speaking, Listening	3:23:00

### B1: Travel and Hospitality

Lesson title	Targeted skills*	Duration
Changing Your Flight, Part I	All 4 Skills	0:30:00
Changing Your Flight, Part II	Listening, Speaking, Reading	0:30:00
Getting There, Part I	Speaking, Reading, Writing	0:30:00
Getting There, Part II	Speaking, Reading, Writing	0:30:00
Getting to the Plane, Part I	All 4 Skills	0:30:00
Getting to the Plane, Part II	Listening, Speaking, Reading	0:30:00
Handling Travel Problems, Part I	Speaking, Reading	0:30:00
Handling Travel Problems, Part II	Speaking, Reading, Writing	0:30:00
Making Airline Reservations, Part I	All 4 Skills	0:30:00
Making Airline Reservations, Part II	Listening, Speaking, Reading	0:30:00
Making Hotel Reservations, Part I	All 4 Skills	0:30:00
Making Hotel Reservations, Part II	Listening, Speaking, Reading	0:30:00
Staying in a Hotel, Part I	Listening, Speaking, Reading	0:30:00
Staying in a Hotel, Part II	Listening, Speaking, Reading	0:30:00
Tipping Customs	All 4 Skills	0:30:00
Transport	Listening, Speaking, Reading	0:30:00

### Included in All Levels (B1-C1): Culture

Lesson title	Targeted skills*	Duration
A Bright Future for Stained Glass	Reading, Listening	0:21:00
A Hamburger? No Thanks, Pass the Focaccia	Reading, Listening	0:23:00
A Place for Lessons on Europe in Schools?	Reading, Listening	0:24:00
Art Batters Barriers in Cyprus	Reading, Listening	0:21:00
Energy Under Control	Reading, Listening	0:23:00
EU Invests 14 Million Euros in Fight Against Fat	Reading, Listening	0:25:00
Europe's Struggle Against Pesticides	Reading, Listening	0:22:00
Europe's Struggle to Reduce Pollution	Reading, Listening	0:25:00
European Parliament Reviews Deadly Fine Particles	Reading, Listening	0:23:00
French Middle Class Purchasing Power Blues	Reading, Listening	0:26:00
Humans and Machines Working on Road Safety	Reading, Listening	0:27:00
Improving Food Allergy Diagnosis	Reading, Listening	0:23:00
Literary Types Want EU Support	Reading, Listening	0:23:00
Living on the Edge	Reading, Listening	0:26:00
Market Driving Europeans out of House and Home	Reading, Listening	0:27:00
Morocco Works to Integrate Its Disabled Citizens	Reading, Listening	0:24:00
New Frontiers in Imaging the Human Body	Reading, Listening	0:25:00
Playing the Game and Learning the Lesson	Reading, Listening	0:25:00
Promoting Scottish Identity Through Music	Reading, Listening	0:28:00
Research into the Effects of Pesticides	Reading, Listening	0:22:00
Researchers Aim to Reduce Excessive Urban Noise	Reading, Listening	0:26:00
Stockholm: Model of Climate-Friendly Innovation	Reading, Listening	0:22:00
Teaching Good Habits for Clean Water	Reading, Listening	0:25:00
Translation Woes	Reading, Listening	0:25:00
Virtual Assistance for Music Teachers	Reading, Listening	0:23:00
Wetlands Survey	Reading, Listening	0:23:00

### Included in All Levels (B1-C1): Government

Lesson title	Targeted skills*	Duration
Air Passengers' Rights	Reading, Listening	0:23:00
Bittersweet Take on Belgian ID Crisis	Reading, Listening	0:22:00
Brazilians in Portugal	Reading, Listening	0:24:00
CARS 21 Reports on the Future of European Cars	Reading, Listening	0:24:00

China in Africa - What Does the EU Think?	Reading, Listening	0:24:00
Construction Workers Close to Blows	Reading, Listening	0:27:00
Europe Ponders Growth Versus Climate Change	Reading, Listening	0:24:00
European Common Agricultural Policy Re-examined	Reading, Listening	0:23:00
Fishermen Call on EU to Safeguard Their Future	Reading, Listening	0:26:00
Fishing for Tomorrow	Reading, Listening	0:28:00
From Seagull Road to EU Integrated Maritime Policy	Reading, Listening	0:23:00
How the European Parliament Came to Be	Reading, Listening	0:27:00
Mobile Phone Charges Across Europe	Reading, Listening	0:23:00
Monaco: Small Country, Big Image	Reading, Listening	0:23:00
Nuclear Energy Back on UK's Political Agenda	Reading, Listening	0:25:00
Nuclear Energy: Friend or Foe to the Environment?	Reading, Listening	0:23:00
Shareholding in a Globalised Economy 1	Reading, Listening	0:23:00
Shareholding in a Globalised Economy 2	Reading, Listening	0:24:00
Spain: Housing Boom, or Bust?	Reading, Listening	0:24:00
The Space Business	Reading, Listening	0:22:00
The Success Story of North-East Italy's SMEs	Reading, Listening	0:26:00
The Textile Industry in Greece	Reading, Listening	0:23:00

### Included in All Levels (B1-C1): The Environment and Physical Sciences

Lesson title	Targeted skills*	Duration
Advancing on Hydrogen	Reading, Listening	0:25:00
Arctic Research Looks for Clues to Global Warming	Reading, Listening	0:25:00
Biofuels: The Cellulose Barrier	Reading, Listening	0:22:00
Climate Change	Reading, Listening	0:25:00
Conversing with Computers	Reading, Listening	0:27:00
Crusts, Crumbs and Chromatography	Reading, Listening	0:24:00
Cultural Heritage: A New Dimension	Reading, Listening	0:25:00
Designing Europe's Train of the Future	Reading, Listening	0:24:00
Development in the Research of Rare Diseases	Reading, Listening	0:26:00
Dust Chasers Study Aral Sea Dust Storms	Reading, Listening	0:25:00
Energy from the Sea	Reading, Listening	0:24:00
Europe Grooms Its New Generation of Scientists	Reading, Listening	0:24:00
European Digital Library to Contain All Knowledge	Reading, Listening	0:27:00
European Initiative Spearheads Medical Advances	Reading, Listening	0:24:00

Exploring Deep Water Corals	Reading, Listening	0:23:00
Getting to the Bottom of Africa's Carbon Figures	Reading, Listening	0:23:00
Heart Modelling	Reading, Listening	0:23:00
High-tech Textiles for a Material World	Reading, Listening	0:23:00
In Touch with Robots	Reading, Listening	0:24:00
Listening to the Deep	Reading, Listening	0:25:00
Mechatronic Shoes	Reading, Listening	0:21:00
Multiple Hopes for Multiple Sclerosis	Reading, Listening	0:22:00
MUSIC Software	Reading, Listening	0:20:00
Navigation by Satellite	Reading, Listening	0:24:00
Number of Alzheimer's Patients Set to Increase	Reading, Listening	0:24:00
Planck - The Time Machine	Reading, Listening	0:27:00
Preserving Europe's Bells	Reading, Listening	0:25:00
Rehabilitation Robots	Reading, Listening	0:23:00
Research to Make Forecasts More Accurate	Reading, Listening	0:24:00
Research to Protect Deep-Sea Corals	Reading, Listening	0:31:00
RFID and Healthcare: the Revolutionary Friendship	Reading, Listening	0:23:00
Saving Cultural Heritage from Mother Nature	Reading, Listening	0:23:00
Sea Ice - Satellites Monitor Change	Reading, Listening	0:24:00
Snow Scientists Research Falling Mercury	Reading, Listening	0:24:00
Technology That Will Soon Be Ready-To-Wear	Reading, Listening	0:24:00
Textiles of the Future in Futuris	Reading, Listening	0:23:00
The Decline of European Eels	Reading, Listening	0:25:00
The Next Generation of Compatible Software	Reading, Listening	0:27:00
The Photovoltaic Oasis	Reading, Listening	0:26:00
The Robots Which Walk and Think for Themselves	Reading, Listening	0:24:00
Tuna Farms	Reading, Listening	0:21:00
Understanding Evolution by Cruising the Volga	Reading, Listening	0:25:00
Unveiling the Mysteries of Sleep	Reading, Listening	0:24:00
Virtual Reality	Reading, Listening	0:23:00
Volcanic Mounds on the Ocean Bed	Reading, Listening	0:30:00
When Nanotechnology Invades, but by Invitation	Reading, Listening	0:27:00
Women in the World of Science 1	Reading, Listening	0:27:00
Women in the World of Science 2	Reading, Listening	0:29:00
A Pocket-sized Ecosystem	Reading, Listening	0:23:00
All Aboard the Mars Express	Reading, Listening	0:28:00

Back to the Moon and Plans to Travel to Mars	Reading, Listening	0:23:00
Destination Moon, 1969 to Today	Reading, Listening	0:25:00
Did Comets Start Life on Earth?	Reading, Listening	0:23:00
ESA Head of Science Sets out Cosmic Vision Goals	Reading, Listening	0:26:00
GPS Systems Uncover Mysteries of Time and Light	Reading, Listening	0:24:00
Helping Space Students Reach for the Stars	Reading, Listening	0:23:00
Hubble: Looking for Answers	Reading, Listening	0:25:00
ISS Deliveries Soon to be Automatic	Reading, Listening	0:27:00
Mars-500: The Ultimate Challenge	Reading, Listening	0:24:00
Methane on Mars	Reading, Listening	0:23:00
One Hundred Days of Solitude	Reading, Listening	0:24:00
Preparing the Way for a Mission to Mars	Reading, Listening	0:23:00
Project Mars: ESA's Role in Space Exploration	Reading, Listening	0:26:00
Saturnian Secrets	Reading, Listening	0:24:00
Science and Science Fiction	Reading, Listening	0:21:00
Searching for Exoplanets	Reading, Listening	0:23:00
Searching for the Origins	Reading, Listening	0:22:00
Smaller Countries Compete in Space	Reading, Listening	0:25:00
SMOS - the Satellite for Water and Salt	Reading, Listening	0:23:00
Space Medicine on Earth	Reading, Listening	0:24:00
Space, Defence and Security	Reading, Listening	0:22:00
Sputnik: the Satellite That Started the Space Race	Reading, Listening	0:25:00
Studying the Sea from Space	Reading, Listening	0:23:00
Successful Launches Are a Team Effort	Reading, Listening	0:20:00
The Importance of Good Food While Living in Space	Reading, Listening	0:27:00
The Making of an Astronaut	Reading, Listening	0:23:00
The Rosetta Odyssey	Reading, Listening	0:24:00
The Tale of the Man-made Debris Circling the Earth	Reading, Listening	0:25:00
Unveiling the Universe	Reading, Listening	0:23:00

## B2: Aviation

Lesson title	Targeted skills*	Duration
Finding the Problem	Speaking, Reading, Writing	0:30:00
Reporting on Finished Work	All 4 Skills	0:30:00

## B2: Business Meetings

Lesson title	Targeted skills*	Duration
Being Polite in Meetings, Part I	Listening, Speaking, Reading	0:30:00
Being Polite in Meetings, Part II	All 4 Skills	0:30:00
Decision-Making Meetings, Part I	Speaking, Reading, Writing	0:30:00
Decision-Making Meetings, Part II	All 4 Skills	0:30:00
Evaluative Meetings, Part I	Speaking, Reading	0:30:00
Evaluative Meetings, Part II	Listening, Speaking, Reading	0:30:00
Managing Meetings, Part I	Listening, Speaking, Reading	0:30:00
Managing Meetings, Part II	Listening, Speaking, Reading	0:30:00
Running Meetings, Part I	Reading, Writing	0:30:00
Running Meetings, Part II	Listening, Reading, Writing	0:30:00
Starting Meetings, Part I	Reading, Writing	0:30:00
Starting Meetings, Part II	Listening, Speaking, Reading	0:30:00
Status-Update Meetings, Part I	Speaking, Reading, Writing	0:30:00
Status-Update Meetings, Part II	Listening, Speaking, Reading	0:30:00
Strategic Planning Meetings, Part I	Reading, Writing	0:30:00
Strategic Planning Meetings, Part II	Listening, Speaking, Reading	0:30:00

## B2: Career and Employment

Lesson title	Targeted skills*	Duration
First Day on the Job, Part I	Speaking, Reading	0:30:00
First Day on the Job, Part II	Listening, Speaking, Reading	0:30:00
Human Resources, Part I	Speaking, Reading	0:30:00
Human Resources, Part II	Speaking, Reading, Writing	0:30:00
Interview Follow Up, Part I	Reading, Writing	0:30:00
Interview Follow Up, Part II	Reading, Writing	0:30:00
Interview Preparation, Part I	Speaking, Reading	0:30:00
Interview Preparation, Part II	Speaking, Reading	0:30:00
Interview, Part I	Speaking, Reading	0:30:00
Interview, Part II	Listening, Speaking, Reading	0:30:00
Second Interview, Part I	Listening, Reading, Writing	0:30:00
Second Interview, Part II	Speaking, Reading	0:30:00
What to Ask in an Interview, Part I	Listening, Speaking, Reading	0:30:00
What to Ask in an Interview, Part II	Speaking, Reading, Writing	0:30:00



Work Schedule, Part I	Listening, Reading, Writing	0:30:00
Work Schedule, Part II	Listening, Speaking, Reading	0:30:00

## B2: Culture

Lesson title	Targeted skills*	Duration
Britain in Europe	Reading	0:07:00
British newspapers	Reading	0:07:00
Driving in Britain	Reading	0:07:00
English around the world	Reading	0:07:00
Indian cuisine	Reading	0:07:00
London	Reading	0:21:00
The 1980s	Reading	0:07:00
The British Empire	Reading	0:07:00
The British pub	Reading	0:07:00

## B2: Customer Service

Lesson title	Targeted skills*	Duration
Finding the Best Solution, Part I	Speaking, Reading, Writing	0:30:00
Finding the Best Solution, Part II	Speaking, Reading, Writing	0:30:00
Following Up, Part I	Reading, Writing	0:30:00
Following Up, Part II	Speaking, Reading, Writing	0:30:00
Helping the Customer, Part I	Listening, Speaking, Reading	0:30:00
Helping the Customer, Part II	All 4 Skills	0:30:00
Putting it all Together, Part I	Listening, Speaking, Reading	0:30:00
Putting it all Together, Part II	Reading, Writing	0:30:00
Talking to an Angry Customer, Part I	Reading, Writing	0:30:00
Talking to an Angry Customer, Part II	Speaking, Reading	0:30:00
The Right Tone, Part I	Speaking, Reading	0:30:00
The Right Tone, Part II	Speaking, Reading	0:30:00
Transferring the Customer, Part I	Speaking, Reading, Writing	0:30:00
Transferring the Customer, Part II	Speaking, Reading, Writing	0:30:00
Understanding the Problem, Part I	Speaking, Reading	0:30:00
Understanding the Problem, Part II	Speaking, Reading, Writing	0:30:00
Bad service	All 4 Skills	3:03:00
Electrical goods	All 4 Skills	2:27:00

Serving customers	All 4 Skills	2:20:00
The architect	Speaking, Listening	1:11:00

## B2: Emergency Services

Lesson title	Targeted skills*	Duration
Explaining Local Laws	Listening, Speaking, Reading	0:30:00
Interviewing Witnesses	Speaking, Reading, Writing	0:30:00

## B2: Energy Sector

Lesson title	Targeted skills*	Duration
Detailing Your Experience	All 4 Skills	0:30:00
Innovations	All 4 Skills	0:30:00

## B2: Everyday Situations

Lesson title	Targeted skills*	Duration
A car trip (All Skills)	All 4 Skills	2:35:00
A tour of the castle (All Skills)	All 4 Skills	2:44:00
A tour of the town (All Skills)	All 4 Skills	2:38:00
At the airport (All Skills)	All 4 Skills	3:01:00
At the station (All Skills)	All 4 Skills	2:34:00
Customs checks (All Skills)	All 4 Skills	2:42:00
Hotel reservations (All Skills)	All 4 Skills	2:52:00
On the motorway (All Skills)	All 4 Skills	2:11:00
On the plane (All Skills)	All 4 Skills	2:08:00
On the train (All Skills)	All 4 Skills	2:43:00
Staying in a hotel (All Skills)	All 4 Skills	2:19:00
The luggage search (All Skills)	All 4 Skills	2:09:00
A car trip (Grammar)	Writing, Speaking, Listening	2:50:00
A tour of the castle (Grammar)	All 4 Skills	2:26:00
A tour of the town (Grammar)	All 4 Skills	2:52:00
At the airport (Grammar)	All 4 Skills	2:51:00
At the station (Grammar)	All 4 Skills	2:48:00
Customs checks (Grammar)	All 4 Skills	2:59:00
Hotel reservations (Grammar)	All 4 Skills	2:38:00
On the motorway (Grammar)	All 4 Skills	2:23:00

On the plane (Grammar)	All 4 Skills	2:21:00
On the train (Grammar)	All 4 Skills	2:27:00
Staying in a hotel (Grammar)	All 4 Skills	2:32:00
The luggage search (Grammar)	All 4 Skills	2:15:00
A car trip (Vocabulary)	Writing, Speaking, Listening	2:48:00
A tour of the castle (Vocabulary)	All 4 Skills	2:40:00
A tour of the town (Vocabulary)	All 4 Skills	2:43:00
At the airport (Vocabulary)	All 4 Skills	2:50:00
At the station (Vocabulary)	All 4 Skills	2:44:00
Customs checks (Vocabulary)	All 4 Skills	2:48:00
Hotel reservations (Vocabulary)	All 4 Skills	2:40:00
On the motorway (Vocabulary)	All 4 Skills	2:35:00
On the plane (Vocabulary)	All 4 Skills	2:32:00
On the train (Vocabulary)	All 4 Skills	2:36:00
Staying in a hotel (Vocabulary)	All 4 Skills	2:38:00
The luggage search (Vocabulary)	All 4 Skills	2:31:00
A car trip (Reading & Writing)	Writing, Reading	3:06:00
A tour of the castle (Reading & Writing)	Writing, Reading	2:45:00
A tour of the town (Reading & Writing)	Writing, Reading	3:08:00
At the airport (Reading & Writing)	Writing, Reading	3:06:00
At the station (Reading & Writing)	Writing, Reading	3:07:00
Customs checks (Reading & Writing)	Writing, Reading	3:18:00
Hotel reservations (Reading & Writing)	Writing, Reading	2:57:00
On the motorway (Reading & Writing)	Writing, Reading	2:42:00
On the plane (Reading & Writing)	Writing, Reading	2:41:00
On the train (Reading & Writing)	Writing, Reading	2:43:00
Staying in a hotel (Reading & Writing)	Writing, Reading	2:48:00
The luggage search (Reading & Writing)	Writing, Reading	2:31:00
A car trip (Speaking & Listening)	Speaking, Listening	2:56:00
A tour of the castle (Speaking & Listening)	Speaking, Listening	2:41:00
A tour of the town (Speaking & Listening)	Speaking, Listening	2:53:00
At the airport (Speaking & Listening)	Speaking, Listening	3:04:00
At the station (Speaking & Listening)	Speaking, Listening	2:52:00
Customs checks (Speaking & Listening)	Speaking, Listening	2:46:00
Hotel reservations (Speaking & Listening)	Speaking, Listening	2:48:00
On the motorway (Speaking & Listening)	Speaking, Listening	2:37:00

On the plane (Speaking & Listening)	Speaking, Listening	2:32:00
On the train (Speaking & Listening)	Speaking, Listening	2:43:00
Staying in a hotel (Speaking & Listening)	Speaking, Listening	2:45:00
The luggage search (Speaking & Listening)	Speaking, Listening	2:46:00

## B2: Finance and Insurance

Lesson title	Targeted skills*	Duration
A new bank account	Speaking, Listening	2:45:00
Banking operations	Speaking, Listening	2:29:00

## B2: General Business Communication

Lesson title	Targeted skills*	Duration
Analysing and Evaluating, Part I	All 4 Skills	0:30:00
Analysing and Evaluating, Part II	All 4 Skills	0:30:00
Cause and Effect, Part I	Listening, Speaking, Reading	0:30:00
Cause and Effect, Part II	Speaking, Reading, Writing	0:30:00
Describing Experiences, Part I	Listening, Speaking, Reading	0:30:00
Describing Experiences, Part II	All 4 Skills	0:30:00
Describing Hopes, Part I	All 4 Skills	0:30:00
Describing Hopes, Part II	Listening, Speaking, Reading	0:30:00
Describing Plans, Part I	Speaking, Reading, Writing	0:30:00
Describing Plans, Part II	Speaking, Reading, Writing	0:30:00
Expressing Emotions, Part I	Listening, Speaking, Reading	0:30:00
Expressing Emotions, Part II	Listening, Speaking, Reading	0:30:00
Expressing Interest, Part I	Speaking, Reading	0:30:00
Expressing Interest, Part II	Speaking, Reading	0:30:00
Starting a Conversation, Part I	Speaking, Reading	0:30:00
Starting a Conversation, Part II	Speaking, Reading	0:30:00
Emails and Letters, Part I	Speaking, Reading	0:30:00
Emails and Letters, Part II	Speaking, Reading, Writing	0:30:00
Formatting and Closing Well, Part I	Speaking, Reading, Writing	0:30:00
Formatting and Closing Well, Part II	Speaking, Reading, Writing	0:30:00
Forwarding with Care	Reading, Writing	0:30:00
Online Conversations, Part I	Speaking, Reading, Writing	0:30:00
Online Conversations, Part II	Reading, Writing	0:30:00

Spelling and Word Choice, Part I	All 4 Skills	0:30:00
Spelling and Word Choice, Part II	Reading, Writing	0:30:00
Starting Strong, Part I	Speaking, Reading, Writing	0:30:00
Starting Strong, Part II	Speaking, Reading, Writing	0:30:00
Understanding Attachments	All 4 Skills	0:30:00
Writing Short Emails, Part I	Listening, Reading, Writing	0:30:00
Writing Short Emails, Part II	Listening, Reading, Writing	0:30:00

## B2: Health and Medicine

Lesson title	Targeted skills*	Duration
Helping a Patient	Listening, Reading, Writing	0:30:00
Medical Abbreviations	Speaking, Reading, Writing	0:30:00
Antibiotics	Speaking, Reading, Writing	0:30:00
Side Effects	Listening, Speaking, Reading	0:30:00

## B2: IT and Telecom

Lesson title	Targeted skills*	Duration
Developing Software	All 4 Skills	0:30:00
Information Security	All 4 Skills	0:30:00
Installations	Reading, Writing	0:30:00
Network Problems	Listening, Speaking, Reading	0:30:00

## B2: Manufacturing and Logistics

Lesson title	Targeted skills*	Duration
Noticing a Safety Risk	Listening, Speaking, Reading	0:30:00
Responding to an Emergency	Listening, Speaking, Reading	0:30:00

## B2: On the Phone

Lesson title	Targeted skills*	Duration
A Voicemail Greeting, Part I	Speaking, Reading	0:30:00
A Voicemail Greeting, Part II	Speaking, Reading, Writing	0:30:00
Disagreeing Politely, Part I	Listening, Reading, Writing	0:30:00
Disagreeing Politely, Part II	Speaking, Reading, Writing	0:30:00
Ending a Call, Part I	All 4 Skills	0:30:00

Ending a Call, Part II	All 4 Skills	0:30:00
Getting to the Point, Part I	All 4 Skills	0:30:00
Getting to the Point, Part II	All 4 Skills	0:30:00
Making Sure, Part I	Speaking, Reading	0:30:00
Making Sure, Part II	Speaking, Reading, Writing	0:30:00
Returning a Call, Part I	Speaking, Reading, Writing	0:30:00
Returning a Call, Part II	Speaking, Reading, Writing	0:30:00
Using Mobiles for Work, Part I	Listening, Speaking, Reading	0:30:00
Using Mobiles for Work, Part II	Speaking, Reading, Writing	0:30:00
Webinars, Part I	Speaking, Reading, Writing	0:30:00
Webinars, Part II	Listening, Speaking, Reading	0:30:00

## B2: People Management

Lesson title	Targeted skills*	Duration
Analysing Results, Part I	Reading, Writing	0:30:00
Analysing Results, Part II	Listening, Speaking, Reading	0:30:00
Assigning Tasks, Part I	Listening, Speaking, Reading	0:30:00
Assigning Tasks, Part II	Listening, Speaking, Reading	0:30:00
Creating a Budget, Part I	All 4 Skills	0:30:00
Creating a Budget, Part II	Listening, Speaking, Reading	0:30:00
Delivering the Project, Part I	Speaking, Reading	0:30:00
Delivering the Project, Part II	Speaking, Reading, Writing	0:30:00
Handling Schedules, Part I	Listening, Reading, Writing	0:30:00
Handling Schedules, Part II	Listening, Speaking, Reading	0:30:00
Monitoring Projects, Part I	Listening, Speaking, Reading	0:30:00
Monitoring Projects, Part II	Listening, Reading, Writing	0:30:00
Planning Projects, Part I	All 4 Skills	0:30:00
Planning Projects, Part II	Listening, Speaking, Reading	0:30:00
Project Needs, Part I	Reading, Writing	0:30:00
Project Needs, Part II	Listening, Reading, Writing	0:30:00

## B2: Reports and Presentations

Lesson title	Targeted skills*	Duration
Hot off the press	Speaking, Listening	1:27:00
Sales assistant	Speaking, Listening	3:42:00

An Interesting Presentation, Part I	Speaking, Reading, Writing	0:30:00
An Interesting Presentation, Part II	All 4 Skills	0:30:00
Audience and Task, Part I	Listening, Speaking, Reading	0:30:00
Audience and Task, Part II	Listening, Speaking, Reading	0:30:00
Being Interrupted, Part I	Listening, Speaking, Reading	0:30:00
Being Interrupted, Part II	All 4 Skills	0:30:00
Closing a Presentation, Part I	All 4 Skills	0:30:00
Closing a Presentation, Part II	Speaking, Reading	0:30:00
Introducing Your Topic, Part I	Speaking, Reading	0:30:00
Introducing Your Topic, Part II	Speaking, Reading, Writing	0:30:00
Preparing a Presentation, Part I	Speaking, Reading, Writing	0:30:00
Preparing a Presentation, Part II	All 4 Skills	0:30:00
Taking Questions, Part I	Listening, Speaking, Reading	0:30:00
Taking Questions, Part II	Speaking, Reading, Writing	0:30:00
Using Visual Aids, Part I	Speaking, Reading, Writing	0:30:00
Using Visual Aids, Part II	Speaking, Reading	0:30:00
Formatting a Report, Part I	All 4 Skills	0:30:00
Formatting a Report, Part II	Listening, Reading, Writing	0:30:00
Looking at the Language, Part I	Listening, Reading, Writing	0:30:00
Looking at the Language, Part II	All 4 Skills	0:30:00
Organising a Report, Part I	Reading, Writing	0:30:00
Organising a Report, Part II	Listening, Reading, Writing	0:30:00
Revising, Part I	Speaking, Reading, Writing	0:30:00
Revising, Part II	Speaking, Reading, Writing	0:30:00
Writing the End, Part I	Speaking, Reading, Writing	0:30:00
Writing the End, Part II	All 4 Skills	0:30:00
Writing the Introduction, Part I	All 4 Skills	0:30:00
Writing the Introduction, Part II	Reading, Writing	0:30:00
Writing the Main Body, Part I	All 4 Skills	0:30:00
Writing the Main Body, Part II	All 4 Skills	0:30:00
Writing the Other Parts, Part I	Listening, Reading, Writing	0:30:00
Writing the Other Parts, Part II	All 4 Skills	0:30:00

## B2: Travel and Hospitality

Lesson title	Targeted skills*	Duration
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Ending a Conversation, Part I	Listening, Speaking, Reading	0:30:00
Ending a Conversation, Part II	Listening, Speaking, Reading	0:30:00
Entertaining a Guest, Part I	All 4 Skills	0:30:00
Entertaining a Guest, Part II	Speaking, Reading, Writing	0:30:00
Entertaining a Guest, Part III	Listening, Speaking, Reading	0:30:00
Meeting at a Restaurant, Part I	All 4 Skills	0:30:00
Meeting at a Restaurant, Part II	Speaking, Reading, Writing	0:30:00
Meeting at the Office, Part I	All 4 Skills	0:30:00
Meeting at the Office, Part II	Speaking, Reading, Writing	0:30:00
Organising Large Events, Part I	Reading, Writing	0:30:00
Organising Large Events, Part II	Listening, Reading, Writing	0:30:00
Sharing Social Stories	Listening, Speaking, Reading	0:30:00
Suggesting Activities, Part I	Speaking, Reading	0:30:00
Suggesting Activities, Part II	Listening, Speaking, Reading	0:30:00
Airline workers	Speaking, Listening	3:18:00
At reception	Speaking, Listening	3:02:00
Hotel service	Speaking, Listening	3:09:00
Train and ferry jobs	Speaking, Listening	3:07:00
Travel agents	Speaking, Listening	3:27:00
Welcoming tourists	Speaking, Listening	3:10:00

### C1: Aviation

Lesson title	Targeted skills*	Duration
Completing New Tasks	All 4 Skills	0:30:00
Identifying Problems	Speaking, Reading, Writing	0:30:00

### C1: Business Meetings

Lesson title	Targeted skills*	Duration
Bringing it Together, Part I	All 4 Skills	0:30:00
Bringing It Together, Part II	All 4 Skills	0:30:00
Contributing in Meetings, Part I	Listening, Speaking, Reading	0:30:00
Contributing in Meetings, Part II	Listening, Speaking, Reading	0:30:00
Giving Feedback, Part I	All 4 Skills	0:30:00
Giving Feedback, Part II	Listening, Speaking, Reading	0:30:00
Running Meetings, Part I	All 4 Skills	0:30:00



Running Meetings, Part II	All 4 Skills	0:30:00
Taking Notes, Part I	All 4 Skills	0:30:00
Taking Notes, Part II	All 4 Skills	0:30:00
Working through Problems, Part I	All 4 Skills	0:30:00
Working through Problems, Part II	All 4 Skills	0:30:00

### C1: Career and Employment

Lesson title	Targeted skills*	Duration
Cover Letters, Part I	Listening, Reading, Writing	0:30:00
Cover Letters, Part II	Listening, Reading, Writing	0:30:00
CVs, Part I	Listening, Reading, Writing	0:30:00
CVs, Part II	Listening, Reading, Writing	0:30:00
Interviewing, Part I	Listening, Speaking, Reading	0:30:00
Interviewing, Part II	Speaking, Reading, Writing	0:30:00
Organisational Charts, Part I	All 4 Skills	0:30:00
Organisational Charts, Part II	Listening, Speaking, Reading	0:30:00
Professional Aspirations, Part I	All 4 Skills	0:30:00
Professional Aspirations, Part II	Listening, Speaking, Reading	0:30:00

### C1: Culture

Lesson title	Targeted skills*	Duration
Privatisation	Reading	0:14:00
Rugby	Reading	0:14:00
Seaside resorts	Reading	0:07:00
The British measurement system	Reading	0:07:00

### C1: Customer Service

Lesson title	Targeted skills*	Duration
Describing Products, Part I	Listening, Reading, Writing	0:30:00
Describing Products, Part II	All 4 Skills	0:30:00
Going 'Off Script', Part I	All 4 Skills	0:30:00
Going 'Off Script', Part II	All 4 Skills	0:30:00
Handling a Customer, Part I	Speaking, Reading, Writing	0:30:00
Handling a Customer, Part II	All 4 Skills	0:30:00
Identifying Customer Needs, Part I	Listening, Reading, Writing	0:30:00

Identifying Customer Needs, Part II	All 4 Skills	0:30:00
Writing to Customers, Part I	Listening, Reading, Writing	0:30:00
Writing to Customers, Part II	All 4 Skills	0:30:00

### C1: Emergency Services

Lesson title	Targeted skills*	Duration
Organising First Responders	Listening, Speaking, Reading	0:30:00
Writing an Incident Report	Reading, Writing	0:30:00

### C1: Energy Sector

Lesson title	Targeted skills*	Duration
Project Planning	All 4 Skills	0:30:00
Technical Presentations	All 4 Skills	0:30:00

### C1: Everyday Situations

Lesson title	Targeted skills*	Duration
Adventure sports (All Skills)	All 4 Skills	1:03:00
At the beach (All Skills)	All 4 Skills	2:23:00
At the harbour (All Skills)	All 4 Skills	2:20:00
Gardening (All Skills)	All 4 Skills	1:03:00
Going on holiday (All Skills)	All 4 Skills	2:44:00
In the chalet (All Skills)	All 4 Skills	2:33:00
Mount Kilimanjaro (All Skills)	All 4 Skills	2:12:00
On the ski slopes (All Skills)	All 4 Skills	2:37:00
Photography (All Skills)	All 4 Skills	1:03:00
Recycling (All Skills)	All 4 Skills	0:39:00
Sports talk (All Skills)	All 4 Skills	3:14:00
Adventure sports (Grammar)	All 4 Skills	2:15:00
At the beach (Grammar)	All 4 Skills	2:32:00
At the harbour (Grammar)	All 4 Skills	2:36:00
Going on holiday (Grammar)	All 4 Skills	2:57:00
In the chalet (Grammar)	All 4 Skills	2:48:00
Mount Kilimanjaro (Grammar)	All 4 Skills	2:19:00
On the ski slopes (Grammar)	All 4 Skills	2:20:00
Sports talk (Grammar)	All 4 Skills	3:01:00

Adventure sports (Vocabulary)	All 4 Skills	2:26:00
At the beach (Vocabulary)	All 4 Skills	2:33:00
At the harbour (Vocabulary)	All 4 Skills	2:34:00
Going on holiday (Vocabulary)	All 4 Skills	2:45:00
In the chalet (Vocabulary)	All 4 Skills	2:45:00
Mount Kilimanjaro (Vocabulary)	All 4 Skills	2:33:00
On the ski slopes (Vocabulary)	All 4 Skills	2:36:00
Sports talk (Vocabulary)	All 4 Skills	2:57:00
Adventure sports (Reading & Writing)	Writing, Reading	2:31:00
At the beach (Reading & Writing)	Writing, Reading	2:53:00
At the harbour (Reading & Writing)	Writing, Reading	3:00:00
Gardening (Reading & Writing)	Writing, Reading	0:30:00
Going on holiday (Reading & Writing)	Writing, Reading	3:14:00
In the chalet (Reading & Writing)	Writing, Reading	3:03:00
Mount Kilimanjaro (Reading & Writing)	Writing, Reading	2:39:00
On the ski slopes (Reading & Writing)	Writing, Reading	2:39:00
Photography (Reading & Writing)	Writing, Reading	0:31:00
Recycling (Reading & Writing)	Writing, Reading	0:30:00
Sports talk (Reading & Writing)	Writing, Reading	3:22:00
Adventure sports (Speaking & Listening)	Speaking, Listening	2:27:00
At the beach (Speaking & Listening)	Speaking, Listening	2:44:00
At the harbour (Speaking & Listening)	Speaking, Listening	2:45:00
Gardening (Speaking & Listening)	Speaking, Listening	1:23:00
Gardening (Speaking & Listening)	Speaking, Listening	1:23:00
Gardening (Speaking & Listening)	Speaking, Listening	1:23:00
Gardening (Speaking & Listening)	Speaking, Listening	1:23:00
Gardening (Speaking & Listening)	Speaking, Listening	1:23:00
Gardening (Speaking & Listening)	Speaking, Listening	1:23:00
Going on holiday (Speaking & Listening)	Speaking, Listening	2:51:00
In the chalet (Speaking & Listening)	Speaking, Listening	2:53:00
Mount Kilimanjaro (Speaking & Listening)	Speaking, Listening	2:41:00
On the ski slopes (Speaking & Listening)	Speaking, Listening	2:40:00
Photography (Speaking & Listening)	Speaking, Listening	1:25:00
Recycling (Speaking & Listening)	Speaking, Listening	1:21:00
Sports talk (Speaking & Listening)	Speaking, Listening	3:09:00

## C1: Finance and Insurance

Lesson title	Targeted skills*	Duration
Financial analysis	Writing, Speaking, Listening	2:26:00
Financial trading	Writing, Speaking, Listening	3:04:00

## C1: General Business Communication

Lesson title	Targeted skills*	Duration
Building Relationships, Part I	All 4 Skills	0:30:00
Building Relationships, Part II	All 4 Skills	0:30:00
Communication Styles, Part I	All 4 Skills	0:30:00
Communication Styles, Part II	Reading, Writing	0:30:00
Negotiating, Part I	Speaking, Reading, Writing	0:30:00
Negotiating, Part II	All 4 Skills	0:30:00
Persuading Others, Part I	All 4 Skills	0:30:00
Persuading Others, Part II	All 4 Skills	0:30:00
Summarising, Part I	All 4 Skills	0:30:00
Summarising, Part II	Listening, Speaking, Reading	0:30:00
Teamwork, Part I	Listening, Speaking, Reading	0:30:00
Teamwork, Part II	All 4 Skills	0:30:00
A breakdown	Speaking, Listening	3:09:00
A police inspection	Speaking, Listening	3:12:00
At the conference	Speaking, Listening	3:27:00
Conference plans	Speaking, Listening	3:12:00
Dispatch problems	All 4 Skills	2:59:00
The laboratory	Speaking, Listening	1:29:00
Making Announcements, Part I	Listening, Reading, Writing	0:30:00
Making Announcements, Part II	Reading, Writing	0:30:00
Netiquette, Part I	Reading, Writing	0:30:00
Netiquette, Part II	All 4 Skills	0:30:00
Organising Your Message, Part I	Listening, Reading, Writing	0:30:00
Organising Your Message, Part II	Speaking, Reading	0:30:00
Typical Letters, Part I	Listening, Reading, Writing	0:30:00
Typical Letters, Part II	Listening, Reading, Writing	0:30:00
When Not to Email, Part I	Reading, Writing	0:30:00
When Not to Email, Part II	Listening, Reading, Writing	0:30:00

## C1: Health and Medicine

Lesson title	Targeted skills*	Duration
Encouraging a Patient	Listening, Speaking, Reading	0:30:00
Treating a Patient	Listening, Speaking, Reading	0:30:00
Prescriptions	All 4 Skills	0:30:00
Responsibilities	All 4 Skills	0:30:00

## C1: IT and Telecom

Lesson title	Targeted skills*	Duration
Managing Data	All 4 Skills	0:30:00
The Software Life Cycle	All 4 Skills	0:30:00
Dealing with an Angry Customer	Listening, Reading, Writing	0:30:00
Reporting	Reading, Writing	0:30:00

## C1: Manufacturing and Logistics

Lesson title	Targeted skills*	Duration
Doing a Risk Assessment	All 4 Skills	0:30:00
Rights and Responsibilities	Listening, Speaking, Reading	0:30:00

## C1: On the Phone

Lesson title	Targeted skills*	Duration
Difficult Phone Calls, Part I	Listening, Speaking, Reading	0:30:00
Difficult Phone Calls, Part II	Listening, Speaking, Reading	0:30:00
Evaluating Actions, Part I	Speaking, Reading	0:30:00
Evaluating Actions, Part II	Listening, Speaking, Reading	0:30:00
Interrupting, Part I	All 4 Skills	0:30:00
Interrupting, Part II	All 4 Skills	0:30:00
Phone Etiquette, Part I	Listening, Speaking, Reading	0:30:00
Phone Etiquette, Part II	Listening, Speaking, Reading	0:30:00
Video Calls, Part I	All 4 Skills	0:30:00
Video Calls, Part II	Listening, Speaking, Reading	0:30:00

## C1: People Management

Lesson title	Targeted skills*	Duration
Budgeting, Part I	Listening, Speaking, Reading	0:30:00
Budgeting, Part II	All 4 Skills	0:30:00
Building Collaborative Teams, Part I	All 4 Skills	0:30:00
Building Collaborative Teams, Part II	Listening, Reading, Writing	0:30:00
Meetings and Reports, Part I	All 4 Skills	0:30:00
Meetings and Reports, Part II	Speaking, Reading, Writing	0:30:00
Project Management, Part I	Listening, Speaking, Reading	0:30:00
Project Management, Part II	Listening, Speaking, Reading	0:30:00
Setting Clear Objectives, Part I	Reading, Writing	0:30:00
Setting Clear Objectives, Part II	Listening, Reading, Writing	0:30:00
Strategic Planning, Part I	All 4 Skills	0:30:00
Strategic Planning, Part II	Listening, Speaking, Reading	0:30:00

## C1: Reports and Presentations

Lesson title	Targeted skills*	Duration
Collaborating, Part I	All 4 Skills	0:30:00
Collaborating, Part II	Speaking, Reading	0:30:00
Expert Presenters, Part I	Listening, Speaking, Reading	0:30:00
Expert Presenters, Part II	All 4 Skills	0:30:00
Knowing your Audience, Part I	Speaking, Reading, Writing	0:30:00
Knowing your Audience, Part II	Speaking, Reading, Writing	0:30:00
Looking the Part, Part I	Speaking, Reading, Writing	0:30:00
Looking the Part, Part II	All 4 Skills	0:30:00
Reframing Problems, Part I	All 4 Skills	0:30:00
Reframing Problems, Part II	Speaking, Reading, Writing	0:30:00
Securing Funding, Part I	Speaking, Reading	0:30:00
Securing Funding, Part II	Speaking, Reading	0:30:00
Evaluating Reports, Part I	All 4 Skills	0:30:00
Evaluating Reports, Part II	All 4 Skills	0:30:00
Presenting a Report, Part I	Listening, Speaking, Reading	0:30:00
Presenting a Report, Part II	Reading, Writing	0:30:00
Proposals, Part I	All 4 Skills	0:30:00
Proposals, Part II	Speaking, Reading, Writing	0:30:00

Recommendation Reports, Part I	All 4 Skills	0:30:00
Recommendation Reports, Part II	All 4 Skills	0:30:00
Status Update, Part I	All 4 Skills	0:30:00
Status Update, Part II	All 4 Skills	0:30:00

### C1: Sales and Marketing

Lesson title	Targeted skills*	Duration
Contract talks	All 4 Skills	2:38:00
Corporate law	Speaking, Listening	1:16:00
Negotiations	Speaking, Listening	2:56:00
Terms of delivery	Speaking, Listening	3:03:00

### C1: Travel and Hospitality

Lesson title	Targeted skills*	Duration
Adapting to Local Culture, Part I	Listening, Speaking, Reading	0:30:00
Adapting to Local Culture, Part II	All 4 Skills	0:30:00
Arranging Hotels for Events, Part I	All 4 Skills	0:30:00
Arranging Hotels for Events, Part II	Listening, Reading, Writing	0:30:00
Cross Cultural Communication, Part I	Speaking, Reading, Writing	0:30:00
Cross Cultural Communication, Part II	Listening, Speaking, Reading	0:30:00
Dealing with Unexpected, Part I	Listening, Reading, Writing	0:30:00
Dealing with Unexpected, Part II	All 4 Skills	0:30:00
Managing a Large Event, Part I	Reading, Writing	0:30:00
Managing a Large Event, Part II	Speaking, Reading	0:30:00

\*Note: "All 4 Skills" refers to Speaking, Listening, Reading and Writing.