

Spis treści

Acknowledgements	5
Introduction	7
How to use this book	8
Labels and symbols in the dictionary and exercises	9
Fundamentals	13
Time	20
Earning and spending money	28
News and information	36
Learning and experience	44
Work and effort	55
Routine and everydayness	63
Supervision and influence	70
Market and trading	79
Thinking and considering things	87
Understanding and incomprehension	94
Discussion and communication	102
Meetings and talks	111
Speaking and expressing thoughts	118
Decisions	129
Planning, goals and ambitions	138
Problems and obstacles	149
Risk and dangers	158
Competition and competitiveness	166
Teamwork and team spirit	177
Ethics and morality	186
Career and development	197
Tests	207
Answer key	247
Index	259