

# Contents

Unit 1	Greetings . . . . .	11
Unit 2	In the shop . . . . .	18
Unit 3	At the airport . . . . .	29
Unit 4	Trade fairs . . . . .	36
Unit 5	A day in the life of... . . . . .	41
	Revision Test One . . . . .	48
Unit 6	At Eastern college . . . . .	51
Unit 7	Typewriters, computers and photocopiers . . . . .	56
Unit 8	Risk in the office . . . . .	68
Unit 9	A portable computer . . . . .	75
Unit 10	A new customer . . . . .	82
	Revision Test Two . . . . .	88
Unit 11	An accident report card . . . . .	90
Unit 12	Buying on credit . . . . .	96
Unit 13	Doubts on the purchase of a computer . . . . .	104
Unit 14	Flexible working hours . . . . .	109
Unit 15	A letter of complaint . . . . .	116
	Revision Test Three . . . . .	121
Unit 16	Electronic Mail (e-mail) . . . . .	124
Unit 17	Posting a letter . . . . .	128
Unit 18	An application for a job . . . . .	135
Unit 19	A bright future . . . . .	138
Unit 20	Holiday advertisements . . . . .	143
	Revision Test Four . . . . .	146

Unit 21	Word processors/computers/telephones . . . . .	149
Unit 22	Paintings put up a poor show at sale . . . . .	155
Unit 23	Ancorum . . . . .	158
Unit 24	Inside the world of hackers. . . . .	162
Unit 25	The nefarious effects of Google . . . . .	168
	Revision Test Five . . . . .	175
Unit 26	Second museum is forced to cut staff . . . . .	178
Unit 27	Mr Jones's accident . . . . .	182
Unit 28	Overworking . . . . .	186
Unit 29	Does your memory fail you? . . . . .	194
Unit 30	The Wall Street Journal . . . . .	201
	Revision Test Six . . . . .	206
Unit 31	A port which is getting serious . . . . .	208
Unit 32	Votes for women . . . . .	213
Unit 33	One tough sailor. . . . .	219
Unit 34	Lloyd's maritime law . . . . .	225
Unit 35	Banking Correspondence . . . . .	231
	Revision Test Seven . . . . .	238
	The Verb Tenses . . . . .	240
	List of the Commonest Irregular Verbs . . . . .	241
Translation exercises: Greek - English . . . . .		245
English - Greek vocabulary: unit by unit . . . . .		261
Greek - English vocabulary . . . . .		307
Summary of main grammar/structures: unit by unit . . . . .		325
Bibliography . . . . .		333