

<b>A</b>	<b>GREETING, INTRODUCING PEOPLE AND SAYING GOODBYE</b>	p. 6
	1 Meeting the first time	p. 6
	2 Meeting up again	p. 8
	3 Introductions	p. 10
	4 Saying goodbye	p. 12
<hr/>		
<b>B</b>	<b>GOOD MANNERS: PLEASE, THANK YOU AND CO.</b>	p. 14
	5 Please and thank you	P. 14
	6 Apologising	P. 16
	7 Can you say that again?	P. 18
	8 Keeping a conversation going	P. 20
<hr/>		
<b>C</b>	<b>GETTING TALKING</b>	p. 22
	9 Talking about your background	p. 22
	10 Talking about the weather	p. 24
	11 Kind words and compliments	p. 26
	12 Flirting	p. 28
<hr/>		
<b>D</b>	<b>GETTING TO KNOW EACH OTHER BETTER</b>	p. 30
	13 Talking about your job	p. 30
	14 Family and career	p. 32
	15 Daily routine	p. 34
	16 Describing people	p. 36
<hr/>		
<b>E</b>	<b>INVITATIONS AND APPOINTMENTS</b>	p. 38
	17 Invitations	p. 38
	18 Where and when?	p. 40
	19 As someone's guest	p. 42
	20 The right way to say goodbye	p. 44
<hr/>		
<b>F</b>	<b>GOOD AND BAD NEWS</b>	p. 46
	21 Good news and congratulations	p. 46
	22 Bad news and commiserations	p. 48
	23 Funny stories and jokes	p. 50
	24 Bad experiences	p. 52
<hr/>		
<b>G</b>	<b>FEELINGS AND EMOTIONS</b>	p. 54
	25 Showing interest and indifference	p. 54
	26 Hope, joy and luck	p. 56

27	Disappointment and sadness	p. 58
28	Surprise and disbelief	p. 60
<hr/>		
<b>H</b>	<b>GIVING YOUR OPINION</b>	<b>p. 62</b>
29	Other people's views and your own opinion	p. 62
30	Agreeing	p. 64
31	Disagreeing	p. 66
32	Complaints and claims	p. 68
<hr/>		
<b>I</b>	<b>OUT AND ABOUT IN TOWN</b>	<b>p. 70</b>
33	Suggestions and recommendations	p. 70
34	At a restaurant	p. 72
35	Shopping	p. 74
36	Accommodation	p. 76
<hr/>		
<b>J</b>	<b>FREE TIME</b>	<b>p. 78</b>
37	I'm interested in that	p. 78
38	Sport is my thing	p. 80
39	Art and culture	p. 82
40	Pop culture	p. 84
<hr/>		
<b>K</b>	<b>HOLIDAYS AND TRAVEL</b>	<b>p. 86</b>
41	Holiday plans and travel stories	p. 86
42	On the road	p. 88
43	Excursions and tours	p. 90
44	Wellness and relaxation	p. 92
<hr/>		
<b>L</b>	<b>ON THE PHONE</b>	<b>p. 94</b>
45	Private calls	p. 94
46	Business calls	p. 96
47	Leaving a message	p. 98
48	Booking and ordering	p. 100
<hr/>		
<b>M</b>	<b>MEDIA AND COMMUNICATION</b>	<b>p. 102</b>
49	Texting and short messages	p. 102
50	Instant messaging and social networks	p. 104
51	E-mailing and exchanging digital data	p. 106
52	Writing letters and cards	p. 108