Vocabulary
Unit 1-3

to rely on полагаться value значисо high-tech price expensive high-quality to cost original helpful popular cheap to deal with reliable user-friendly employment agency client staff colleague sales rep	revenue [ˈrevənuː] to be based in an employee to operate to specialize in a subsidiary [səbˈsɪdɪeɪɪ] a competitor [kəmˈpetɪtər] to produce an exporter [ekˈspɔːrtər] supplier [səˈplaɪər] customer consultant access [ˈæk.ses] to accept [əkˈsept] telesales [ˈtel.ɪ.seɪlz] to provide	purpose [ˈpɜːrpəs] during [ˈdʊrɪŋ] outdoor to find out to pay to rent to offer experience	to allow [əˈlaʊ] land opinion accommodation to install [ɪnˈstɔːl] complain attractive success [səkˈses] conclusion [kənˈkluːʒn]

Unit 4-6

to generate	low [ləʊ]	a response	to develop
to invoice	condition	to improve	a reference
to manufacture	equally [ˈiː.kwəli]	loyalty [ˈlɔɪəltɪ]	to advertise
to dispatch	to communicate	a failure [feɪljər]	to apply for
to resolve	a query [ˈkwɪrɪ]	to report to	a candidate
to recruit	an opportunity [ˌɑːpərˈtuːnətɪ]	to be responsible for	shortlist
to maintain		to look for	an interview
be in charge of	enough [ɪˈnʌf]	to join	to describe
to point out	a complaint	to include	description

spending	to explain	qualification	advantage [əd'væntɪdʒ]
purchase ['pɜː.tʃəs]	an issue ['ɪʃuː]	an experience	
	a solution	to manage	disadvantage [ˌdɪsəd'væntɪdʒ]
	to promote		
	to recruit		

Grammar
present simple
present continuous
past simple
irregular verbs
have to
can / could

Subject question
Be allowed to
There is / there are
Prepositions of place
Too
Enough
As + adj+ as
Comparative degree
Superlative degree
Present Perfect

Pattern (speaking part)

ask about qualification

ask about previous experience

ask about position

ask to compare current position and previous

ask what mainly deal with

ask about working schedule

ask about advantage

ask about disadvantage

ask how a person usually spends free time