

**3rd Edition Extra**

with business skills lessons and self-assessment

**Pre-intermediate**

# **MARKET LEADER**

Alignment with the Global Scale of English  
and the Common European Framework of Reference

David Cotton   David Falvey   Simon Kent



## Market Leader 3rd Edition Extra

Market Leader 3rd Edition Extra offers new Business Skills lessons which are fully aligned to the Global Scale of English (GSE) and the Common European Framework of Reference (CEFR).

These Business Skills lessons offer the learner a task-based, integrated skills approach to the development of core business skills such as Presentations, Negotiations, Meetings, and Small Talk. These lessons appear at the end of every three units and incorporate performance review, suggestions for professional development and goal setting. They are based on the Global Scale of English Learning Objectives for Professional English. These objectives are signposted at the top of each new lesson in the Student's book and the carefully scaffolded activities are crafted around each objective, creating a clear sense of direction and progression in a learning environment where learners can reflect on their achievement at the end of the lesson.

Published 2016

Market Leader 3rd Edition Extra is a comprehensive communicative English course that is aligned to the Global Scale of English and prepares adults and young adults to interact confidently with both native and non-native speakers of English in a business context. Market Leader promotes productive English language learning through the rich input of language, intensive practice, and systematic recycling with meaningful opportunities for learners to practise essential core business skills required in the 21st century workplace.

### **COURSE COMPONENTS**

- Student's Book
- Online Teachers Notes for Market Leader Business Skills Lessons
- Market Leader 3rd Edition Teacher's Book
- Market Leader Extra ActiveTeach (available from end June 2016)
- Market Leader 3rd Edition MyEnglishLab
- Classroom Audio Program
- Market Leader 3rd Edition Practice Files
- Market Leader 3rd Edition Test Files

## The Global Scale of English Learning Objectives for Professional English and the Common European Framework of Reference

The Global Scale of English (GSE) is a standardized, granular scale from 10 to 90 which measures English language proficiency. The GSE Learning Objectives for Professional English are aligned with the Common European Framework of Reference (CEFR). Unlike the CEFR, which describes proficiency in terms of broad levels, the Global Scale of English identifies what a learner can do at each point on a more granular scale—and within a CEFR level. The scale is designed to motivate learners by demonstrating incremental progress in their language ability. The Global Scale of English forms the backbone for Pearson English course material and assessment.

CEFR and the Global Scale of English both comprise a number of Can Do statements, or “learning objectives,” for each of the four language skills, describing what learners should be able to do at different levels of proficiency. The learning objectives are written to reflect what a student ‘Can Do’ with language without regard to the context in which a language skill may surface. The GSE Learning Objectives have been aligned to the CEFR, but the CEFR was not aimed at learners of business English, hence the need to develop new descriptors that focus on business English skills; as a result, many additional statements were created, rated for difficulty, and calibrated to the scale.

This document provides an overview of the learning objectives in the new edition of Market Leader and new materials in the course. As the learning objectives focus specifically on language skills, some learning objectives will be repeated multiple times, to reflect the fact that language skills are built through practice in multiple contexts.

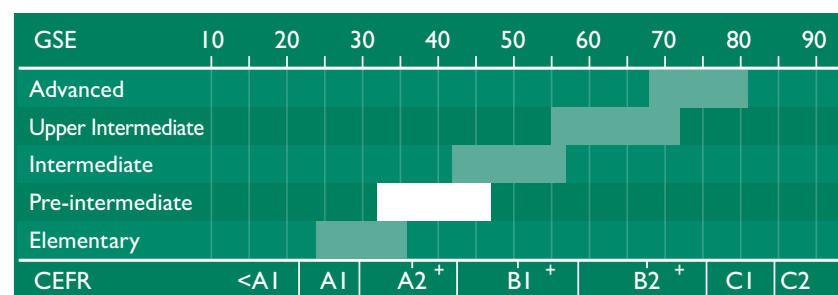
In order for a learner to successfully learn and internalize a skill (with the goal of achieving mastery in the second or foreign language), it is important to encounter the skill in a variety of contexts. The content of Market Leader 3rd Edition Extra is designed to provide multiple touch points from which a learner can explore the possibilities of use of any given language skill. From conversations in the workplace, to negotiation and presentation skills, learners are given a variety of opportunities to improve their agility and fluency with the various skills.

For each learning objective we indicate whether a statement is from the original CEFR or newly created by Pearson English:

- (C) Common European Framework descriptor, verbatim, © Council of Europe
- (C<sub>A</sub>) Common European Framework descriptor, adapted or edited, © Council of Europe
- (N2000) North (2000) descriptor, verbatim
- (N2000<sub>A</sub>) North (2000) descriptor, adapted or edited
- (N2007<sub>A</sub>) North (2007) expanded set of C1 and C2 descriptors, adapted or edited
- (P) New Pearson descriptor

Visit [English.com/gse](http://English.com/gse) to learn more about the Global Scale of English.

Market Leader 3rd Edition Extra is aligned with the Global Scale of English Learning Objectives for Professional English. It takes learners from CEF A1 to C1 (20–85 on the Global Scale of English).



# UNIT 1

## Language work:

Modals: ability, requests and offers

SKILLS	LEARNING OBJECTIVES	GSE	CEFR	PAGE
Listening	Can follow the main points in a simple audio recording, if provided with written supporting material.	37	A2+ (36-42)	9
	Can understand who a phone call is intended for.	35	A2 (30-35)	11
	Can follow the main points in a simple audio recording, if provided with written supporting material.	37	A2+ (36-42)	12-13
Reading	Can identify specific information in simple letters, brochures and short articles.	37	A2+ (36-42)	8
	Can identify specific information in simple letters, brochures and short articles.	37	A2+ (36-42)	12-13
Speaking	Can use brief, everyday expressions to ask for and give personal details.	32	A2 (30-35)	6
	Can introduce themselves on the phone and close a simple call.	33	A2 (30-35)	11
	Can communicate in routine tasks requiring simple, direct exchanges of information.	36	A2+ (36-42)	12-13
Writing	Can write short, simple notes, emails and messages relating to everyday matters.	38	A2+ (36-42)	12-13

## UNIT 2

### Language work:

Present simple and present continuous

SKILLS	LEARNING OBJECTIVES	GSE	CEFR	PAGE
Listening	Can follow the main points in a simple audio recording, if provided with written supporting material.	37	A2+ (36-42)	16
	Can follow the main points in a simple audio recording, if provided with written supporting material.	37	A2+ (36-42)	19
	Can generally identify the topic of discussion around them when conducted slowly and clearly.	39	A2+ (36-42)	20-21
Reading	Can identify specific information in simple letters, brochures and short articles.	37	A2+ (36-42)	17
	Can understand the general meaning of short, simple informational material and descriptions if there is visual support.	34	A2 (30-35)	20-21
Speaking	Can communicate in routine tasks requiring simple, direct exchanges of information.	36	A2+ (36-42)	14
	Can make a short rehearsed announcement on a familiar topic.	40	A2+ (36-42)	19
	Can make a short rehearsed announcement on a familiar topic.	40	A2+ (36-42)	20-21

## UNIT 3

### Language work:

Modals: *must, need to, have to, should*

SKILLS	LEARNING OBJECTIVES	GSE	CEFR	PAGE
Listening	Can understand simple, everyday conversations if conducted slowly and clearly.	33	A2 (30–35)	22
	Can follow the main points in a simple audio recording, if provided with written supporting material.	37	A2+ (36–42)	24
	Can follow the main points in a simple audio recording, if provided with written supporting material.	37	A2+ (36–42)	27
	Can follow the main points in a simple audio recording, if provided with written supporting material.	37	A2+ (36–42)	30–31
Reading	Can identify specific information in a simple factual text.	39	A2+ (36–42)	24–25
	Can identify specific information in simple letters, brochures and short articles.	37	A2+ (36–42)	28–29
Speaking	Can explain what they like or dislike about something.	40	A2+ (36–42)	22
	Can deal with practical everyday demands, exchanging straightforward factual information.	38	A2+ (36–42)	27
	Can deal with practical everyday demands, exchanging straightforward factual information.	38	A2+ (36–42)	28–29
	Can communicate in routine tasks requiring simple, direct exchanges of information.	36	A2+ (36–42)	30–31
Writing	Can write short basic descriptions of past events and activities.	39	A2+ (36–42)	28–29

## Business skills:

Lesson 1.1 Interviews

Lesson 1.2 Presentations

BUSINESS SKILL	SKILLS	LEARNING OBJECTIVES	GSE	CEFR	PAGE
Interviews	Speaking	Can answer simple questions and respond to simple statements in an interview.	37	A2+ (36–42)	A1-A2
		Can describe skills and abilities using simple language.	33	A2 (30–35)	A1-A2
	Writing	Can write simple sentences about personal skills.	33	A2 (30–35)	A1-A2
Presentations	Speaking	Can convey simple information of immediate relevance and emphasise the main point.	45	B1 (43–50)	A3-A4
		Can express opinions using simple language.	45	B1 (43–50)	A3-A4
		Can deal with practical everyday demands, exchanging straightforward factual information.	38	A2+ (36–42)	A3-A4



## UNIT 4

### Language work:

#### Past simple and past continuous

SKILL	LEARNING OBJECTIVES	GSE	CEFR	PAGE
Listening	Can follow the main points in a simple audio recording, if provided with written supporting material.	37	A2+ (36–42)	16
	Can follow the main points in a simple audio recording, if provided with written supporting material.	37	A2+ (36–42)	19
	Can generally identify the topic of discussion around them when conducted slowly and clearly.	39	A2+ (36–42)	20–21
Reading	Can identify specific information in simple letters, brochures and short articles.	37	A2+ (36–42)	17
	Can understand the general meaning of short, simple informational material and descriptions if there is visual support.	34	A2 (30–35)	20–21
Speaking	Can communicate in routine tasks requiring simple, direct exchanges of information.	36	A2+ (36–42)	14
	Can make a short rehearsed announcement on a familiar topic.	40	A2+ (36–42)	19
	Can make a short rehearsed announcement on a familiar topic.	40	A2+ (36–42)	20–21

## UNIT 5

### Language work:

#### Past simple and present perfect

SKILLS	LEARNING OBJECTIVES	GSE	CEFR	PAGE
Listening	Can follow the main points in a simple audio recording aimed at a general audience.	43	B1 (43–50)	46
	Can extract key details from conversations between colleagues about familiar topics.	44	B1 (43–50)	49
Reading	Can generally understand straightforward factual texts on familiar topics.	46	B1 (43–50)	47
	Can identify specific information in simple letters, brochures and short articles.	37	A2+ (36–42)	50–51
Speaking	Can describe habits and routines.	38	A2+ (36–42)	44
	Can express belief, opinion, agreement and disagreement politely.	45	B1 (43–50)	49
	Can give an opinion when asked directly, provided they can ask for repetition.	45	B1 (43–50)	49
	Can make and respond to suggestions.	41	A2+ (36–42)	49
	Can express belief, opinion, agreement and disagreement politely.	45	B1 (43–50)	50–51

## UNIT 6

### Language work:

#### Multiword verbs

SKILLS	LEARNING OBJECTIVES	GSE	CEFR	PAGE
Listening	Can follow the main points in a simple audio recording aimed at a general audience.	43	B1 (43–50)	54
	Can follow short, simple social exchanges.	33	B2 (59–66)	56–57
	Can extract key details from conversations between colleagues about familiar topics.	44	B1 (43–50)	60–61
Reading	Can generally understand details of events, feelings and wishes in letters, emails and online postings.	51	B1+ (51–58)	54–55
	Can identify specific information in simple letters, brochures and short articles.	37	A2+ (36–42)	58–59
Speaking	Can participate in short conversations in routine contexts on topics of interest.	41	A2+ (36–42)	52
	Can initiate, maintain and close simple, face-to-face conversations on familiar topics.	46	B1 (43–50)	56–57
	Can give or seek personal views and opinions in discussing topics of interest.	46	B1 (43–50)	58–59
	Can answer simple questions in a face-to-face survey.	34	A2 (30–35)	60–61
	Can give or seek personal views and opinions in discussing topics of interest.	46	B1 (43–50)	60–61
Writing	Can write a simple email issuing a work-related invitation.	40	A2+ (36–42)	58–59
	Can write basic instructions with a simple list of points.	39	A2+ (36–42)	60–61

## Business skills:

Lesson 2.1 Small Talk

Lesson 2.2 Meetings

BUSINESS SKILL	SKILL	LEARNING OBJECTIVES	GSE	CEFR	PAGE
Small Talk	Listening	Can follow short, simple social exchanges.	33	A2 (30–35)	A5-A6
	Speaking	Can use simple, everyday polite forms of greeting and address.	36	A2+ (36–42)	A5-A6
		Can participate in short conversations in routine contexts on topics of interest.	41	A2+ (36–42)	A5-A6
Meetings	Listening	Can understand enough to respond to direct requests expressed slowly and clearly.	37	A2+ (36–42)	A7-A8
	Speaking	Can make and respond to suggestions.	41	A2+ (36–42)	A7-A8

## UNIT 7

### Language work:

#### Time clauses

SKILL	LEARNING OBJECTIVES	GSE	CEFR	PAGE
Listening	Can follow the main points of short talks on familiar topics if delivered in clear standard speech.	45	B1 (43–50)	68
Reading	Can identify specific information in a simple factual text.	39	A2+ (36–42)	68–69
	Can identify specific information in simple letters, brochures and short articles.	37	A2+ (36–42)	72–73
	Can understand the main information from simple diagrams (e.g. graphs, bar charts).	42	A2+ (36–42)	72–73
Speaking	Can give or seek personal views and opinions in discussing topics of interest.	46	B1 (43–50)	66
	Can deal with practical everyday demands, exchanging straightforward factual information.	38	A2+ (36–42)	71
	Can express belief, opinion, agreement and disagreement politely.	45	B1 (43–50)	72–73
Writing	Can write a simple email requesting work-related information.	42	A2+ (36–42)	72–73

## UNIT 8

### Language work:

#### Questions

SKILLS	LEARNING OBJECTIVES	GSE	CEFR	PAGE
Listening	Can follow the main points of short talks on familiar topics if delivered in clear standard speech.	45	B1 (43–50)	76
	Can derive the probable meaning of simple, unknown words from short, familiar contexts.	41	A2+ (36–42)	77
	Can extract key factual information such as prices, times and dates from a recorded phone message.	35	A2 (30–35)	79
Reading	Can understand the main information from simple diagrams (e.g. graphs, bar charts).	42	A2+ (36–42)	80–81
Speaking	Can use a limited range of fixed expressions to describe objects, possessions, or products.	35	A2 (30–35)	74
	Can convey simple relevant information emphasising the most important point.	45	B1 (43–50)	79
	Can express opinions as regards possible solutions, giving brief reasons and explanations.	51	B1+ (51–58)	80–81
Writing	Can write an email giving some detail of work-related news and events.	53	B1+ (51–58)	80–81

## UNIT 9

### Language work:

#### Talking about future plans

SKILLS	LEARNING OBJECTIVES	GSE	CEFR	PAGE
Listening	Can follow the main points of short talks on familiar topics if delivered in clear standard speech.	45	B1 (43–50)	84
	Can recognise that a speaker is clarifying points made in a simple presentation or lecture, if guided by questions.	53	B1+ (51–58)	87
	Can extract key details from conversations between colleagues about familiar topics.	44	B1 (43–50)	88–89
	Can understand the main information in a simple work-related phone message.	37	A2+ (36–42)	90–91
Reading	Can generally understand straightforward factual texts on familiar topics.	46	B1 (43–50)	84–85
Speaking	Can give or seek personal views and opinions in discussing topics of interest.	46	B1 (43–50)	82
	Can ask for clarification about key words not understood, using fixed expressions.	40	A2+ (36–42)	87
	Can give or seek personal views and opinions in discussing topics of interest.	46	B1 (43–50)	88–89
	Can give or seek personal views and opinions in discussing topics of interest.	46	B1 (43–50)	90–91
	Can carry out a work-related phone conversation using polite fixed expressions.	51	B1+ (51–58)	90–91
Writing	Can write a simple work-related email/letter to someone outside their company.	45	B1 (43–50)	88–89

## Business skills:

Lesson 3.1 Telephoning

Lesson 3.2 Emails

BUSINESS SKILLS	SKILLS	LEARNING OBJECTIVES	GSE	CEFR	PAGE
Telephoning	Speaking	Can introduce themselves on the phone and close a simple call.	33	A2 (30–35)	3.1
		Can answer simple work-related questions on the phone using fixed expressions.	40	A2+ (36–42)	3.1
		Can ask for repetition or clarification on the phone in a simple way.	35	A2 (30–35)	3.1
Emails	Reading	Can understand short, simple emails on work-related topics.	32	A2 (30–35)	3.2
	Writing	Can use appropriate openings and endings in simple informal emails.	40	A2+ (36–42)	3.2
		Can write a simple email requesting work-related information.	42	A2+ (36–42)	3.2
		Can write a basic informal email/ letter of invitation with simple, key details.	41	A2+ (36–42)	3.2



## UNIT 10

### Language work:

#### Reported speech

SKILLS	LEARNING OBJECTIVES	GSE	CEFR	PAGE
Listening	Can follow the main points of short talks on familiar topics if delivered in clear standard speech.	45	B1 (43–50)	98
	Can extract key details from conversations between colleagues about familiar topics.	44	B1 (43–50)	101–102
	Can extract key details from conversations between colleagues about familiar topics.	44	B1 (43–50)	102–103
Reading	Can extract relevant details in everyday letters, brochures and short official documents.	48	B1 (43–50)	102–103
	Can generally understand straightforward factual texts on familiar topics.	46	B1 (43–50)	98–99
Speaking	Can initiate, maintain and close simple, restricted face-to-face conversations.	39	A2+ (36–42)	101–102
	Can give or seek personal views and opinions in discussing topics of interest.	46	B1 (43–50)	102–103

## UNIT 11

### Language work:

#### Conditionals

SKILLS	LEARNING OBJECTIVES	GSE	CEFR	PAGE
Listening	Can follow the main points of short talks on familiar topics if delivered in clear standard speech.	45	B1 (43–50)	106
	Can extract key details from conversations between colleagues about familiar topics.	44	B1 (43–50)	109
	Can follow the main points in a simple audio recording, if provided with written supporting material.	37	A2+ (36–42)	110–111
Reading	Can generally understand straightforward factual texts on familiar topics.	46	B1 (43–50)	106–7
	Can understand short, simple emails on work-related topics.	32	A2 (30–35)	110–111
Speaking	Can communicate in routine tasks requiring simple, direct exchanges of information.	36	A2+ (36–42)	104
	Can suggest a resolution to a conflict in a simple negotiation using fixed expressions.	53	B1+ (51–58)	109
	Can briefly give reasons and explanations for opinions, plans and actions.	51	B1+ (51–58)	110–111

## UNIT 12

### Language work:

#### Passives

SKILL	LEARNING OBJECTIVES	GSE	CEFR	PAGE
Listening	Can follow the main points of short talks on familiar topics if delivered in clear standard speech.	45	B1 (43–50)	114
	Can follow the main points of short talks on familiar topics if delivered in clear standard speech.	45	B1 (43–50)	117
	Can extract key details from conversations between colleagues about familiar topics.	44	B1 (43–50)	118–119
	Can follow familiar topics if the speaker is clear and avoids idiomatic usage.	45	B1 (43–50)	120–121
Reading	Can generally understand straightforward factual texts on familiar topics.	46	B1 (43–50)	114–115
	Can identify specific information in simple letters, brochures and short articles.	37	A2+ (36–42)	120–121
Speaking	Can express belief, opinion, agreement and disagreement politely.	45	B1 (43–50)	112
	Can give a short, rehearsed talk or presentation on a familiar topic.	53	B1+ (51–58)	117
	Can convey simple relevant information emphasising the most important point.	45	B1 (43–50)	118–119
	Can give a short, rehearsed talk or presentation on a familiar topic.	53	B1+ (51–58)	118–119
	Can give or seek personal views and opinions in discussing topics of interest.	46	B1 (43–50)	120–121
Writing	Can write a very simple, short report on a work-related task or event.		NEW	118–119
	Can write basic instructions with a simple list of points.	39	A2+ (36–42)	120–121

## Business skills:

Lesson 4.1 Negotiations

Lesson 4.2 Presentations

BUSINESS SKILLS	SKILLS	LEARNING OBJECTIVES	GSE	CEFR	PAGE
Negotiations	Listening	Can recognise when speakers agree in a conversation conducted slowly and clearly.	36	A2+ (36–42)	A13-A14
	Speaking	Can use simple language to convey the basic facts about a negotiating position.	45	B1 (43–50)	A13-A14
Presentations	Listening	Can follow the main points of extended discussion around them if in standard speech.	46	B1 (43–50)	A15-A16
	Speaking	Can make simple, direct comparisons between two people or things using common adjectives.	37	A2+ (36–42)	A15-A16
		Can give a short, rehearsed talk or presentation on a familiar topic.	53	B1+ (51–58)	A15-A16

## References

Council of Europe (2001) *Common European Framework of Reference for Languages: Learning, teaching, assessment*. Cambridge: Cambridge University Press.

North, B. (2000) *The Development of a Common Framework Scale of Language Proficiency*. New York: Peter Lang.

Schneider, Guenther and Brian North (1999) *'In anderen Sprachen kann ich'. Skalen zur Beschreibung, Beurteilung und Selbsteinschätzung der fremdsprachlichen Kommunikationsfähigkeit*. Berne, Project Report, National Research Programme 33, Swiss National Science Research Council.

Schneider, G., North, B. (2000) *Fremdsprachen können – was heißt das?* Chur / Zürich: Rüegger

