**Textbook :** Grant, D. and Mclarty, R. (2002) **Quick Work Elementary**, OUP.

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| **Unit title** | **Topics** | **Exercises** |
| **Out and about** | Introductions and greetings | 1.<http://www.tolearnenglish.com/exercises/exercise-english-2/exercise-english-17624.php> 2.<http://www.tolearnenglish.com/exercises/exercise-english-2/exercise-english-43237.php> |
|  | Present simple  | 1.<http://www.tolearnenglish.com/exercises/exercise-english-2/exercise-english-7927.php> 2.<http://krupinsook.com/pages/present_simple-pretest.html>  |
|  | Preposition of place | 1.<http://www.really-learn-english.com/at-in-on-prepositions-of-place.html> 2.<http://www.english-4u.de/prep_of_place_ex1.htm>  |
|  | Polite request and responses | 1.<http://www.cmcadet.com/pro_img/download/15-08-2012-716401175.pdf> 2.<http://usefulenglish.ru/grammar/modal-verbs-exercise-four> |

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| **Unit title** | **Topics** | **Exercises** |
| **Presenting your company** | Present simple | 1.<http://www.englishtenses.com/utest/present_simple_multiple_choice_exercise_2> 2.<http://www.isabelperez.com/happy/tenses/exercises/present_6.htm>  |
|  | How much / How many | 1.<http://www.englisch-hilfen.de/en/exercises/confusing_words/much_many.htm> 2.<http://www.english-4u.de/how_much_many_ex1.htm> |
|  | Simple past | 1.<http://www.myenglishpages.com/site_php_files/grammar-exercise-simple-past.php>  |
|  | Sequencing words | 1.<http://www.englishgrammarsecrets.com/imperative/menu.php> [2.http://highered.mcgraw-hill.com/sites/007232974x/student\_view0/chapter8/sequence\_words\_.html](http://highered.mcgraw-hill.com/sites/007232974x/student_view0/chapter8/sequence_words_.html) |

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| **Unit title** | **Topics** | **Exercises** |
| **Presenting your company** | Starting and ending telephone calls | 1.<http://www.ihbristol.com/free-english-exercises/test/esol-smc-telephones-and-telephoning> 2.<http://www.quizmoz.com/tests/General-Etiquette-Tests/t/Telephone-Etiquette-Test.asp>  |
|  | Modal verbs for possibility and obligation | 1.<http://usefulenglish.ru/grammar/modal-verbs-exercise-seven> 2.<http://usefulenglish.ru/grammar/modal-verbs-exercise-five>  |
|  | Comparatives and superlatives | 1.<http://www.tolearnenglish.com/exercises/exercise-english-2/exercise-english-11010.php> 2.<http://www.tolearnenglish.com/exercises/exercise-english-2/exercise-english-53556.php> 3.<http://www.tolearnenglish.com/exercises/exercise-english-2/exercise-english-33901.php>  |