

UNIT 1 > Travelling for work

Lesson 1.1 Business travel

VIDEO **A**  1.1.1 Match the sentence halves from the video. Then watch the video again to check your answers.



- | | |
|--|---|
| 1 In a global economy, | a from the airport to the workplace . |
| 2 On business trips, | b is to be very efficient in organisation . |
| 3 I need to hire cars, or a vehicle, | c many companies do business overseas . |
| 4 I either use public transportation, | d you may need to stay overnight . |
| 5 I was at the airport lounge waiting for my flight, | e and I got really confused with timings . |
| 6 My top travel tip when travelling for work | f because it's a really good way to mix with the locals , or I use a ridesharing app. |

B Match the expressions with the words in bold in Exercise A they can replace.

- i** sleep there _____
- ii** the people who live there _____
- iii** the schedule _____
- iv** in other countries across the sea _____
- v** planning _____
- vi** room, building, etc. where you do your job _____

Vocabulary **C** Choose the correct option in italics to complete the sentences.

- 1 I arrived late at the airport, so I missed my *landing* / *flight*.
- 2 Her plane was *delayed* / *short-haul* because of the bad weather.
- 3 I made a hotel *stay* / *reservation* for one room, for two nights.
- 4 When I arrived at the *long-haul* / *gate*, the passengers were going onto the plane.
- 5 We usually book a large *vehicle* / *public transportation* to take us from the airport to the hotel.
- 6 He waited in the *departure lounge* / *landing* for two hours and had some lunch.
- 7 The right *ridesharing app* / *location* is very important for me because I want to walk to my workplace.
- 8 To see the *long-haul* / *local* area, I like walking.
- 9 After the plane's *arrival* / *take-off*, we had to wait for our suitcases for an hour.
- 10 The train was *on time* / *delayed* so we didn't miss our meeting.

UNIT 1 > Travelling for work

Lesson 1.2 Events management

Listening A  1.01 Choose the correct option. Then listen again and check your answers.

- 1 I help people *plan* / *start* events.
- 2 First, I have to find out what the *employee* / *client* wants.
- 3 We have to choose a *budget* / *venue* – a location – carefully.
- 4 We had about 500 people there – 500 *tents* / *guests*.
- 5 We also have to *arrange* / *get on with* food, tables and chairs ...
- 6 I usually have to *organise* / *find out* a sound system for the speeches and music ...
- 7 Getting the right *staff* / *priority* for an event is really important – you need the right people.
- 8 You need to *come up with* / *manage* people well.

Grammar B Put the words in the correct order to make sentences.

- 1 cheapest / we want / option / the

- 2 a party for 500 / is cheaper / a party for 50 / than

- 3 dining room / we / biggest / the / need

- 4 we want / the / best / to hire / staff

- 5 easier / is / a formal meal / an informal meal / than

- 6 the / is / rain / worst / an outdoor party / weather for

- 7 is / orange juice / expensive / more / water / than

- 8 three people / managing / is / difficult / managing / less / twenty people / than

UNIT 1 > Travelling for work

Lesson 1.3 Communication skills: Small talk

Functional language

A Dominic and Mel are new recruits at TGC in Dublin. They are meeting each other for the first time. Number the parts of the conversation in the correct order.

- a Mel:** It's difficult for me to say. I love them both. How was your trip to Dublin? _____
- b Mel:** Lots of problems ... _____
- c Mel:** Malta. I was born in Valletta, but my parents moved to Cambridge when I was ten. Do you know Malta? _____
- d Dominic:** Yes, I went there on holiday a couple of years ago. Which do you prefer, Cambridge or Valletta? _____
- e Dominic:** So, where do you come from Mel? 1 _____
- f Dominic:** OK. I didn't have any problems. The flight was quick and easy. And you? _____

B Write a question for each answer.

- 1 A:** _____
B: I went there on holiday last year.
- 2 A:** _____
B: Yes, she's my new boss.
- 3 A:** _____
B: It took about three hours.
- 4 A:** _____
B: I'm visiting the Eiffel Tower and the Louvre.
- 5 A:** _____
B: Personally, I like Belfast, but Dublin is more exciting.
- 6 A:** _____
B: I think it's famous for the tango.
- 7 A:** _____
B: Hamburg, but I'm originally from Toronto.
- 8 A:** _____
B: It's too expensive.

UNIT 1 > Travelling for work

Lesson 1.4 Business skills: Dealing with problems

Listening A  1.03 Listen to Part 2 of the audio again and complete the dialogue.

Jakob: I'm ¹ _____ the IT.

Sue: What ² _____ problems?

Jakob: I ³ _____ the intranet. I don't know
⁴ _____.

Sue: It should be quite simple. You ⁵ _____ your login details.

Jakob: I tried my username and password, but ...

Sue: ⁶ _____ logging on again?

Jakob: Just a minute ... no, ⁷ _____.

Sue: OK, no problem. Can I ⁸ _____ username?

Functional language

B Complete the expressions with the words in the box. More than one answer is possible.

a company email address connect to the intranet finding my extension number
'intern32' logging on log on my password set that up set up my email account
the internet the login details use your login details with that

- 1 I'm having problems with _____.
- 2 I can't _____.
- 3 I don't know how to _____.
- 4 You need to _____.
- 5 Can you try _____ again?
- 6 Try _____.
- 7 How do I _____?
- 8 I'll _____ for you.
- 9 I'm having trouble _____.

UNIT 1 ➤ **Travelling for work****Lesson 1.5** **Writing: Email – Asking for information****Functional language** **A** Complete the email. Use only one word in each gap.

Dear Sir/Madam,

I am ¹_____ to ask ²_____ information about the business facilities at your hotel as I am staying there next week. ³_____ could you let me ⁴_____ if you have fast wi-fi in every room? I ⁵_____ also like to be able to use photocopying services because I have to prepare for a big meeting. ⁶_____ you also ⁷_____ that breakfast is included in the price of my room? And finally, I'd like to know how ⁸_____ it takes to walk to the Dekkon Building from your hotel.

I look forward to ⁹_____ from you.

All the ¹⁰_____ ,

Carmen Sanchez