

UNIT 2

BUSINESS TRIP

1. Speaking and writing

How many countries can you name? Imagine you travel a lot. Choose three countries to complete the sentences. Write a list of the things you should pack in your suitcase for each trip

1. I travel to _____ for my job
2. I go to _____ for my holiday
3. I go to _____ to visit my family

A Packing Checklist for Business Trips

Basic Bottoms: pants or skirts	Tops, Blouses, and Sweaters
Jacket or Blazer	Shoes
Underwear and Socks	Pajamas
Workout Clothes	Toiletries
Travel Documents	Laptop Bag
Cell Phone Charger	Business Cards
10" x 13" Envelopes for Expense Receipts	Purse



2. Reading

Across a continent by rail and by road



St Basil's Cathedral, Moscow



Vladivostok

Russia is a very large country. There are eight time zones between Moscow in the west and Vladivostok in the east. It's 9.000 km and there are two ways to travel – by rail and by road.

Trains leave Moscow almost every day. Book your tickets in advance – don't wait until you arrive in Moscow.. You can book online or use a travel agent. There are two options:

Travel non-stop in seven days. You sleep and eat on the train. You can talk to other passengers, learn some words in Russian and enjoy the views. The train travels through amazing mountains, beautiful forests and strange deserts.

Stop on the way and stay in hotels. Go sightseeing in the big cities. In Novosibirsk

– the main city in Siberia – there are museums, art galleries, theatres and a famous opera house in the city centre. Or visit the Kungur Ice Cave near Perm. From the towns of Irkutsk or Ulan-Ude, you can take a bus or train to Lake Baikal, a UNESCO World Heritage site. Lake Baikal is 636 km long and there are only four or five towns near it. The lake is a great place for sports activities – diving, hiking and horse riding are all popular.

Are you adventurous? Then take the new trans-siberian highway. Drive your car or – for the trip of lifetime – hitchhike with Russian drivers in their cars and lorries.

And when finally arrive in Vladivostok, you can fly home or continue your trip – there's a boat to Japan every week.

2.1. Read the article. Are the sentences true (T) or false (F)?

1. There's a road from Moscow to Vladivostok (T/F)
2. there are two trains every day from Moscow to Vladivostok (T/F)
3. You can't sleep on the train (T/F)
4. You can leave the train and stay in hotels (T/F)

5. there aren't any towns near Lake Baikal (T/F)

6. The Trans-Siberian Highway is only for lorries (T/F)

4. Vocabulary

travel	leave	book	use	stay
visit	take	drive	arrive	fly

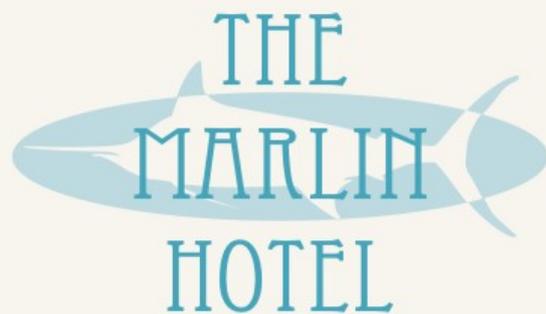
4.1. Complete the sentences with verbs from exercise

1. What time does your plane _____ in Moscow?
"At 8.40 in the morning."
2. We don't _____ in expensive hotels.
3. I usually _____ my tickets with a travel agent
4. A boat _____ Vladivostok for Japan every week
5. Let's _____ a bus from the airport
6. 'Is there an airport in Irkutsk? Can you _____ there?'
7. 'Yes, there is.'

4.2. Match the hotel services (1-5) in the brochure with the explanations (a-e)

Guest services – numbers

- 1.
- | | | |
|----------|-----------------|---------------------------|
| 1 | room service | 101 |
| 2 | alarm call | 110 |
| 3 | business centre | 109
(open 06.00–12.00) |
| 4 | laundry | 111 |
| 5 | medical service | 112 |



- (a) a doctor or nurse
- (b) meals in your hotel room
- (c) a service to wash or clean your clothes
- (d) a room with computers, printers and Internet
- (e) a telephone call to wake up in the morning

4.3. Read part of a conversation between a hotel guest and a receptionist. Match the requests (1-4) with the responses (a-d)

1. I'd like an alarm call at 7.30, please
2. I'd like to have a meal in my room this evening
3. I'd like to use the internet
4. Is there a bank near the hotel?

- a) Yes, there's one in this street
- b) In the morning? Certainly, sir
- c) No problem, Sir. There's wi-fi in all the rooms
- d) That's no problem. There's a menu in your room

4.4. Are these sentences true (T) or False (F)? Change the false sentences so they are true

- there isn't a map (T/F)
- there's a passport (T/F)
- there are some books (T/F)
- there are two pens (T/F)
- there isn't a pair of boots (T/F)
- there aren't any tickets (T/F)

4.5. Put the words in order

Late / be / don't

moment / a / wait

night / travel/ don't / at

winter/ in/ go

Cafes/ try/ local/ the

stay / hotel/ this/ don't / in



4.5. Read the sentences. Which options are not logical?

1. In cold weather, I wear

- a) a pair of sandals
- b) a coat
- c) a pair of boots
- d) a hat

2. In hot weather, I wear

- a T-shirt
- a pair of sandals
- a skirt
- a jacket

3. at home, I wear

- a) a jumper
- b) a scarf
- c) a pair of jeans
- d) a top

4. in the office, I wear

- a pair of trousers
- a T-shirt
- a shirt
- a pair of shoes

4.6. Complete the sentences with six of these verbs

- 1. We usually _____ our tickets online
- 2. the train _____ - in Oslo at midnight
- 3. We can _____ a bus to the airport
- 4. Our plane _____ Oslo at 10.20
- 5. We often _____ in cheap hotels
- 6. We usually _____ the museums

- Arrive
- stay
- book
- take
- drives
- travels
- leaves
- visit

4.7. Complete the requests (1-4) in a hotel. Then match the requests with the responses (a-d)

- I'd like to _____ the internet
- I'd like _____ at 7.30 am please
- I'd like to _____ an extra night
- I'd like _____

Breakfast
room service
stay
use

- a) That's no problem. The restaurant is open from 7.00 am
- b) Of course. The number is 101
- c) Certainly sir. What's your name?
- d) That's no problem. There's a wifi in your room

3. Practice

MAKING RESERVATION

Activity 1: Conversation

Complete the conversation below using the given phrases. The listen and repeat after the teacher.

spell your surname want to fly
the flight number want to pay
have your name book a flight

Agent : First Travel. James speaking. Can I help you?

Jennifer : Hello, I'd like to 1) from Madrid to Bueno Aires.

Single, please.

Agent : When do you 2) Madam?

Jennifer : On May 13 th , if possible .

Agent : There's a flight with Iberia on the 13 th , leaving Madrid at 12 miday.

Jennifer : Mmm... that's fine.

Agent : Can I 3), please?

Jennifer : Jennifer Gimenez.

Agent : Could you 4), please?

Jennifer : Yes, it's G-I-M-E-N-E-Z.

Agent : How do you 5), Ms. Gimenez?

Jennifer : By credit card.

Agent : OK, Ms. Gimenez. Can I confirm your booking? You fly with Iberia to Buenos Aires leaving Madrid on May 13 th at 12 midday. 6) is IB 6845.

Jennifer : Yes, fine.

Agent : Now, if I can just take your credit card details.

Jennifer : Sure thing.

Agent : Thank you.

