

1. Task: Complete the sentences below with the correct word/phrase from the box

focused on	negotiation	face-to-face	take part in	save on	travel for
travel arrangements	short-term	long-haul	discuss	long-haul	

1. I always make _____, like booking a hotel or tickets in advance.
2. People usually _____ business and leisure to maintain a work-life balance.
3. I don't like online communication and prefer to organize _____ meetings.
4. Our company has a new project, so our team is _____ work all the time.
5. If you book everything in advance, you can _____ travel expenses.
6. Transatlantic flights are always considered as _____ flights.
7. There is an important _____ on Friday, so don't be late to this event.
8. I would like to _____ in the conference, it can be useful to hear about new business trends.
9. I will be out of town for a couple of days because I have a _____ trip.
10. Can you stay a little bit longer today? I'd like to _____ terms of this contract.