

UNIT 4 ➤ Travelling for work

Lesson 4.1 I'm flying to Tokyo tomorrow

Vocabulary **A** Complete the sentences with the words in the box.

an apartment booking customers flight going by plane rent stay at

- 1 She often stays in _____ near the office.
- 2 They're going to Rome by _____.
- 3 The _____ from Munich to Moscow takes three hours.
- 4 Are you _____ a hotel for me in Madrid?
- 5 I'm meeting _____ tomorrow morning.
- 6 They usually _____ a car and drive to the hotel.
- 7 I'm _____ train from London to Frankfurt.
- 8 Visitors often _____ a hotel near the factory.

Communicative grammar

B Make sentences and questions about arrangements. Use the correct form of the verbs.

1 I / visit / the Paris office on Monday / .

2 Who / you / meet on Friday / ?

3 They / not fly / to Oslo on Wednesday / .

4 Where / he stay / on Thursday evening / ?

5 we go / by coach / ?

6 We / book / a flight to Peru next month / .

7 she / meet / Paola next Monday / ?

8 He / not hire / a car in Kraków / .

9 She / stay / in a hotel tomorrow night / ?

10 You / start / the meeting at 10 o'clock / .

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Lesson 4.2 The 12.05 is delayed

Vocabulary A Choose the correct option, a, b or c.

B Match the sentence halves.

1 Their flight is leaving	a is cancelled .
2 We're late because the train was	b platform seven.
3 The 11.32 train isn't arriving because it	c from gate thirty-two.
4 He left the plane and	d take your water bottle through security .
5 The train to Dubrovnik is at	e delayed .
6 Your flight is in two hours, so you need to	f is near the train station .
7 Our hotel	g went through passport control .
8 Don't	h go to the airport now.

will / won't

C Complete the sentences with *will* or *won't* and the prompts.

1 **A:** We need to speak to the manager.
B: _____ . (I / get / her / for you / now) (✓)

2 **A:** Sales of the RS20 are not good this month.
B: _____ . (We / sell / more / of that model / next month) (✓)

3 **A:** I can't finish the report this week. I'll do it next week.
B: _____ . (You / not have / time / next week) (✗)

4 **A:** We are going to the canteen for lunch in ten minutes.
B: Great, _____ . (I / meet / you / there) (✓)

5 **A:** The new phones aren't ready. They're still in production.
B: OK, _____ . (I / not / order / any) (✗)

6 **A:** I can't attend the meeting in the office tomorrow.
B: _____ . (I / not be / there / either) (✗)
_____ . (I / join / it / online) (✓)

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Lesson 4.3 An update email

Communicative
grammar**A** Complete the email with the words and phrases in the box.

morning right now this month today

Hi Tomoko,

How are you? And how is everything going in Tokyo ¹ _____? Did you meet the lunchtime deadline for the report?I'm writing to tell you that we're making good progress ² _____. I hit my sales target this ³ _____. So, ⁴ _____ I'm working on the final sales figures for the July presentation. I'll update you again when it's ready.

Speak soon!

Luigi

B Complete the email with the words and phrases in the box.

moment 'm writing now 're having 're testing 's coming

Hi David,

How are things going in London? I ¹ _____ a progress update today. At the ² _____, we ³ _____ the new computers in the factory. Right ⁴ _____ we ⁵ _____ a few problems, but Magda ⁶ _____ this morning to look at them. I hope everything's well with you.

Best wishes,

Sally

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Lesson 4.4 Setting up a video call

Speaking **A** Complete the dialogues with the words in the box.

audio breaking call frozen here mute problem sharing unmuting video

A: Can you hear me?

B: Yes, no ¹_____.

A: Are you there?

B: Yes, I'm ²_____.

A: The connection isn't very good.

B: You're ³_____ up.

A: I can't see you.

B: Hang up. I'll ⁴_____ you back.

A: My camera isn't working.

B: Let's have a(n) ⁵_____ call.

A: I can't hear you.

B: Oh, sorry. I was on ⁶_____!

A: My internet connection is slow.

B: Try turning off your ⁷_____.

A: I'm ⁸_____ my screen.

B: Yes, I can see it.

A: The screen is ⁹_____.

B: Try turning off your video.

A: Can you hear me?

B: No. Try ¹⁰_____ your microphone.