

## 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.

- Which **gate** is your \_\_\_\_ leaving from?  
a train                      b flight                      c car
- The 12.14 is **cancelled**, so I'm going \_\_\_\_.  
a to the station              b by train                      c on the 13.14
- This is **passport control**, so you need to \_\_\_\_.  
a show your identification.      b take off your jacket      c go by plane
- The Madrid \_\_\_\_ is at **platform** three.  
a station                      b flight                      c train
- My \_\_\_\_ is at 9.00, so I'm going to the **airport** at 7.00.  
a flight                      b coach                      c car
- Is your \_\_\_\_ arriving at **platform** four or five?  
a flight                      b train                      c meeting
- The 9.02 train is **delayed**. It's \_\_\_\_.  
a leaving at 8:45              b not leaving today      c leaving at 9:15
- At **security**, you need to \_\_\_\_.  
a buy a ticket                      b take off your coat      c go by plane

## B Match the sentence halves.

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

## will / won't

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

- A: We need to speak to the manager.  
B: \_\_\_\_\_. (I / get / her / for you / now) (✓)
- A: Sales of the RS20 are not good this month.  
B: \_\_\_\_\_. (We / sell / more / of that model / next month) (✓)
- A: I can't finish the report this week. I'll do it next week.  
B: \_\_\_\_\_. (You / not have / time / next week) (X)
- A: We are going to the canteen for lunch in ten minutes.  
B: Great, \_\_\_\_\_. (I / meet / you / there) (✓)
- A: The new phones aren't ready. They're still in production.  
B: OK, \_\_\_\_\_. (I / not / order / any) (X)
- A: I can't attend the meeting in the office tomorrow.  
B: \_\_\_\_\_. (I / not be / there / either). (X)  
\_\_\_\_\_. (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 <sup>1</sup> \_\_\_\_\_? Did you meet the lunchtime deadline for the report?  
I'm writing to tell you that we're making good progress <sup>2</sup> \_\_\_\_\_. I hit my sales target this <sup>3</sup> \_\_\_\_\_! So, <sup>4</sup> \_\_\_\_\_ 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 <sup>1</sup> \_\_\_\_\_ a progress update today. At the <sup>2</sup> \_\_\_\_\_, we <sup>3</sup> \_\_\_\_\_ the new computers in the factory. Right <sup>4</sup> \_\_\_\_\_ we <sup>5</sup> \_\_\_\_\_ a few problems, but Magda <sup>6</sup> \_\_\_\_\_ this morning to look at them.  
I hope everything's well with you.  
Best wishes,  
Sally

**UNIT 4 ➤ Travelling for work****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 <sup>1</sup> \_\_\_\_\_.**A:** Are you there?**B:** Yes, I'm <sup>2</sup> \_\_\_\_\_.**A:** The connection isn't very good.**B:** You're <sup>3</sup> \_\_\_\_\_ up.**A:** I can't see you.**B:** Hang up. I'll <sup>4</sup> \_\_\_\_\_ you back.**A:** My camera isn't working.**B:** Let's have a(n) <sup>5</sup> \_\_\_\_\_ call.**A:** I can't hear you.**B:** Oh, sorry. I was on <sup>6</sup> \_\_\_\_\_!**A:** My internet connection is slow.**B:** Try turning off your <sup>7</sup> \_\_\_\_\_.**A:** I'm <sup>8</sup> \_\_\_\_\_ my screen.**B:** Yes, I can see it.**A:** The screen is <sup>9</sup> \_\_\_\_\_.**B:** Try turning off your video.**A:** Can you hear me?**B:** No. Try <sup>10</sup> \_\_\_\_\_ your microphone.