1A Match the words (1–6) with the photos (A–F).

1 a plane ____
2 an apartment ____
3 a bus ____
4 a hotel ____
5 a train ____
6 a coach ____

B Answer the questions.

1 Where do you usually stay when you travel a) for work b) for holidays?
2 When was the last time you travelled by plane/train/coach/bus?
3 When was the last time you stayed in a hotel / an apartment?

B Complete the table with the words in the box.

a car	an apartment (x2)	a flight	coach	plane

book	a hotel / a train ticket / an apartment / [1] _____
stay at	a hotel, [2] _____
go by	bus / car / coach / [3] _____ / [4] _____
rent	[5] _____ / [6] _____

LIVEWORKSHEETS

Travel arrangements

2A 4.01 **Listen to a conversation between a PA and her manager about a business trip to Japan. Complete the dialogue.**

Bea: Dom, I booked [1]_____ for your trip to Japan, on Japan Airlines.

Dom: Thanks, Bea. What about my hotel?

Bea: I need to book [2]_____ room for you tomorrow.

Dom: **Am I going** by [3]_____ from Osaka to Tokyo?

Bea: No, you **aren't flying**. You**'re going** by [4]_____ . It's only two-and-a-half hours by train – the trains are very fast in Japan.

Dom: Where **am I staying**? For a two-week visit, I usually rent [5]_____ .

Bea: Yes, that's what **we're doing**. It isn't big, but it's very comfortable. And it's near the office.

Dom: OK. Where **am I meeting** customers?

Bea: In the office. There's a meeting room there.

C **Match the sentence halves.**

1 She usually books	**a** in an apartment.
2 On work trips, I stay	**b** a car and drive to the hotel.
3 We go by	**c** a hotel near the office.
4 They rent	**d** bus from home to the airport.

Talking about arrangements

+ **I'm flying** to Tokyo tomorrow. We/You/They**'re working** in Tokyo next week.	She/He **is meeting** customers on Friday. You**'re staying** in the city centre.
- **I'm not staying** at a hotel. We/You/They **aren't going** to the factory on Tuesday.	He/She **isn't going** to the factory.
? Where **are** you **meeting** the customers?	I**'m meeting** them at their office.
? **Is** Claudia **meeting** you at the airport? **Are** they **visiting** the factory with you?	Yes, she **is**. / No, she **isn't**. Yes, they **are**. / No, they **aren´t**.

LIVEWORKSHEETS

The Present Continuous

We use the Present Continuous to talk about definite arrangements in the future. These are usually fixed because someone arranged them or agreed to them, e.g. a meeting, a hotel booking, a flight.

*I'**m meeting** the team later.*

*She'**s visiting** the Paris office on Monday.*

*They'**re going** to Munich next month.*

We use time references with the Present Continuous to say when the arrangement is happening in the future.

*I'm renting a car **next week**.*

*He's not visiting the office **on Monday**.*

*Are you flying to Munich **tomorrow**?*

Positive/Negative		
I	'm 'm not	**renting** a car next week.
He/ She/It	's isn't	
You/ We/ They	're aren't	

Yes/No questions		
Am	I	**flying** to Munich tomorrow?
Is	he/she/ it	
Are	you/ we/ they	

Wh- questions			
When How Why	am	I	**travelling** to Munich?
	is	he/she/it	
	are	you/we/ they	

Short answers – Positive		
Yes,	I	am.
	he/she/ it	is.
	you/we/ they	are.

Short answers – negative		
No,	I	'm not. am not
	he/she/ it	isn't. is not.
	you/ we/ they	aren't. are not.

Spelling the Present Continuous	
add *-ing*	look → looking, go → going, meet → meeting
-e, add *-ing*	come → coming, have → having, make → making
consonant x2, add *-ing*	get → getting, stop → stopping, run → running

1 Complete the sentences using the Present Continuous and the words in brackets.

1 _____ (I / go) to Prague next week.
2 _____ (she / not stay) at a hotel.
3 _____ (we / visit) the office on Monday.
4 _____ (they / not rent) a car.
5 _____ (I / not meet) customers next week.
6 _____ (he / fly) to London tomorrow.
7 _____ (She / book) a flight to Porto.
8 _____ (they / start) the meeting at 9.00.

2 Complete the dialogues with the correct form of *be* and the verbs in the box in the Present Continuous. Use one verb twice.

fly go rent meet stay

A: [1] _____ he [2] _____ ?
B: No, he [3] _____ . He's going by train.

A: [4] _____ they [5] _____ a car?
B: Yes, they [6] _____ .

A: [7] _____ I [8] _____ in a hotel?
B: No, you [9] _____ .

A: When [10] _____ I [11] _____ ?
B: Next Monday.

A: Who [12] _____ you [13] _____ ?
B: I [14] _____ customers.

/ŋ/, /ŋk/ and /n/. The *-ing* ending.

1 Listen and repeat.

P4.01 /ŋ/ during evening sing spring thing
P4.02 /ŋk/ drink ink link pink think
P4.03 /n/ begin bin pin skin win

2 P4.04 Listen and repeat.

1 drinking thinking
2 winning beginning
3 working learning
4 reading repeating
5 flying driving
6 walking talking

LIVEWORKSHEETS

3 P4.05 Listen and repeat.

1 They're **drinking** tea and **thinking**.
2 She's **winning** at the **beginning**.
3 I'm **working** and **learning**.
4 He's **reading** and **repeating**.
5 We're **flying** or **driving**.
6 They're **walking** and **talking**.

4A P4.06 Listen and complete the sentences with one word.

1 Things are going well and the business is _____ .
2 I don't think the _____ is winning new clients.
3 They're emptying the bins and _____ during the break.
4 There's no black ink in it so it's _____ in blue and pink.
5 We're _____ our spring holidays this evening.
6 The link isn't working because you're _____ in the wrong PIN.

1A P4.01 Listen and complete the words. Write *n*, *nk* or *ng*.

1 i_____ 3 pi_____ 5 thi_____ 7 si_____
2 i_____ 4 pi_____ 6 thi_____ 8 wi_____

B Listen again. Practise saying the words in Exercise 1A.

2 P4.02 Listen and repeat.

1 dur**ing** spri**ng** 3 dri**nk** somethi**ng** 5 stro**ng** li**nk**
2 even**ing** dri**nk** 4 begi**n** to thi**nk** 6 pi**nk** i**nk**

3 P4.03 Listen and complete the sentences. Then listen and repeat.

1 _____ _____ something.
2 _____ _____ something.
3 _____ _____ something.
4 _____ _____ something.

4 P4.04 Listen and complete the sentences. Then listen and repeat.

1 They're _____ the opening times again.
2 Are you _____ to the meeting room?
3 We're not _____ it at the planning meeting.
4 I'm _____ about the new working hours.

LIVEWORKSHEETS

3 **Complete the sentences with the correct form of *be* and the verb in brackets. Look at the examples in Exercise 2A to help you.**

1 I _____ clients next Monday and you _____ a presentation to them at 9 a.m. (visit, give)

2 We _____ by bus, we _____ the train. (not go, take)

3 _____ they _____ in a company apartment? (stay)

4 Who _____ the flights to Moscow? (book)

Trip to Munich

MONDAY
Fly to Munich
Stay at Hotel Olympic (two nights)

TUESDAY
Morning: Claudia meets me at hotel
Afternoon: Visit factory with area managers

WEDNESDAY
Travel to Augsburg (go by train)

4 4.02 **Look at Barbara's arrangements for next week. Complete the dialogue with the correct verbs from the calendar. Then listen and check.**

Pietro: When [1] *are* you *flying* to Munich?

Barbara: I [2] _____ on Monday.

Pietro: [3] _____ Claudia _____ you at the airport on Monday?

Barbara: No, she [4] _____. She [5] _____ me at the hotel on Tuesday morning. We [6] _____ the factory in the afternoon.

Pietro: [7] _____ the area managers _____ the factory with you?

Barbara: Yes, they [8] _____.

Pietro: And when [9] _____ you _____ to Augsburg?

Barbara: On Wednesday morning. I [10] _____ by train.

5A 4.1.1 **Watch the video introduction. What are the reasons for travelling for work?**

B **Watch the video. Answer the questions with (C) for Claire or (M) for Michaela.**

1 Who travels abroad ... a) sometimes? ____ b) often? ____

2 Who is traveling a) with a colleague? ____ b) alone? ____

3 Who is a) taking the train? ____ b) taking a plane? ____

4 Who is a) working with a client at their office? ____ b) going to a conference? ____

LIVEWORKSHEETS

C Watch again. Choose the correct option.

1 Claire is going to Oxford for *one / two* day(s).
2 Claire is staying in a hotel in Manchester for *one / two* night(s).
3 Claire is going to a restaurant with *friends / her boss*.
4 Michaela is staying in Hong Kong for *one / two* week(s).
5 Michaela is building a website for her *clients / company*.
6 Michaela is planning to *do some sightseeing / rent a car for work*.
7 Michaela is going to a restaurant with clients in the *afternoon / evening*.

Student A

Look at your travel arrangements. Have a conversation with Student B and arrange a time to meet.

Trip to Frankfurt and Athens

Tuesday	
Morning:	Train to Frankfurt
Afternoon:	Meet suppliers
Evening:	
Wednesday	
Morning:	Meet Angela at the apartment
Afternoon:	
Evening:	Dinner with Mr Brandt
Thursday	
Morning:	
Afternoon:	Have lunch with Frankfurt colleagues, until 2 p.m. Available after 2pm.
Evening:	Fly to Athens

LIVEWORKSHEETS

Student B

Look at your travel arrangements. Start a conversation with Student A and arrange a time to meet.

Schedule for Frankfurt

Tuesday	
Morning:	
Afternoon:	Meet sales team from 1–5 p.m.
Evening:	Dinner with Sales Team Manager
Wednesday	
Morning:	
Afternoon:	Meeting with clients all afternoon
Evening:	
Thursday	
Morning:	Project update meeting
Afternoon:	
Evening:	Busy

1 Match the verbs (1–4) with the phrases (a–d).

1 book	**a** in an apartment
2 go	**b** by coach
3 rent	**c** a car
4 stay	**d** a flight

2 Choose the correct option.

When Lorna travels for work, she usually [1]*goes / stays* at a hotel. When she goes to Paris, she never goes by [2]*plane / flight*, she [3]*books / rents* a train ticket from London to Paris. She sometimes [4]*books / goes* by coach.

Lorna isn't going to Madrid by [5]*plane / train*. She's flying. When she goes to Madrid, Lorna sometimes [6]*goes by / rents* a car. She goes to the airport [7]*in / by* train. She's [8]*renting / staying* an apartment in Madrid in July.

MASTERING THE ACCENT **ŋ**

Words for practice:

1. doing
2. teaching
3. coming
4. listening
5. being
6. going

LIVEWORKSHEETS

Word pairs:

1. doing nothing - *нічего не робити*
2. something wrong - *щось не так*
3. looking young - *виглядати молодо*
4. wedding ring - *весільне кільце*
5. bring everything - *принести все*
6. feeling strong - *відчувати сильним*

Word contrasts for **n** and **ŋ**

n - ŋ

1. thin - thing
2. ran - rang
3. fan - fang
4. win - wing
5. ban - bang
6. run - rung

LIVEWORKSHEETS