



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

1 a plane \_\_\_\_\_ 3 a bus \_\_\_\_\_ 5 a train \_\_\_\_\_  
2 an apartment \_\_\_\_\_ 4 a hotel \_\_\_\_\_ 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 / <sup>1</sup> _____
stay at	a hotel, <sup>2</sup> _____
go by	bus / car / coach / <sup>3</sup> _____ / <sup>4</sup> _____
rent	<sup>5</sup> _____ / <sup>6</sup> _____

## 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 <sup>1</sup> \_\_\_\_\_ for your trip to Japan, on Japan Airlines.

**Dom:** Thanks, Bea. What about my hotel?

**Bea:** I need to book <sup>2</sup> \_\_\_\_\_ room for you tomorrow.

**Dom:** Am I going by <sup>3</sup> \_\_\_\_\_ from Osaka to Tokyo?

**Bea:** No, you aren't flying. You're going by <sup>4</sup> \_\_\_\_\_. 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 <sup>5</sup> \_\_\_\_\_.

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

## 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	
He/ She/It	's isn't	renting a car next week.
You/ We/ They	're aren't	

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

### Wh- questions

When	am	I	travelling to Munich?
How	is	he/she/it	
Why	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.

## /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

## 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: <sup>1</sup> \_\_\_\_\_ he <sup>2</sup> \_\_\_\_\_ ?  
B: No, he <sup>3</sup> \_\_\_\_\_. He's going by train.

A: <sup>4</sup> \_\_\_\_\_ they <sup>5</sup> \_\_\_\_\_ a car?  
B: Yes, they <sup>6</sup> \_\_\_\_\_.

A: <sup>7</sup> \_\_\_\_\_ I <sup>8</sup> \_\_\_\_\_ in a hotel?  
B: No, you <sup>9</sup> \_\_\_\_\_.

A: When <sup>10</sup> \_\_\_\_\_ I <sup>11</sup> \_\_\_\_\_ ?  
B: Next Monday.

A: Who <sup>12</sup> \_\_\_\_\_ you <sup>13</sup> \_\_\_\_\_ ?  
B: I <sup>14</sup> \_\_\_\_\_ customers.

**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 during spring	3 drink something	5 strong link
2 evening drink	4 begin to think	6 pink ink

**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.

**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 visit clients next Monday and you give a presentation to them at 9 a.m. (visit, give)
- 2 We not go by bus, we take the train. (not go, take)
- 3 Stay they in a company apartment? (stay)
- 4 Who book 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 <sup>1</sup> are you flying to Munich?

Barbara: I <sup>2</sup> stay on Monday.

Pietro: <sup>3</sup> Meet Claudia at you at the airport on Monday?

Barbara: No, she <sup>4</sup> not stay. She <sup>5</sup> pick me at the hotel on Tuesday morning. We <sup>6</sup> visit the factory in the afternoon.

Pietro: <sup>7</sup> Visit the area managers at the factory with you?

Barbara: Yes, they <sup>8</sup> do.

Pietro: And when <sup>9</sup> do you travel to Augsburg?

Barbara: On Wednesday morning. I <sup>10</sup> travel 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?



### 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

## 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 <sup>1</sup>goes / stays at a hotel. When she goes to Paris, she never goes by <sup>2</sup>plane / flight, she <sup>3</sup>books / rents a train ticket from London to Paris. She sometimes <sup>4</sup>books / goes by coach.

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

### MASTERING THE ACCENT **ɪ**

Words for practice:

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

Word pairs:

1. doing nothing - *нічого 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