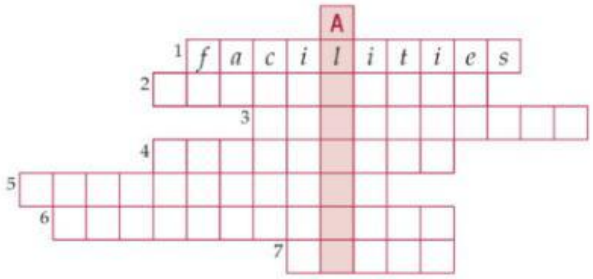
Working with words

1 Complete the review of a hotel. Use the answers to complete the puzzle and find the European city where the hotel is located.

HOTEL REVIEWS

This first-class hotel and conference centre welcomes guests from all over the world. Its [1] *facilities* are second to none. There are 300 en-suite rooms and five apartment suites. For business guests, it has ten meetings rooms, two of which are big enough to be used as [2]_____ halls.

The hotel can also organize events such as guided [3]_____ around the town centre for conference [4]_____ and hotel guests who enjoy a bit of [5]_____. For food-lovers, the four-star restaurant serves regional [6]_____ every evening. All in all, this is a top-class [7]_____ for business and for pleasure.



2 Replace the words in *italics* (1–8) with the phrases from the list. Add a pronoun if necessary.

look around *freshen up* *eat out* *pick someone up*
meet up with *check in* ~~*drop someone off*~~
show someone around

Pedro It's difficult to park here. Can I ~~stop and leave you~~ [1] *drop you off* in front of the hotel?

Sabrina Sure, I'll *register* [2]_____ and then I'd like to *have a wash, and change my clothes* [3]_____.

Pedro If you like, tonight I can *give you a tour of* [4]_____ the old city. We could *eat in a restaurant* [5]_____ by the port.

Sabrina That sounds great! I'd rather *walk about and see* [6]_____ the city than stay in my hotel room.

Pedro I'll *collect you* [7]_____ at 8.30 p.m. We'll *see* [8]_____ Alberto and Maite in the main square.

Business communication

1 Put the words in the correct order to make expressions.

1 meet / person / it's / nice / to / you / in
It's nice to meet you in person.

2 have / did / finding / you / any / trouble / us?
_____?

3 worry / signing / don't / about / in
_____.

4 through / programme / I'll / run / today's
_____.

5 this / my / come / way / to / office
_____.

6 need / building / you'll / this / enter / badge / the / to
_____.

7 reception / sure / make / in / at / you / sign
_____.

2 Raymond Roberts has an appointment with Janet Rose. He has just arrived at HBG premises. Complete their conversation with the phrases from the list.

let me take your bag *how was your journey*
can I get you a drink *You'll need this*
~~*Welcome to HBG publishing*~~ *Make sure you*
I thought you could *catch up again*

Raymond Good morning, I'm here to see Janet Rose.

Janet Hello, I'm Janet. [1] *Welcome to HBG publishing*.

Raymond It's nice to meet you in person.

Janet Likewise. So, [2]_____?

Raymond Well, there were traffic jams on the motorway and I got a little bit lost in the industrial park.

Janet Don't worry. That happens to everyone. Anyway, [3]_____ – I'll store it in my office.

Raymond I'll hang on to it if you don't mind. It's got all my stuff in it.

Janet Well, if you change your mind just tell me. And [4]_____?

Raymond Thanks. I'll have a cup of tea, please.

Janet Sure, I'll just get that for you in a second. First of all, I'll run through the schedule. [5]_____ start by meeting Karen Rankin this morning and then we'll [6]_____ at lunchtime.

Raymond OK. And will I see Malcolm Briscoe?

Janet Yes, in fact he's joining us for lunch. One other thing. [7]_____. It's your security pass. [8]_____ wear it at all times.

LIVEWORKSHEETS