


# TRAVEL ARRANGMENTS

 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.

**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> _____