

Vocabulary

1 Choose the correct word to complete the sentences.

- When I travel for work, I usually *book* / *stay at* / *go by* a flight online.
- The team *stay at* / *go by* / *rent* a hotel near the office.
- My boss rarely *rents* / *stays at* / *goes by* coach when she travels for work.
- I sometimes *go by* / *rent* / *stay at* a car at the airport.
- Our clients usually *book* / *stay at* / *go by* an apartment before they travel.
- You always *stay at* / *go by* / *rent* plane when you travel.

2 Complete the sentences with the words in brackets.

- Her train was _____, so she _____ in Paris four hours _____. (arrived / cancelled / late)
- My coach _____ from Zurich. I _____ at Basel, but that coach was _____ by thirty minutes. (changed / delayed / departed)
- Their train to the airport arrived at _____ four. They checked in, went through _____, and went to _____ seventeen for their flight. (gate / platform / security)
- The fast train was _____, so we took the slow train. It _____ at every station, so we _____ about an hour late. (arrived / cancelled / stopped)

Grammar

3 Complete the conversations with *be* and the correct form of the verbs in the boxes.

fly meet stay

A: When ¹ _____ you _____ to Beijing?

B: Next week.

A: ² _____ you _____ customers there?B: Yes, I ³ _____.A: Where ⁴ _____ you _____?

B: In a hotel.

get go meet visit

A: ⁵ _____ David ⁶ _____ Stella at the airport?B: Yes, he ⁶ _____.A: How ⁷ _____ Stella ⁸ _____ to the hotel?B: She and David ⁸ _____ by bus.A: ⁹ _____ she ¹⁰ _____ the factory on Tuesday?B: Yes, she ¹⁰ _____.

4 Write questions and sentences giving updates.

A: What / you work on right now?

1 _____ *What are you working on right now?*

A: Is everything OK?

B: Everything / go well here.

2 _____

A: How is work?

B: It / not go well today.

3 _____

A: Gerard / write report?

4 _____

B: No / not be.

5 _____

A: They / give presentation?

6 _____

B: Yes / be.

7 _____

A: What / Lisa do at the moment?

8 _____

B: She / prepare the price list.

9 _____

Functional language

5 Match the sentences with the best responses (a-d).

1 Good morning! Are you ready?

a Hang up. I'll call you back.

2 Sorry, the connection isn't very good.

b Yes. I said I'm adding Bill to the call.

3 I'm sharing my screen.

c Yes, I'm here.

4 Can you repeat that, please?

d Yes, I can see it.

5 Can you see me?

a OK, great.

6 You're breaking up.

b Yes, no problem.

7 I'm adding Jo to the call.

c Try turning off your video.

8 My internet connection is slow. The screen is frozen.

d Then let's have an audio call.

9 Are you there?

a My camera isn't working.

10 I can't hear you.

b OK, I did that. Can you hear me now?

11 Sorry, I can't see you.

c Oh, sorry. I was on mute!

12 Try unmuting your microphone.

d Yes, I'm here.