

1. Task: Complete the sentences below with the correct word/phrase from the box

focused on	negotiation	face-to-face	take part in	save on	travel for
travel arrangements	short-term	long-haul	discuss	long-haul	

1. I always make , like booking a hotel or tickets in advance.
2. People usually business and leisure to maintain a work-life balance.
3. I don't like online communication and prefer to organize meetings.
4. Our company has a new project, so our team is work all the time.
5. If you book everything in advance, you can travel expenses.
6. Transatlantic flights are always considered as flights.
7. There is an important on Friday, so don't be late to this event.
8. I would like to in the conference, it can be useful to hear about new business trends.
9. I will be out of town for a couple of days because I have a trip.
10. Can you stay a little bit longer today? I'd like to terms of this contract.