

**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.