1.1 Transport, accommodation and travel

1 Complete the missing words.

1 I have made a r__s____a____n for you for two nights at the Orion Hotel.
2 The p____i__ t____s__r__t__n in the city is very quick and cheap.
3 Inés always travels business class when she takes l__g-__au__ flights.
4 They enjoyed their s__y in Mexico and want to go back next year.
5 How often do you have to go a__o__d on business trips?
6 Do you ever use a r__d__s__r__g app to travel around the city?
7 We need to buy a new v____le for deliveries.
8 The flight to Brunei was d____y__d yesterday, so we arrived at the meeting late.

1.2 Comparatives and superlatives

2 Complete the sentences using the phrases in the box.

happier than	less important than
more difficult than	the best
the least expensive	the worst

1 Managing large teams is hard. In fact, it's _____ managing small teams.
2 The staff are _____ they were in the old offices.
3 _____ day to have company meetings is Friday because everyone is tired.
4 The CEO stayed in _____ hotel in town, of course!
5 This restaurant is _____ one in town, but the food is great.
6 This report is _____ the interviews for new staff so could you do those first, please?

Functional language

1.3 Making small talk

3 Complete the dialogue using the words and phrases in the box.

about six hours	yes, a little	do you know
do you live	visiting	how long was
that's right	what are you	you come from

A: Hi, I was introduced to you earlier. You work in sales.
B: [1] _____. I remember you. I'm Grigor.
A: Hi, Grigor. I'm Dina. Where do [2] _____?
B: Russia, but I work in Dubai.
A: Really? That's interesting. [3] _____ your flight from there to Rome?
B: [4] _____. It wasn't too bad. And you? Where [5] _____?
A: In London.
B: Very nice! [6] _____ Rome?
A: [7] _____. I came here on a business trip last year. I hope to do some more sightseeing when I'm not at this conference. [8] _____ doing here?
B: I'm [9] _____ some clients and watching them give talks.

1.4 Explaining and solving IT problems

4 Complete the dialogue. Use only one word in each gap.

A: I'm [1] _____ trouble logging on to the system. I don't know [2] _____ to connect to the intranet.
B: You [3] _____ to use the login details I gave you.
A: I [4] _____ find my login details. Can you give them to me again?
B: [5] _____ 'expert123'. [6] _____ you try logging on again now?
A: OK ... No, I still can't log on.
B: Right. Can you try setting up a new account name?
A: [7] _____ do I do that?
B: Don't worry, I'll [8] _____ it for you.

1.5 Email – Asking for information

5 Choose the correct option in italics to complete the email.

[1] *Hello / Dear* Sir or Madam,

I am writing to [2] *ask / enquire* for information about your conference facilities. We are [3] *asking / looking* for a venue which can accommodate 150 people. We [4] *would / can* also like to book all your bedrooms for the period of the conference. Would that be possible? We [5] *need / hear* each room to have a desk and wi-fi. The conference is four days, 3–6 November next year, and we are planning to have breakfast and lunch at your hotel each day. Please can you [6] *inform / confirm* your best price for this?

I [7] *look / hope* forward to hearing from you.

[8] *All / Kind* regards,

LIVEWORKSHEETS