

Working with words

Complete these sentences with words from the list.

auditorium delegates excursion facilities
sightseeing speciality stand

- The _____ at that airport are excellent for business travellers. They even provide secretarial services in the executive waiting area.
- The plenary speakers will be on stage at 9.30 a.m. in the main _____.
- All the conference _____ are invited to the closing ceremony and meal on Friday at 7 p.m.
- We don't have a very good _____ for this year's event – it's right at the back of the room!
- This is a local _____ cooked with olive oil and chillies.
- There's a weekend _____ to the island of Sicily which you might enjoy while you're here.
- When you travel as much as I do, visiting old castles, museums, and _____ is fairly tiring.

Choose the correct words in *italics*.

- I have a bit of time before my flight, so I'm going to look *around / in / up* the old part of the city before I get a taxi to the airport.
- The transport links to the airport aren't very good. I'll drop you *in / off / out* on my way to work.
- It's a great city to eat *around / out / up* in – it's cheap and there's such a wide variety of restaurants.
- Would you like to freshen *out / up / off* before dinner?
- A driver will pick Mr Hayes *off / out / up* from the station at 2 p.m.
- He needed more time to show them *up / around / for* the factory, so I guess they're still there.
- You will need to check *out / in / on* at reception when you arrive, and then join us in the bar.
- One thing I'd like to do while I'm here is to meet *along / up / on* with an old friend who lives in the centre of town.

Language at work

Complete the article using *a, the*, or nothing (–).

¹⁶ _____ new National Conference Centre will open next week, and ¹⁷ _____ first event will be one of ¹⁸ _____ most popular annual events – it's ¹⁹ _____ World Science Fiction Fair. There will be ²⁰ _____ stand for almost every science fiction programme you've ever seen, or comic you've ever read. There will be ²¹ _____ special shuttle bus service every 15 minutes to get people from ²² _____ all major hotels to ²³ _____ venue.

Business communication

Match 24–30 to responses a–h. Note that there is one extra and incorrect response.

- Did you have any trouble finding us? ____
 - It's nice to meet you in person. ____
 - Can I get you a coffee? ____
 - Let me take your coat. ____
 - OK, I'll just run through today's programme with you. ____
 - For your own safety, please make sure you wear your safety helmet in this area. ____
 - We'll catch up again after lunch. ____
- a No, not really.
b That sounds good. I brought your email with the details.
c It's fine, thanks.
d Great. See you then.
e Actually, I'll hang on to it for the moment.
f Thanks. White, please.
g Sure. No problem.
h Likewise.

Result _____ / 30 marks

Unit 6 Speaking test

Role cards

Copy this page and cut out the role cards for the students. In this test there are two role-play situations and students should do both. Then use the Speaking test results forms to evaluate each student's performance. You can then cut out the results and give them to the students.

Role-play 1

Student A

You are meeting a visitor to your factory, which produces computer components. The schedule for today is as follows.

Morning

Tour of the factory.

Lunch

Meet the head of production.

Afternoon

Visit the technical centre (10 kilometres away).

- Meet and welcome the visitor who has flown in this morning.
- Ask about the journey and offer something to drink.
- Remember to explain the reasons for wearing overalls and not touching any components in the factory area.

Student B

You are visiting a factory which produces computer components. You have a two-hour flight and short taxi ride from the airport to the factory. Meet your hosts. You'd like to start your tour straightaway. Ask about the schedule and explain that you would also like to meet Dr Ruth Obach, who is in charge of research and development.

Role-play 2

Student A

You are visiting a brand new conference centre in Milan to decide if it will be suitable for a three-day conference. Meet the head of the conference centre, who will show you around.

You travelled overnight by train from Zurich.

Meet your host. You'd like to start your tour straightaway.

Ask about the schedule and mention that you'd also like to do some shopping later in the day, if you have time!

Student B

You are in charge of a new conference centre in Milan. You are meeting a potential client, who has travelled overnight from Zurich, to assess if the centre is suitable for a three-day conference.

The schedule for today is as follows.

Morning

Tour the main seminar rooms of the centre.

Lunch

Eat out at a nearby local restaurant.

Afternoon

Visit the newly built hotel connected to the centre.

- Meet and welcome the visitor.
- Ask about the journey and offer something to drink.
- Remember to explain that the visitor needs to wear an identity pass at all times.

Unit 6 Speaking test results

Use these forms to evaluate the students.

Student A Can the student ...?	Didn't do this (0 points)	Yes, but with some mistakes (1 point)	Yes, did this very well (2 points)
welcome the visitor			
ask about the journey			
offer something to drink			
talk about the schedule			
remind the visitor about safety			

Result _____ / 10 marks

Student B Can the student ...?	Didn't do this (0 points)	Yes, but with some mistakes (1 point)	Yes, did this very well (2 points)
welcome the visitor			
ask about the journey			
offer something to drink			
talk about the schedule			
remind the visitor about security			

Result _____ / 10 marks