

TRAVEL ARRANGMENTS

 4.01 Listen to a conversation between a PA and her manager about a business trip to Japan. Complete the dialogue.

Bea: Dom, I booked ¹ _____ for your trip to Japan, on Japan Airlines.

Dom: Thanks, Bea. What about my hotel?

Bea: I need to book ² _____ room for you tomorrow.

Dom: Am I **going** by ³ _____ from Osaka to Tokyo?

Bea: No, you **aren't flying**. You're **going** by ⁴ _____. It's only two-and-a-half hours by train – the trains are very fast in Japan.

Dom: Where **am I staying**? For a two-week visit, I usually rent ⁵ _____.

Bea: Yes, that's what **we're doing**. It isn't big, but it's very comfortable. And it's near the office.

Dom: OK. Where **am I meeting** customers?

Bea: In the office. There's a meeting room there.

B Complete the table with the words in the box.

a car an apartment (x2) a flight coach plane

book	a hotel / a train ticket / an apartment / ¹ _____
stay at	a hotel, ² _____
go by	bus / car / coach / ³ _____ / ⁴ _____
rent	⁵ _____ / ⁶ _____