

UNIT 4 ➤ Travelling for work**Lesson 4.1 I'm flying to Tokyo tomorrow****Vocabulary A** Complete the sentences with the words in the box.

an apartment booking customers flight going by plane rent stay at

- 1 She often stays in _____ near the office.
- 2 They're going to Rome by _____.
- 3 The _____ from Munich to Moscow takes three hours.
- 4 Are you _____ a hotel for me in Madrid?
- 5 I'm meeting _____ tomorrow morning.
- 6 They usually _____ a car and drive to the hotel.
- 7 I'm _____ train from London to Frankfurt.
- 8 Visitors often _____ a hotel near the factory.

Communicative grammar**B** Make sentences and questions about arrangements. Use the correct form of the verbs.

- 1 I / visit / the Paris office on Monday / .

- 2 Who / you / meet on Friday / ?

- 3 They / not fly / to Oslo on Wednesday / .

- 4 Where / he stay / on Thursday evening / ?

- 5 we go / by coach / ?

- 6 We / book / a flight to Peru next month / .

- 7 she / meet / Paola next Monday / ?

- 8 He / not hire / a car in Kraków / .

- 9 She / stay / in a hotel tomorrow night / ?

- 10 You / start / the meeting at 10 o'clock / .

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Lesson 4.2 The 12.05 is delayed

Vocabulary A Choose the correct option, a, b or c.

- Which **gate** is your ____ leaving from?
a train b flight c car
- The 12.14 is **cancelled**, so I'm going ____.
a to the station b by train c on the 13.14
- This is **passport control**, so you need to ____.
a show your identification. b take off your jacket c go by plane
- The Madrid ____ is at **platform** three.
a station b flight c train
- My ____ is at 9.00, so I'm going to the **airport** at 7.00.
a flight b coach c car
- Is your ____ arriving at **platform** four or five?
a flight b train c meeting
- The 9.02 train is **delayed**. It's ____.
a leaving at 8:45 b not leaving today c leaving at 9:15
- At **security**, you need to ____.
a buy a ticket b take off your coat c go by plane

B Match the sentence halves.

- | | |
|---|--|
| 1 Their flight is leaving | a is cancelled . |
| 2 We're late because the train was | b platform seven. |
| 3 The 11.32 train isn't arriving because it | c from gate thirty-two. |
| 4 He left the plane and | d take your water bottle through security . |
| 5 The train to Dubrovnik is at | e delayed . |
| 6 Your flight is in two hours, so you need to | f is near the train station . |
| 7 Our hotel | g went through passport control . |
| 8 Don't | h go to the airport now. |

will / won't

C Complete the sentences with *will* or *won't* and the prompts.

- A: We need to speak to the manager.
B: _____. (I / get / her / for you / now) (✓)
- A: Sales of the RS20 are not good this month.
B: _____. (We / sell / more / of that model / next month) (✓)
- A: I can't finish the report this week. I'll do it next week.
B: _____. (You / not have / time / next week) (X)
- A: We are going to the canteen for lunch in ten minutes.
B: Great, _____. (I / meet / you / there) (✓)
- A: The new phones aren't ready. They're still in production.
B: OK, _____. (I / not / order / any) (X)
- A: I can't attend the meeting in the office tomorrow.
B: _____. (I / not be / there / either). (X)
_____. (I / join / it / online). (✓)

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Lesson 4.3 An update email

Communicative
grammar**A** Complete the email with the words and phrases in the box.

morning right now this month today

Hi Tomoko,
How are you? And how is everything going in Tokyo ¹ _____? Did you meet the lunchtime deadline for the report?
I'm writing to tell you that we're making good progress ² _____. I hit my sales target this ³ _____! So, ⁴ _____ I'm working on the final sales figures for the July presentation. I'll update you again when it's ready.
Speak soon!
Luigi

B Complete the email with the words and phrases in the box.

moment 'm writing now 're having 're testing 's coming

Hi David,
How are things going in London? I ¹ _____ a progress update today. At the ² _____, we ³ _____ the new computers in the factory. Right ⁴ _____ we ⁵ _____ a few problems, but Magda ⁶ _____ this morning to look at them.
I hope everything's well with you.
Best wishes,
Sally

UNIT 4 ➤ Travelling for work**Lesson 4.4 Setting up a video call****Speaking A** Complete the dialogues with the words in the box.

audio breaking call frozen here mute problem sharing unmute video

A: Can you hear me?**B:** Yes, no ¹ _____.**A:** Are you there?**B:** Yes, I'm ² _____.**A:** The connection isn't very good.**B:** You're ³ _____ up.**A:** I can't see you.**B:** Hang up. I'll ⁴ _____ you back.**A:** My camera isn't working.**B:** Let's have a(n) ⁵ _____ call.**A:** I can't hear you.**B:** Oh, sorry. I was on ⁶ _____!**A:** My internet connection is slow.**B:** Try turning off your ⁷ _____.**A:** I'm ⁸ _____ my screen.**B:** Yes, I can see it.**A:** The screen is ⁹ _____.**B:** Try turning off your video.**A:** Can you hear me?**B:** No. Try ¹⁰ _____ your microphone.