



1A Match the words (1-6) with the photos (A-F).

- 1 a plane _____ 3 a bus _____ 5 a train _____
 2 an apartment _____ 4 a hotel _____ 6 a coach _____



B Answer the questions.

- Where do you usually stay when you travel a) for work b) for holidays?
- When was the last time you travelled by plane/train/coach/bus?
- When was the last time you stayed in a hotel / an apartment?

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 _____

Travel arrangements

2A  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.

C Match the sentence halves.

- | | |
|-------------------------|---------------------------------|
| 1 She usually books | a in an apartment. |
| 2 On work trips, I stay | b a car and drive to the hotel. |
| 3 We go by | c a hotel near the office. |
| 4 They rent | d bus from home to the airport. |

Talking about arrangements

- | | |
|---|--|
| + I'm flying to Tokyo tomorrow. | She/He is meeting customers on Friday. |
| We/You/They're working in Tokyo next week. | You're staying in the city centre. |
| | |
| - I'm not staying at a hotel. | He/She isn't going to the factory. |
| We/You/They aren't going to the factory on Tuesday. | |
| | |
| ? Where are you meeting the customers? | I'm meeting them at their office. |
| | |
| ? Is Claudia meeting you at the airport? | Yes, she is. / No, she isn't. |
| Are they visiting the factory with you? | Yes, they are. / No, they aren't. |

The Present Continuous

We use the Present Continuous to talk about definite arrangements in the future. These are usually fixed because someone arranged them or agreed to them, e.g. a meeting, a hotel booking, a flight.

I'm meeting the team later.

She's visiting the Paris office on Monday.

They're going to Munich next month.

We use time references with the Present Continuous to say when the arrangement is happening in the future.

I'm renting a car next week.

He's not visiting the office on Monday.

Are you flying to Munich tomorrow?

Positive/Negative			Yes/No questions		
I	'm 'm not	renting a car next week.	Am	I	flying to Munich tomorrow?
He/ She/It	's isn't		Is	he/she/ it	
You/ We/ They	're aren't		Are	you/ we/ they	

Wh- questions			
When	am	I	travelling to Munich?
How	is	he/she/it	
Why	are	you/we/ they	

Short answers - Positive			Short answers - negative		
Yes,	I	am.	No,	I	'm not. am not
	he/she/ it	is.		he/she/ it	isn't. is not.
	you/we/ they	are.		you/ we/ they	aren't. are not.

Spelling the Present Continuous	
add -ing	look → looking, go → going, meet → meeting
-e , add -ing	come → coming, have → having, make → making
consonant x2, add -ing	get → getting, stop → stopping, run → running

1 Complete the sentences using the Present Continuous and the words in brackets.

- _____ (I / go) to Prague next week.
- _____ (she / not stay) at a hotel.
- _____ (we / visit) the office on Monday.
- _____ (they / not rent) a car.
- _____ (I / not meet) customers next week.
- _____ (he / fly) to London tomorrow.
- _____ (She / book) a flight to Porto.
- _____ (they / start) the meeting at 9.00.

/ŋ/, /ŋk/ and /n/. The -ing ending.

1 Listen and repeat.

▶ P4.01 /ŋ/ during evening sing spring thing

▶ P4.02 /ŋk/ drink ink link pink think

▶ P4.03 /n/ begin bin pin skin win

2 ▶ P4.04 Listen and repeat.

- drinking thinking
- winning beginning
- working learning
- reading repeating
- flying driving
- walking talking

2 Complete the dialogues with the correct form of be and the verbs in the box in the Present Continuous. Use one verb twice.

fly go rent meet stay

- A: ¹ _____ he ² _____ ?
 B: No, he ³ _____. He's going by train.
- A: ⁴ _____ they ⁵ _____ a car?
 B: Yes, they ⁶ _____.
- A: ⁷ _____ I ⁸ _____ in a hotel?
 B: No, you ⁹ _____.
- A: When ¹⁰ _____ I ¹¹ _____ ?
 B: Next Monday.
- A: Who ¹² _____ you ¹³ _____ ?
 B: I ¹⁴ _____ customers.

3 P4.05 Listen and repeat.

- 1 They're **drinking** tea and **thinking**.
- 2 She's **winning** at the **beginning**.
- 3 I'm **working** and **learning**.
- 4 He's **reading** and **repeating**.
- 5 We're **flying** or **driving**.
- 6 They're **walking** and **talking**.

4A P4.06 Listen and complete the sentences with one word.

- 1 Things are going well and the business is _____.
- 2 I don't think the _____ is winning new clients.
- 3 They're emptying the bins and _____ during the break.
- 4 There's no black ink in it so it's _____ in blue and pink.
- 5 We're _____ our spring holidays this evening.
- 6 The link isn't working because you're _____ in the wrong PIN.

1A P4.01 Listen and complete the words. Write *n*, *nk* or *ng*.

- | | | | |
|-----------|------------|-------------|------------|
| 1 i _____ | 3 pi _____ | 5 thi _____ | 7 si _____ |
| 2 i _____ | 4 pi _____ | 6 thi _____ | 8 wi _____ |

B Listen again. Practise saying the words in Exercise 1A.

2 P4.02 Listen and repeat.

- | | | |
|-----------------|-------------------|---------------|
| 1 during spring | 3 drink something | 5 strong link |
| 2 evening drink | 4 begin to think | 6 pink ink |

3 P4.03 Listen and complete the sentences. Then listen and repeat.

- 1 _____ something.
- 2 _____ something.
- 3 _____ something.
- 4 _____ something.

4 P4.04 Listen and complete the sentences. Then listen and repeat.

- 1 They're _____ the opening times again.
- 2 Are you _____ to the meeting room?
- 3 We're not _____ it at the planning meeting.
- 4 I'm _____ about the new working hours.

3 Complete the sentences with the correct form of *be* and the verb in brackets. Look at the examples in Exercise 2A to help you.

- 1 I _____ clients next Monday and you _____ a presentation to them at 9 a.m. (visit, give)
- 2 We _____ by bus, we _____ the train. (not go, take)
- 3 _____ they _____ in a company apartment? (stay)
- 4 Who _____ the flights to Moscow? (book)

Trip to Munich

MONDAY

Fly to Munich

Stay at Hotel Olympic (two nights)

TUESDAY

Morning: Claudia meets me at hotel

Afternoon: Visit factory with area managers

WEDNESDAY

Travel to Augsburg (go by train)

4  4.02 Look at Barbara's arrangements for next week. Complete the dialogue with the correct verbs from the calendar. Then listen and check.

Pietro: When ¹ are you flying to Munich?

Barbara: I ² _____ on Monday.

Pietro: ³ _____ Claudia _____ you at the airport on Monday?

Barbara: No, she ⁴ _____. She ⁵ _____ me at the hotel on Tuesday morning. We ⁶ _____ the factory in the afternoon.

Pietro: ⁷ _____ the area managers _____ the factory with you?

Barbara: Yes, they ⁸ _____.

Pietro: And when ⁹ _____ you _____ to Augsburg?

Barbara: On Wednesday morning. I ¹⁰ _____ by train.

5A  4.1.1 Watch the video introduction. What are the reasons for travelling for work?

B Watch the video. Answer the questions with (C) for Claire or (M) for Michaela.

- 1 Who travels abroad ... a) sometimes? ____ b) often? ____
- 2 Who is traveling a) with a colleague? ____ b) alone? ____
- 3 Who is a) taking the train? ____ b) taking a plane? ____
- 4 Who is a) working with a client at their office? ____ b) going to a conference? ____



C Watch again. Choose the correct option.

- 1 Claire is going to Oxford for *one / two* day(s).
- 2 Claire is staying in a hotel in Manchester for *one / two* night(s).
- 3 Claire is going to a restaurant with *friends / her boss*.
- 4 Michaela is staying in Hong Kong for *one / two* week(s).
- 5 Michaela is building a website for her *clients / company*.
- 6 Michaela is planning to *do some sightseeing / rent a car for work*.
- 7 Michaela is going to a restaurant with clients in the *afternoon / evening*.

Student A

Look at your travel arrangements. Have a conversation with Student B and arrange a time to meet.

Trip to Frankfurt and Athens

Tuesday

Morning: Train to Frankfurt

Afternoon: Meet suppliers

Evening:

Wednesday

Morning: Meet Angela at the apartment

Afternoon:

Evening: Dinner with Mr Brandt

Thursday

Morning:

Afternoon: Have lunch with Frankfurt colleagues, until 2 p.m.
Available after 2pm.

Evening: Fly to Athens

Student B

Look at your travel arrangements. Start a conversation with Student A and arrange a time to meet.

Schedule for Frankfurt

Tuesday

Morning:

Afternoon: Meet sales team from 1–5 p.m.

Evening: Dinner with Sales Team Manager

Wednesday

Morning:

Afternoon: Meeting with clients all afternoon

Evening:

Thursday

Morning: Project update meeting

Afternoon:

Evening: Busy

1 Match the verbs (1–4) with the phrases (a–d).

- | | |
|--------|-------------------|
| 1 book | a in an apartment |
| 2 go | b by coach |
| 3 rent | c a car |
| 4 stay | d a flight |

2 Choose the correct option.

When Lorna travels for work, she usually ¹goes / stays at a hotel. When she goes to Paris, she never goes by ²plane / flight, she ³books / rents a train ticket from London to Paris. She sometimes ⁴books / goes by coach.

Lorna isn't going to Madrid by ⁵plane / train. She's flying. When she goes to Madrid, Lorna sometimes ⁶goes by / rents a car. She goes to the airport ⁷in / by train. She's ⁸renting / staying an apartment in Madrid in July.

MASTERING THE ACCENT **η**

Words for practice:

1. doing
2. teaching
3. coming
4. listening
5. being
6. going

Word pairs:

1. doing nothing - *нічого не робити*
2. something wrong - *щось не так*
3. looking young - *виглядати молодо*
4. wedding ring - *весільне кільце*
5. bring everything - *принести все*
6. feeling strong - *відчувати сильним*

Word contrasts for **n** and **ŋ**

n - ŋ

1. thin - thing
2. ran - rang
3. fan - fang
4. win - wing
5. ban - bang
6. run - rung