

Vocabulary

- 1 Complete the sentences with the words in the box. There are **two** extra words you do not need.

attend badge brochures exhibition exhibitors
launch meet provide show stand

- We go to this trade _____ every year.
- We're having the same exhibition _____ this year.
- _____ come from hundreds of countries.
- We're designing new _____ to give to visitors.
- Remember to wear your _____ at all times in the conference centre.
- We often _____ conferences in Europe for work.
- The _____ centre was an old train station in the city centre.
- They want to _____ their new electric car at the motor show in Frankfurt.

- 2 Choose the correct option to complete the phone conversation.

- A: Good morning, Finlay Engineering. ¹What / How can I help you?
- B: Hello this is Georgios Papadakis at Doyle's Conference Centre. It's ²about / for next week's conference. Can I speak to Mr Finlay?
- A: ³I / I'm sorry, he's not available right now. Can I ⁴give / take a message?
- B: Yes, please. Can you tell him Georgios Papadakis ⁵phoned / phoning?
- A: Certainly. Could you ⁶have / spell your surname for me, please?
- B: Yes, it's P-A-P-A-D-A-K-I-S.
- A: And can I ⁷have / say your phone number?
- B: Yes, it's 690276335.
- A: Sorry, could you ⁸say / tell that again, please?
- B: Sure, it's 690276335.
- A: Thank you. ⁹I'll / I give him your message.

Grammar

- 3 Choose the correct option.

- We _____ to have a stand in the main hall this year.
a 's going b isn't going c 're going
- They _____ stay in the conference hotel.
a isn't going b aren't going to c 're going
- When _____ set up the exhibition stand?
a 's going b are you going to c are you going
- She _____ to send you more brochures soon.
a 's going b going c 're going to
- I _____ attend the trade fair this year. I'm very busy.
a 's going b aren't going to c 'm not going to
- How many people _____ attend the exhibition?
a is going to b going to c are going to

- ★ 4 Use *would like* to make these sentences and questions more formal.

- I want to speak to the manager.

- He wants to join us for the meeting.

- We want to order more computers.

- A: Do you want to join us at the restaurant?
B: Yes, I want to.

- What time do you want to have lunch?

- A: When do you want to see the factory?
B: I want to see it this afternoon.

Functional language

- ★ 5 Put the word in brackets in the correct position to complete the phrases for socialising with clients.

- What do you think the conference? (of)

- Do you your hotel? (like)

- Did you the meal? (enjoy)

- I think are some very good new products. (there)

- The meeting was interesting. (very)

- I like some of the stands. (exhibitors')

- The hotel is beautiful and near the town centre. (it's)

- Yes, but it near our office. (isn't)

- You're but it's a very popular product. (right,)

- Did you the local music show? (see)

- I want to visit the old city. I it's beautiful. (hear)

- When you arrive? (did)
