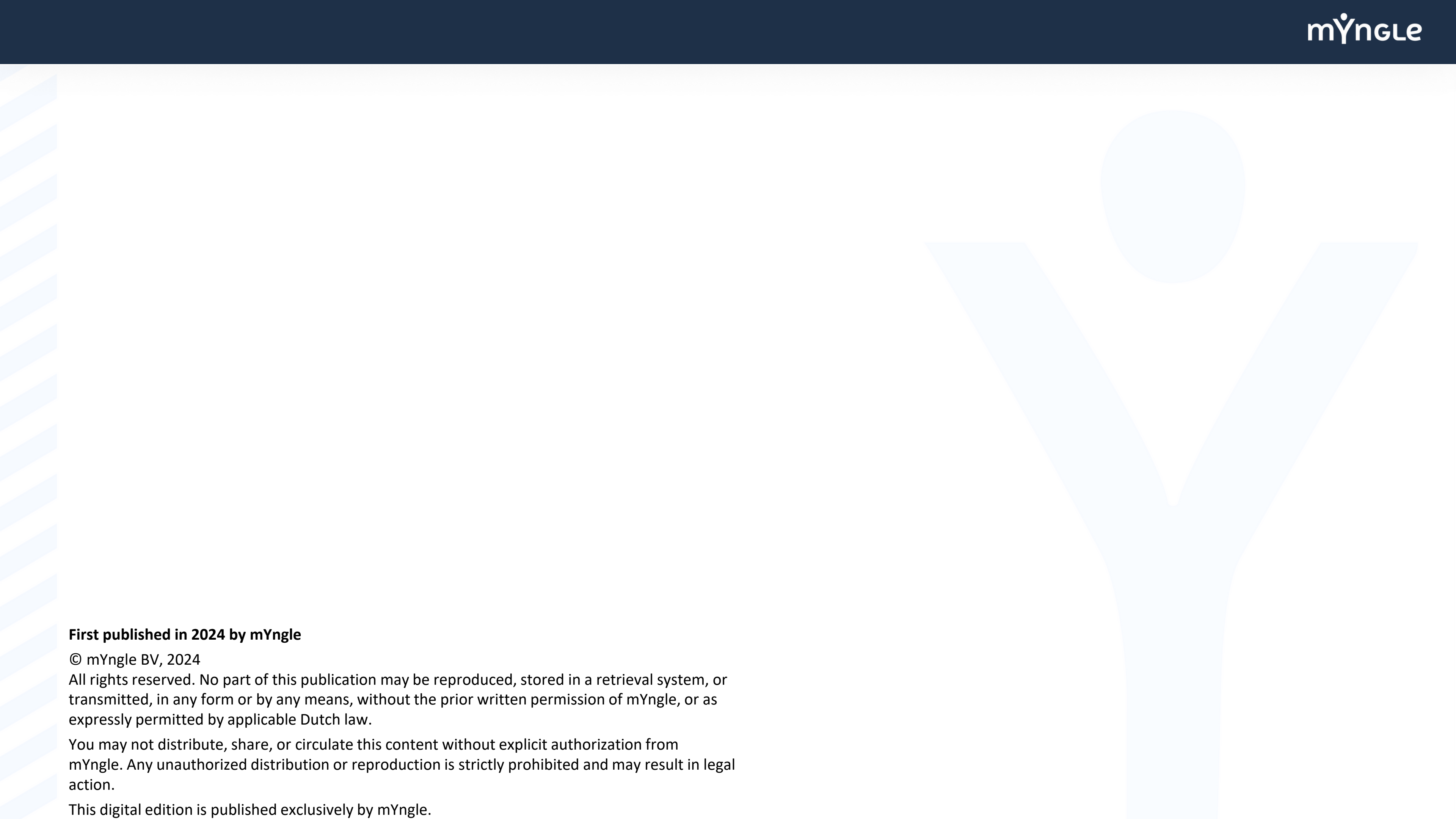


mYngle

Business Pre-Intermediate

Homework - Unit 7: Travel



The background features a large, light blue stylized figure of a person with arms raised, set against a light yellow background. On the left side, there are several light blue diagonal stripes.

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1. Arrange the paragraphs in the correct order to create a clear, formal text about business trips.

Business Trips

- A.** It is important to confirm reservations before any business trip. This includes flights, hotel bookings, and car rentals. When you confirm, you know that everything is ready for your travel.
- B.** Travel can be stressful when things go wrong. Traffic jams can delay you, and sometimes people lose luggage during their trip. Always double-check your bags before the plane takes off to avoid problems.
- C.** Many business travelers have tight schedules. They have many meetings and events, so they cannot miss flights. It is important to plan ahead and arrive early at the airport.
- D.** Companies try to reduce costs on business travel. Sometimes, they offer a discount on hotel rooms or transport services. This helps save money and makes the trip easier.
- E.** Long flights can be tiring, and jet lag is common for business travelers. Choosing seats with enough legroom can make the flight more comfortable. This way, you can feel better when you arrive.

1. ____ 2. ____ 3. ____ 4. ____ 5. ____



2. Match each word (1-10) to the correct definition (a-j).

1. Jet lag	a. You feel tired because of traveling across different time zones.
2. Legroom	b. To not catch your plane in time.
3. Miss flights	c. To make sure your reservation is safe.
4. Tight schedules	d. The moment when a plain leaves the ground and begins to fly.
5. Traffic jams	e. Space available for your legs when you travel.
6. Confirm reservations	f. To provide a reduced price
7. Reduce costs	g. To lower expenses
8. Offer a discount	h. Little time to do things because you have a lot of activities to do.
9. Lose luggage	i. Heavy traffic
10.Take off	j. Not to find your bags during a trip

3. Use the words from the list to complete the sentences about business trips.

Words:

- be away from family
- get away from the office
- go sightseeing
- visit foreign places
- cost a fortune
- endless queues
- offer good deals

Sentences:

1. When you _____, you can explore new cities and learn about their culture.
2. Many people enjoy the opportunity to _____ when they have some free time during business trips.
3. Sometimes flights and hotels _____, especially during peak travel seasons.
4. To _____ and refresh, it's nice to _____ for a few days.
5. Waiting in _____ at the airport can be very frustrating.

4. Choose the best word to complete each sentence. Think about what makes sense when you travel for work.

1. To avoid _____, it's better to leave early for the airport.
 - a. feeling very tired
 - b. traffic jams
 - c. legroom
2. When you travel for work, it's common to _____ for extended periods.
 - a. offer a discount
 - b. be away from family
 - c. confirm reservations
3. Companies often _____ when they book hotels in advance.
 - a. lose bags
 - b. offer good deals
 - c. takes off
4. It is important to _____ a day before your flight to make sure everything is ready.
 - a. reduce the Price
 - b. miss the flight
 - c. confirm reservations
5. After a long meeting, having some _____ in the airplane can help you feel better.
 - a. legroom
 - b. tight schedules
 - c. jet lag



1. Match (1-6) with (a-f) to make correct compound nouns.

- Reduce
 - Lose
 - Weight
 - Airline
 - Hand
 - Delayed
 - a. luggage
 - b. flight
 - c. costs
 - d. charges
 - e. restrictions
 - f. luggage

2. Match the following words (1-6) to their definitions (a-f).

1. Reduce costs	a. Space for each passenger's carry-on.
2. Lose luggage	b. A flight that does not depart at the scheduled time.
3. Weight restrictions	c. Extra fees by the airline for various services.
4. Airline charges	d. minimum weight for luggage.
5. Hand baggage	e. To save money on expenses.
6. Delayed flight	f. To accidentally not find your baggage during travel.



3. Complete the following dialogue with words from the box.

- baggage allowances
- weight restrictions
- airline charges
- hand baggage
- aisle seat
- self-service check-in
- security scans
- seat upgrade
- connecting flight
- delayed flight
- upgrades
- window seat
- check in

At the Airport Check-in

Check-in Agent: Good morning! Can I have your ticket and passport, please? Thank you. Would you like an **1.** _____ or a **2.** _____ seat?

Passenger: I'd like an aisle seat if possible.

Check-in Agent: Let me check that for you. Yes, we have an aisle seat available. Now, have you used our **3.** _____ machines before?

Passenger: No, this is my first time. I usually **4.** _____ here at the desk.

Check-in Agent: No problem at all. How many bags are you checking in today?

Passenger: Just one. But I also have **5.** _____

Check-in Agent: Alright. Please make sure your hand baggage meets our **6.** _____. The **7.** _____ are 8 kilograms.

Passenger: Okay, I think my bag is fine. What about the baggage?

Check-in Agent: The **8.** _____ are based on weight. Your ticket includes one bag up to 20 kilograms. Any excess might incur extra fees.

Passenger: Understood. Could you also tell me if there are any options for a **9.** _____ Maybe to something with more legroom?

Check-in Agent: Certainly! We do offer **10.** _____. For extra legroom in an exit row or a window seat with more space, there is a small additional charge.

Passenger: I'll think about it. How about security? Any updates on that?

Check-in Agent: Yes, all passengers must go through **11.** _____. Please remove any laptops or large electronic devices from your bags for inspection.

Passenger: Thank you. One last question, I have a **12.** _____ in Frankfurt. Will my **13.** _____ here affect the connection?

Check-in Agent: Let me check the status of your connecting flight. It looks like it's also slightly delayed, so you should have enough time to make your connection. However, I recommend that you go directly to your next gate when you land.

Passenger: Great, thanks for all your help.

Check-in Agent: You're welcome! Here are your boarding passes. Have a safe and pleasant flight!

4. Read each word and its definition. Choose YES if the definition is correct, and NO if it is not.



1. **Jet lag** - feeling tired after you travelled across different time zones.
Legroom - Space where passengers can store their luggage.
2. **Miss flights** - To not make it to your flight on time.
3. **Tight schedules** - Itineraries that are very relaxed with lots of free time.
4. **Traffic jams** - Heavy, slow-moving vehicle traffic.
5. **Confirm reservations** - To check if a hotel has a gym.
6. **Middle seat** - A seat by the pathway inside the plane, often preferred for easier access.
7. **Self-service check-in** - Checking in for a flight using an airport kiosk or online system.
8. **Security scans** - Procedures to check passengers for prohibited items before boarding.
9. **Seat upgrade** - Buying a worse seating position on the plane.
10. **Connecting flight** - A direct flight to a destination without any stops.
11. **Window seat** - A seat next to the plane's window.

Grammar

We can talk about the **Future** with 3 different structures: going to; will; present continuous.

Usage in Business English

- We use "going to" to talk about plans and intentions.
Example: *I'm going to start a new project next month.*
- We use "will" to make spontaneous decisions (at the moment of speaking).
Example: *It's raining! I will close the window.*
- We use "present continuous" for future arrangements (there is a date, a time, or a place).
Example: *I'm meeting the client at 10 AM tomorrow.*

The structure is: SUBJECT + **WILL** + **INFINITIVE**

	Affirmative	Negative	Questions
I	I will take the job	I won't take the job	will I take the job?
We	We will take the job	We won't take the job	will we take the job?
You	You will take the job	You won't take the job	will you take the job?
They	They will take the job	They won't take the job	will they take the job?
He	He will take the job	He won't take the job	Will he take the job?
She	She will take the job	She won't take the job	will she take the job?
It	It will take the job	It won't take the job	will it take the job?

1. Fill in the blanks with "going to" or "will" to complete the sentences.

1. **A:** Are you ready for the presentation?
B: Yes, I _____ present the report at 3 PM.
2. The company _____ expand into the European market next year. (intention)
3. **A:** The phone is ringing.
B: I _____ answer it.
4. Our marketing department _____ launch a new campaign in the next quarter. (plan)
5. **A:** I forgot my notebook at home.
B: No problem, I _____ get you some paper.
6. We _____ hire more staff next year. (plan)
7. I _____ book the conference room for the meeting. (intention)
8. **A:** Oh no! I forgot to send the email!
B: Don't worry, I _____ send it right now.
9. They _____ attend the trade show in Paris next month. (plan)
10. **A:** Do you need a ride to the airport?
B: Yes, that would be great! I _____ call a taxi otherwise.

2. Decide if each sentence (1-10) refers to:

a. Spontaneous decision

b. Future arrangement

c. Plan/Intention

1. I'm meeting the new client tomorrow at 10 AM.
2. I think I'll take a taxi to the office.
3. We are going to open a new store in London next month.
4. She's having lunch with the CEO later today.
5. I'll send you the documents in an hour.
6. They are going to start the training program next Monday.
7. It's cold in the office. I'll turn off the air conditioning.
8. I'm presenting the new project at 2 PM tomorrow.
9. We're going to upgrade the software by the end of the year.
10. He's traveling to New York for a meeting next week.

3. Choose the correct option (a, b, or c) to complete each sentence.

1. The team _____ a meeting with the finance department next week.
 a. is going to have
 b. will have
 c. is having
2. *Don't worry! I _____ help you finish the report.*
 a. am going to
 b. will
 c. am having
3. We _____ open a new branch in Singapore soon.
 a. will
 b. are going to
 c. are
4. *It's late. I _____ send the email tomorrow morning.*
 a. will
 b. am going
 c. am
5. *I _____ talking to my boss about the project later today.*
 a. will
 b. am going to
 c. am
6. They _____ finish the report before the deadline.
 a. will
 b. are going to
 c. are
7. We _____ host an international conference at some point in the future.
 a. will
 b. are going to
 c. are
8. *I _____ call the IT department right away to fix this issue.*
 a. will
 b. am going to
 c. am
9. The HR manager _____ interviewing new candidates tomorrow.
 a. is going to
 b. will
 c. is
10. *I _____ prepare a presentation for the next meeting.*
 a. am going to
 b. will
 c. am

1. Below is a list of mixed phrases (1-14). Categorize each phrase into one of the following categories (a-d).

- 1. I don't agree at all.
- 2. I think you're right.
- 3. What do you think?
- 4. I think that we should...
- 5. I don't agree.
- 6. Do you agree?
- 7. Personally, I feel that we should...
- 8. I disagree.
- 9. How do you feel about that?
- 10. I agree with you.
- 11. From my point of view...
- 12. In my opinion...
- 13. I don't think that we should...
- 14. I don't feel that we should...

- a. Asking for an opinion
- b. Giving an opinion
- c. Agreeing
- d. Disagreeing



2. Choose the correct phrase to complete each sentence.

1. _____ we need to hold a meeting to discuss the sales results?
a. personally, i feel
b. what do you think
c. i agree with you
2. _____ about the new marketing strategy?
a. how do you feel
b. i disagree
c. i think you're right
3. _____ that we should hire more staff.
a. do you agree
b. i don't think
c. from my point of view
4. _____ that we should reduce costs.
a. i disagree
b. personally, i feel
c. i don't agree at all
5. _____ with the proposed budget cuts?
a. i think
b. do you agree
c. from my point of view
6. _____ with your idea to expand the product line.
a. i don't agree at all
b. i agree
c. i don't think
7. I _____ that we should explore international markets.
a. don't agree
b. agree
c. think
8. _____ with the decision to move forward with the merger?
a. do you agree
b. i feel
c. from my point of view
9. _____ we need to focus on improving customer service.
a. what do you think
b. i don't agree
c. personally, i feel
10. _____, I think this is the best course of action.
a. i think you're right
b. from my point of view
c. i don't agree

3. Match the phrases in Part A (1-10) with Part B (a-j) to form complete expressions for asking/giving opinions, agreeing, and disagreeing.

Part A:

- 1. What do you think
- 2. From my point of view
- 3. I agree with you
- 4. I don't agree at all
- 5. How do you feel
- 6. Personally, I feel that
- 7. I think you're right
- 8. I don't think that
- 9. In my opinion
- 10.I disagree

Part B:

- a. the project needs more time to develop.
- b. about the changes in the policy?
- c. we should focus on customer service.
- d. we should reduce the budget for marketing.
- e. it's a good strategy for the next quarter.
- f. we should continue with the same plan.
- g. the new design looks great.
- h. it's necessary to launch the product soon.
- i. the budget cuts are too severe.
- j. we need to discuss this further.

1. Read the following text and choose the most pertinent option (1-9) to describe plans and intentions.

Planning the Product Launch

1. We're going to / We have scheduled / I'm thinking of launch our new product next month. This product has been in development for over a year, and *2. I plan to / we hope to / we have scheduled* introduce it successfully to the market. *3. I'm thinking of / I plan to / we hope to* contact our key clients and give them an exclusive preview before the official launch date.

4. We need to decide / We have scheduled / I'm thinking of on the best date for our launch event. Currently, *5. I intend to / we need to decide / we are preparing to* host a virtual meeting to discuss the timeline and promotional strategies. Our marketing team is going to create a series of online ads to build excitement.

6. I intend to / We aim to / We're going to reach at least 10,000 potential customers in the first month. *7. I'm thinking of / we need to / I plan to* offering a special discount to encourage early buyers. Additionally, *8. I'm thinking of / we have scheduled / we need to decide* a training session for our sales team so they can understand the product's features better.

9. I intend to / I'm thinking of / We hope to monitor customer feedback closely after the launch to make any necessary improvements. With these plans in place, we believe this launch will be a great success.

2. Complete the dialogue using the correct phrase from the list below. Use each phrase only once.

- Are you planning to...
- We aim to...
- Is it possible to...
- I'm thinking of...
- Can we arrange to...

- We need to decide...
- I plan to...
- Shall we plan to...
- We are preparing to...
- X is going to...

Dialogue:

Manager: Good morning, team! 1. _____ have the product launch next month, so we need to finalize the details.

Sarah: Absolutely! 2. _____ send out the invitations this week?

John: Yes, please let's do that! Also, 3. _____ putting the focus on social media advertising for the promotion.

Manager: Great idea. 4. _____ whether to host a virtual event or an in-person one?

Sarah: I think an online event is better. Now, let's organize ourselves. 5. _____ send out the agenda to notify everyone?

John: That sounds good. 6. _____ create a short video about the product?

Manager: Yes, that's a priority. 7. _____ include some customer testimonials myself.

Sarah: By the way, 8. _____ take care of the technical setup for the virtual event?

John: Yes, our IT team 9. _____ handle all the technical aspects.

Manager: Excellent. Finally, 10. _____ practice our presentations a few days before the launch.

3. Choose the correct expression to complete each sentence.

1. Our company _____ bring in a new project soon.
a. are thinking of
b. is going to
c. aim to
2. _____ expand our business into new regions.
a. we going to
b. shall we plan to
c. we hope to
3. _____ hold a team-building event next week?
a. can we arrange to
b. we have scheduled
c. is going to
4. The HR department _____ update the employee handbook by the end of the month.
a. are planning to
b. we hope to
c. is going to
5. I _____ take a vacation after the project is finished.
a. intend to
b. aim in
c. need to decide
6. _____ organize the meeting for next Friday?
a. are you planning to
b. is going to
c. we hope to
7. The sales team _____ meet their targets by the end of the quarter.
a. intends to
b. is going
c. are planning to
8. _____ make a decision on the new product design next week.
a. We have scheduled
b. I'm thinking of
c. We need to
9. I _____ expand our online presence to attract more customers.
a. plan to
b. need to decide
c. preparing to



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Business Pre-Intermediate

Unit 7: Travel

Homework – Answer Key

Exercise 1

1. A
2. C
3. E
4. D
5. B

Exercise 2

1. a
2. e
3. b
4. h
5. i
6. c
7. g
8. f
9. j
10. d

Exercise 3

1. visit foreign places
2. go sightseeing
3. cost a fortune
4. get away from the office, be away from family
5. endless queue

Exercise 4

1. b) traffic jams
2. b) be away from family
3. b) offer good deals
4. c) confirm reservations
5. a) legroom

Exercise 1

- 1. c: Reduce costs
- 2. a: Lose luggage
- 3. e: Weight restrictions
- 4. d: Airline charges
- 5. a: Hand baggage
- 6. b: Delayed flight

Exercise 2

- 1. **Reduce costs e.** To save money on expenses.
- 2. **Lose luggage f.** To accidentally not find your baggage during travel.
- 3. **Weight restrictions d.** minimum weight for luggage.
- 4. **Airline charges c.** Extra fees by the airline for various services.
- 5. **Hand baggage a.** Space for each passenger's carry-on items.
- 6. **Delayed flight – b.** A flight that does not depart at the scheduled time.

Exercise 3

- | | |
|--------------------------|-----------------------|
| 1. aisle seat | 8. airline charges |
| 2. window seat | 9. seat upgrade |
| 3. self-service check-in | 10. upgrades |
| 4. check in | 11. security scans |
| 5. hand baggage | 12. connecting flight |
| 6. weight restrictions | 13. delayed flight |
| 7. baggage allowances | |

Exercise 4

- | | |
|--------|---------|
| 1. YES | 7. NO |
| 2. NO | 8. YES |
| 3. YES | 9. YES |
| 4. NO | 10. NO |
| 5. YES | 11. NO |
| 6. NO | 12. YES |

Exercise 1

- | | |
|-----------------|-----------------|
| 1. will | 6. are going to |
| 2. are going to | 7. am going to |
| 3. will | 8. will |
| 4. is going to | 9. are going to |
| 5. will | 10. Will |

Exercise 2

1. b. future arrangement
2. a. spontaneous decision
3. c. plan/intention
4. b. future arrangement
5. a. spontaneous decision
6. c. plan/intention
7. a. spontaneous decision
8. b. future arrangement
9. c. plan/intention
10. b. future arrangement

Exercise 3

- | | |
|--------------------|--------------------|
| 1. c. is having | 6. a. will |
| 2. b. will | 7. b. are going to |
| 3. b. are going to | 8. a. will |
| 4. a. will | 9. c. is |
| 5. c. am | 10. a. am going to |

Exercise 1

- | | |
|-----------------------------|-----------------------------|
| 1. d. Disagreeing | 8. d. Disagreeing |
| 2. c. Agreeing | 9. a. Asking for an opinion |
| 3. a. Asking for an opinion | 10. c. Agreeing |
| 4. b. Giving an opinion: | 11. b. Giving an opinion |
| 5. d. Disagreeing | 12. b. Giving an opinion |
| 6. a. Asking for an opinion | 13. b. Giving an opinion |
| 7. b. Giving an opinion | 14. b. Giving an opinion |

Exercise 2

1. b. what do you think
2. a. how do you feel
3. c. from my point of view
4. b. personally, i feel
5. b. do you agree
6. b. i agree
7. c. think
8. a. do you agree
9. c. personally, i feel
10. b. from my point of view

Exercise 3

- | | |
|------|-------|
| 1. b | 6. c |
| 2. a | 7. f |
| 3. g | 8. h |
| 4. d | 9. i |
| 5. h | 10. j |

Exercise 1

- 1. We're going to
- 2. we hope to
- 3. I plan to
- 4. We need to decide
- 5. we are preparing to
- 6. We aim to
- 7. I'm thinking of
- 8. we have scheduled
- 9. I intend to

Exercise 2

- 1. We are preparing to
- 2. Shall we plan to
- 3. I'm thinking of
- 4. We need to decide
- 5. Can we arrange to
- 6. Is it possible to
- 7. I plan to
- 8. Are you planning to
- 9. is going to
- 10. we aim to

Exercise 3

- | | |
|------|------|
| 1. b | 6. a |
| 2. c | 7. b |
| 3. a | 8. c |
| 4. c | 9. A |
| 5. a | |