

Business Elementary

Unit 11: Travel



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Unit 11: Grammar reference and Homework



Working with words

1. Match 1-6 to a-f to make phrases.

- | | |
|------------------|------------|
| 1. card ____ | a. access |
| 2. credit ____ | b. call |
| 3. expiry ____ | c. card |
| 4. internet ____ | d. date |
| 5. room ____ | e. number |
| 6. wake-up ____ | f. service |

2. Complete the missing words in the conversation.

A: Good evening. Do you have any **1. r**_____?

B: Yes. Would you like a **2. s**_____ or double room?

A: Double, please.

B: OK, we have a double room on the tenth **3. f**_____. It's 120 dollars. The price **4. i**_____ breakfast.

A: That's fine, thanks. I'll take it.

B: OK. Can you give me a credit card to **5. b**_____ the room, please?

A: Of course. Here you are.

B: Thanks. Please sign here. Here's your keycard. Is there anything else I can help you with?

A: I need to get to the airport for 8.00 a.m. tomorrow morning. Can you order me a **6. t**_____?

B: Of course. What **7. t**_____ do you need to be at the airport?

A: At 8:00 a. m.

B: OK. The taxi will be here at 7.30 a.m. then.

A: What time do you **8. s**_____ breakfast?

B: From 6.00 a.m. to 9:30 a.m.

A: Thanks.

B: There are towels and a **9. h**_____ in the bathroom, and there's a **10. s**_____ in the wardrobe.

A: Great, thanks. And where's the **11. l**_____?

B: It's just over there on the left.

A: Thanks.

B: Have a nice evening!

1. ~~Cross out~~ the one incorrect response in 1-4.

- 1 **A:** How was your meal?
 B: *Very nice, thanks. / Very delicious. / Delicious, thanks.*
- 2 **A:** Could I have the bill, please?
 B: *Sounds good. / Certainly. / Sure.*
- 3 **A:** Would you like a dessert?
 B: *No, thanks. / Yes, please. / No, I don't.*
- 4 **A:** Do you like pasta?
 B: *Yes, I do. / I do not. / No, I liken't*

2. Complete the conversation with the correct words.

A: Hello. Are you **1.** _____ to **2.** _____?

B: Yes, thanks. I **3.** _____ have the spaghetti Bolognese, please.

C: Mmm. The steak **4.** _____ good. I **5.** _____ like the steak and fries, please.

A: **6.** _____ you like any side dishes?

B: Do you **7.** _____ any salads?

C: Yes, we have a green salad.

D: OK, I'll **8.** _____ one of those, please.

E: And **9.** _____ we have two colas, please?

A: **10.** _____...

B: **11.** _____ me?

A: Yes?

B: Could I have the **12.** _____, please?

A: Of **13.** _____. One **14.** _____, please.

3. Put the conversations in the correct order.

- 1**
- a. ____ And could we have the bill, please?
 - b. ____ How was your meal?
 - c. ____ No, thank you, but we'd like two coffees, please.
 - d. ____ Sure.
 - e. ____ Very nice, thanks.
 - f. ____ Would you like a dessert?
- 2**
- a. ____ Are you ready to order?
 - b. ____ No problem.
 - c. ____ No, thanks, but I'd like a glass of mineral water, please.
 - d. ____ Would you like a side dish with that?
 - e. ____ Yes, I'll have a four seasons pizza, please.

GRAMMAR REFERENCE

Going to**Form**

Positive: Subject + *am/is / are + going to* + verb

*I **am/'m going to** visit the new offices. He*

*is/'s **going to** preside the meeting*

*They **are/'re going to** work in Czech Republic*

Negative: Subject + *am / is / are not + going to* + verb

*I **am not / 'm not going to** take the job.*

*She **is not / isn't going to** quit the job*

*We **are not / aren't going to** have a meeting about this.*

Questions: (Question word) + *am/is/are* + subject +

going to + verb?

Am I going to** come to the meeting? **Why is

he going to** talk to management? **Are you

***going to** visit the suppliers?*

Short answers: Don't repeat *going to*.

A *Is he going to talk to management?*

B *No, he **isn't**.*

A *Are you going to visit the suppliers?*

B *Yes, I **am**.*

Use

To talk about a general plan for a future action or event.

It is used to mean the same as *I am planning to ...*

There is not necessarily a fixed time in the plan.

*I'm **going to visit** Toronto.*

*We **aren't going to eat** out in the evening.*

***Are you going to take** Friday off?*

Infinitive of purpose

Add an infinitive to say *why* you are doing something.

*We're going to meet our suppliers **to discuss** prices.*

*They're going to spend a day in New York **to find** a new office.*

*I'm going to leave the office at 3.00 p.m. **to collect** my wife from the airport.*

1. Make sentences from the prompts using *going to*.

1. We / take / Monday off.
_____ .
2. They / visit / their customers.
_____ .
3. It / not / rain today.
_____ .
4. I / not / ask / Patrick to help.
_____ .
5. I / see / Marvis at the conference.
_____ .
6. You / discuss / the contract at the convention?
_____ ?

2. Match 1-6 to a-f to make sentences.

1. Ryan is going to meet us at the airport before we leave ____

2. I'm going to contact our suppliers ____

3. Jacob is going to attend the conference ____

4. Samantha is going to come to the airport ____

5. We're going to arrive early at check-in ____

6. We're going to work late ____
- a. to ask about the order.

b. to find some new customers.

c. to finish the presentation

d. to give us our visas.

e. to miss the queues.

f. to take us to our hotel.

3. Correct the mistakes in 1-8.

1. I'm going to not finish the report by Friday.
_____ .
2. Nicole isn't going take the new job.
_____ .
3. The airline is going cancel its flights.
_____ .
4. Mike are going to confirm his flight details later today.
_____ .
5. Sandra going to attend the meeting instead of me.
_____ .
6. Are you visit James while you're in Madrid?
_____ ?
7. Timo's going to call the suppliers for to cancel the order.
_____ .
8. Are you going to hold a meeting to discussing the IT problems?
_____ ?

Offering

- *Would you like ...?*

Asking for information

- *Are you ready to order?*
- *Do you have (any) ...?*

Requesting

- *Could I have ...?*
- *I'd like ..., please.*
- *I'll have ..., please.*

Responding

- *Yes, please.*
- *No, thanks.*
- *Not for me, thanks. Sure.*
- *Of course*

Talking about food

- *Do you like ...?*
- *They have really good ... here.*
- *How was your meal?*
- *Delicious / Very nice.*
- *The pizza looks/sounds good.*

Answer Keys

Working with words

1.

- | | |
|------|------|
| 1. c | 4. a |
| 2. e | 5. f |
| 3. d | 6. b |

2.

- | | |
|-------------|--------------|
| 1. room | 7. time |
| 2. single | 8. serve |
| 3. floor | 9. hairdryer |
| 4. includes | 10. safe |
| 5. book | 11. lift |
| 6. taxi | |

Business communication

1.

1. Very delicious
2. Sounds good
3. No, I don't
4. No, I liken't

2. Possible answers

- | | |
|----------|------------|
| 1. ready | 8. like |
| 2. order | 9. Can |
| 3. will | 10. Oh |
| 4. looks | 11. Excuse |
| 5. would | 12. menu |
| 6. Do | 13. course |
| 7. have | 14. coffee |

3.

Conversation 1

- a. 5
- b. 1
- c. 4
- d. 6
- e. 2
- f. 3

Conversation 2

- a. 1
- b. 5
- c. 3
- d. 4
- e. 2

Language at work

1.

1. We are going to take Monday off.
2. They are going to visit their customers.
3. It is not going to rain today.
4. I am not going to ask Patrick to help.
5. I am going to see Marvis at the conference.
6. Are you going to discuss the contract at the convention?

2.

1. f
2. a
3. c
4. d
5. e
6. b

3.

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