

# 11 | Practice file

## Working with words

1 Complete this text with words from the list.

queues                      terminal                      check-in  
hand luggage              business class              aisle seat

### Customer Notice

Please arrive at the <sup>1</sup>\_\_\_\_\_ building at least 90 minutes before your flight leaves. You are allowed 5 kg of <sup>2</sup>\_\_\_\_\_. For <sup>3</sup>\_\_\_\_\_ passengers, a special <sup>4</sup>\_\_\_\_\_ desk is available with no long <sup>5</sup>\_\_\_\_\_. No seat numbers are allocated, but for an extra charge you can reserve a window or <sup>6</sup>\_\_\_\_\_ when you book your flight.

2 Complete this dialogue with the vowels (a, e, i, o, and u).

- A Everyone says planes are the fastest way to travel, but I disagree. The <sup>1</sup>t\_\_\_rm\_\_\_n\_\_\_ls are always busy and what about the <sup>2</sup>d\_\_\_l\_\_\_ys?
- B Yes, you're right. You have to wait at <sup>3</sup>ch\_\_\_ck-\_\_\_n. And there's another wait at <sup>4</sup>p\_\_\_ssp\_\_\_rt c\_\_\_ntr\_\_\_l.
- A I always go to the <sup>5</sup>b\_\_\_s\_\_\_n\_\_\_ss cl\_\_\_ss lounge for some free food and drink before I go to the <sup>6</sup>g\_\_\_t\_\_\_!
- B Well I can't do that – I always travel <sup>7</sup>\_\_\_c\_\_\_n\_\_\_my. But I only take <sup>8</sup>h\_\_\_nd l\_\_\_gg\_\_\_g\_\_\_ so I don't have to wait when I arrive.
- A Yes, so do I. You must be really careful which airline you choose too: some don't help you when the flight's <sup>9</sup>c\_\_\_nc\_\_\_ll\_\_\_d.
- B I know, and some charge you extra for your <sup>10</sup>b\_\_\_gs!

3 Complete this crossword.



- 1 a seat in the middle of the plane
- 2 you wait here before you board the plane
- 3 you show your ticket here and get your boarding card
- 4 your passport is checked here: passport \_\_\_\_\_
- 5 the cheapest type of ticket
- 6 a long line you wait in
- 7 you pack your clothes in these
- 8 the building at the airport you leave from or arrive at
- 9 your flight is stopped maybe because of bad weather

## Business communication

1 Put this conversation in the right order.

- a \_\_\_ Er ... Oh yes, I have your reservation here. Your room is 503.
- b \_\_\_ Good afternoon, Ms Patel. Is it just for one person?
- c \_\_\_ Thanks.
- d \_\_\_ Good afternoon. I have a reservation for two nights. My name's Patel.
- e \_\_\_ No, that should be fine. We aren't busy on Mondays.
- f \_\_\_ Yes, certainly. Do I need to book a table for dinner tonight?
- g \_\_\_ And can I see your credit card, please?
- h \_\_\_ No, two.

2 Complete these dialogues.

- 1 A D\_\_\_\_\_ y\_\_\_\_\_ h\_\_\_\_\_ a \_\_\_\_\_ v\_\_\_\_\_?  
B Sorry, we're fully booked.
- 2 A A double room costs 120 euros a night.  
B D\_\_\_\_\_ t\_\_\_\_\_ i\_\_\_\_\_ b\_\_\_\_\_?
- 3 A C\_\_\_\_\_ I b\_\_\_\_\_ a r\_\_\_\_\_?  
B Certainly, sir. Can I have your name, please?
- 4 A W\_\_\_\_\_ t\_\_\_\_\_ i\_\_\_\_\_ b\_\_\_\_\_ s\_\_\_\_\_?  
B From 6.00 to 9.30.

3 Match 1–5 to a–e to complete the sentences.

- 1 Could you \_\_\_
  - 2 Do you \_\_\_
  - 3 Is there a \_\_\_
  - 4 Do the rooms have \_\_\_
  - 5 Can I have \_\_\_
- a ... Internet access?
  - b ... meeting room?
  - c ... have room service?
  - d ... a wake-up call?
  - e ... order me a taxi?

## Language at work | Going to | Infinitive of purpose

### Going to

#### Form

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

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

*He is / 's going to write the next presentation.*

*They are / 're going to work in Brazil.*

**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 leave the company.*

*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 p.m. to collect my wife from the airport.*

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

1 They / visit / their customers

2 I / not / ask / Patrice to help

3 We / take / Tuesday off

4 It / not / rain today

5 you / discuss / the contract at the meeting?

6 I / see / José at the conference

### 2 Match 1–6 to a–f to complete the sentences.

1 Franz is going to meet us at the airport before we leave \_\_\_\_

2 We're going to arrive early at check-in \_\_\_\_

3 Samir is going to come to the airport \_\_\_\_

4 Jake is going to attend the conference \_\_\_\_

5 We're going to work late \_\_\_\_

6 I'm going to contact our suppliers \_\_\_\_

a ... to find some new customers.

b ... to take us to our hotel.

c ... to miss the queues.

d ... to give us our visas.

e ... to ask about the order.

f ... to finish the presentation.

### 3 Correct the mistakes.

1 The airline is going cancel its flights.

2 Silvia going to attend the meeting instead of me.

3 Marco are going to confirm his flight details tomorrow.

4 I'm going to not finish the report by tomorrow.

5 Are you visit Jess while you're in New York?

6 Timo's going to call the suppliers for to cancel the order.

7 Are you going to hold a meeting to discussing the IT problems?

8 Franz isn't going take the new job.