Workbook

Madeleine Williamson

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1 Travelling for work

Vocabulary

Transport, accommodation and travel

1 **Match the questions (1–8) with the answers (a–h).**

1 Is your flight on time?

2 Where are you staying when you go to Madrid?

3 How long will it take to get from Rome to Miami?

4 Are you going to hire a vehicle when you get there?

5 Our flight leaves in half an hour. Where do we go now?

6 What's his apartment like?

7 How did you get around when you were in the city?

8 What do you do when your flight is delayed?

a I used a ridesharing app because public transport isn't great.

b I think they said we have to go to gate three.

c No, it's delayed by half an hour.

d I have a meal or do a bit of shopping, then wait in the departure lounge.

e I think it's a ten-hour flight.

f I've got a reservation at a hotel in the centre.

g It's really small, but it's in a great location, near all the shops.

h No, we're going to use public transport.

2 **Complete the sentences with the words in the box.**

abroad arrival departure landing local long-haul short-haul take-off

1 I've never been to another country. This is my first trip _______________ .

2 The _______________ flight from Milan to Los Angeles takes almost fourteen hours.

3 We will arrive in Lisbon in about ten minutes. Please return to your seats for _______________ .

4 Pablo's _______________ is at 10.30, so he needs to go to the airport now.

5 When you're on the plane, you can't get up or use the toilets during _______________ or landing.

6 Their _______________ time was 9.30 but they were twenty minutes early, so they had to wait for me to pick them up.

7 When I travel abroad, I like to try the _______________ food.

8 It's a _______________ flight from Rome to Naples. I often go and come back the same day.

3 **Choose the correct option in italics.**

1 Did you have a nice *abroad* / *stay* in New York?

2 Rita works in a *holiday* / *youth* resort near the beach.

3 Marco could only afford to stay in a *budget* / *business* hotel.

4 Tom always stays in a *rented* / *resort* apartment when he goes abroad.

5 The youth *hostel* / *apartment* was full of students from the USA.

6 The bed and *breakfast* / *budget* is cheaper than the hotel.

7 We're going to travel by *coach* / *plane* because our flight was cancelled.

8 Mr Tanaka would like to stay in a five-star *luxury* / *lounge* hotel during his visit.

Grammar

Comparatives and superlatives

1 Complete the table.

	Adjective	Comparative	Superlative
1	hard	harder	the hardest
2	good		
3	small		
4	big		
5	expensive		
6	easy		
7	fun		
8	cheap		
9	bad		
10	formal		

2 Match the comparatives and superlatives (1–8) with their opposite meanings (a–h).

1 best
2 cheaper
3 less interesting
4 most exciting
5 less exciting
6 most popular
7 easier
8 better

a more exciting
b more expensive
c worse
d worst
e more difficult
f least exciting
g least popular
h more interesting

3 Complete the questions with the correct form of the word in brackets. Use *than* where necessary.

1 Is your budget this year ________________ (small) last year?
2 What's ________________ (big) challenge when planning an event?
3 Do you think the red room is ________________ (good) the yellow room?
4 Are events like this one ________________ (easy) formal conferences?
5 Who is ________________ (organised) employee in your company?
6 Which was ________________ (fun): the circus theme or the beach theme?
7 Of all these, which is ________________ (good) sound system?
8 Who's ________________ (important) guest at the event tonight?

4 Match the questions in Exercise 3 (1–8) with these answers (a–h).

a Yes, formal ones are harder. ____
b This one. The sound is great, but it's the most expensive. ____
c No, it's bigger. ____
d Both were great, but the beach theme was probably more successful. ____
e I think it's getting the best team for the job. ____
f Mr Templeton. He's the Chief Executive. ____
g Probably Chris. He's the most experienced, too. ____
h No, I think it's worse. ____

Reading

Careers focus: [1] ________________________________

Dave Webster, Barnaby Kelly and Melissa Napier are Events Managers, but they got their jobs in different ways. Dave studied events management at university and then got a job with a company that organises conferences. He now manages a team of twenty. Barnaby left school and got an internship with a company that organises business dinners and events. After six months, they offered him a job. Following university, Melissa was a teacher for ten years before she decided to become a wedding planner. She did a part-time course in events management and now she has her own company.

So, is this the career for you, too? Are you organised? Do you pay attention to detail? Do you have good people skills? Can you manage a team and a budget? Are you good at schedules? Is your top priority client satisfaction? If your answer to all these questions is 'Yes', then a career in events management could be for you.

There are different types of jobs you can do as an Events Manager. You can work for an events management company or for a large corporation like a bank or even a charity. Companies like these have their own in-house planners who organise all their work events. Or you can work independently, as a freelance planner. Many wedding planners, for example, are self-employed, helping individuals rather than large corporations plan their parties and celebrations.

So, how do you become an Events Manager? Well, you could do a degree in events management at university or you could do a shorter course – part-time if you're working. You could also volunteer or get an internship with an events management company. Most internships are unpaid or very low paid, but it is still a good way of finding out if it's the job for you. Getting some experience will also look good on your CV and help you develop your career in the future.

If you're interested in learning more about a career in events management, please get in touch with Nigel Brians at events4careers.

1 **Read the article quickly. Complete the correct option to complete the title.**

a Events management internships

b Events management – is it for you?

c Study events management at university

2 **Read the first paragraph again and answer the questions.**

1 Who has a degree in events management? _______________

2 Who doesn't have corporate clients? _______________

3 Who didn't go to university? _______________

4 Who had a career change? _______________

5 Who is responsible for a group of employees? _______________

6 Who is self-employed? _______________

7 Who is an employee? _______________ , _______________

8 Who probably did unpaid work before getting a job? _______________

3 **Read the article again and decide if the sentences are *true* (T) or *false* (F).**

1 Big companies or corporations always use independent events management companies to plan their conferences. ___

2 You need a university degree to get a job in events management. ___

3 You can learn how to manage events on part-time courses. ___

4 Doing unpaid work for events planners is a good way of getting experience. ___

5 Most successful Event Managers work for a large corporation. ___

6 Interns at events management companies are never paid a salary. ___

Functional language

Making small talk

1 **Complete the questions with the words in the box.**

about (x2) come doing know live long prefer you

1 How ______________ was your flight?
2 What are you ______________ in Brussels?
3 What do you know ______________ Coimbra?
4 Do you ______________ Madrid?
5 Where do you ______________ from?
6 Where do you ______________ ?
7 What do you think ______________ this café?
8 Which do you ______________ , Rome or Milan?
9 Do ______________ know Vasily?

2 **Match the answers (a–i) with the questions in Exercise 1 (1–9).**

a Egypt. I was born in Cairo. ___
b It's difficult to say. I like them both. ___
c It was quick and easy – just over two hours. ___
d No, I haven't met him yet. I'm going to meet him tomorrow. ___
e I'm giving a presentation at a conference. ___
f I like it. The coffee is good and the food is OK. ___
g No, I've never been to Spain, but I'd like to visit. ___
h In Toulouse. I've lived in France for a year. ___
i Well, I know it's a very old university city in Portugal. ___

Explaining and solving IT problems

3A 1.01 **Match 1–10 with a–j to complete the sentences and questions from a conversation between Elena and Ahmed from the IT department. Listen and check.**

___	**1**	I'm having problems with	**a**	a new email account?
___	**2**	I don't know how	**b**	access the intranet.
___	**3**	You need to go	**c**	your new password.
___	**4**	Can you try going	**d**	my new laptop.
___	**5**	I can't	**e**	for you.
___	**6**	I'm having trouble	**f**	to Print Settings.
___	**7**	Try	**g**	email address.
___	**8**	I need to get a new	**h**	to Settings again?
___	**9**	How do I set up	**i**	to connect to the network printer.
___	**10**	I'll do that	**j**	connecting to the internet.

B **Look at the sentences in Exercise 3A again. Mark them 'E' if they are explaining a problem or 'S' if they are solving a problem.**

Writing

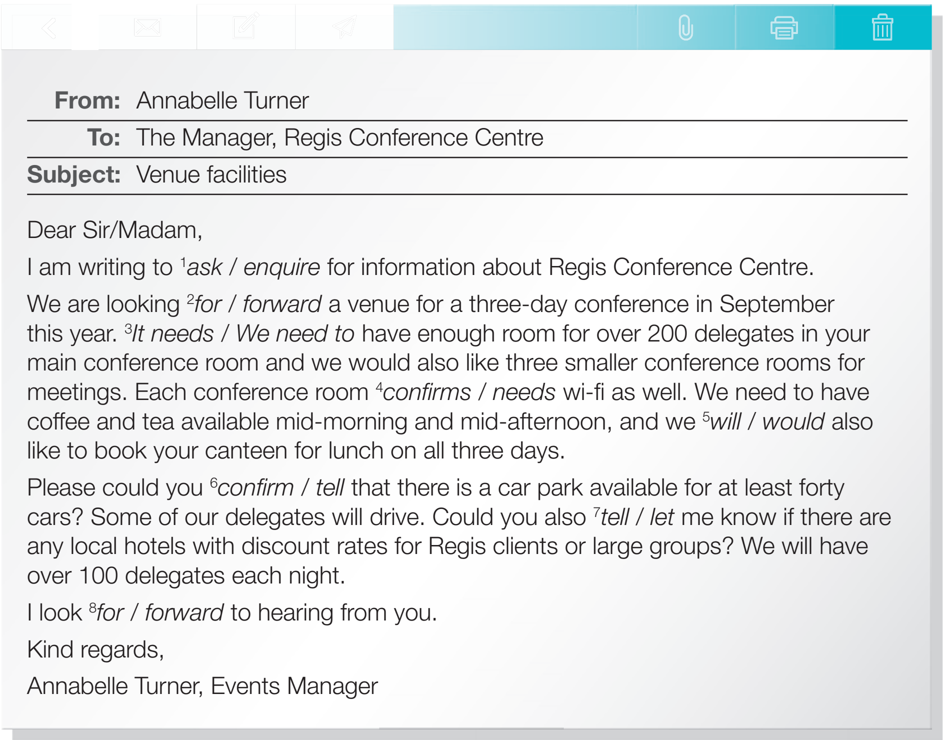
Email – Asking for information

1 **Match 1–10 with a–j to complete the phrases for an email asking for information.**

1 Dear
2 I am writing to ask for
3 We are looking
4 We need to
5 Please can you confirm that
6 We would also like
7 Each conference room
8 Could you let me know
9 I look forward to
10 Kind

a needs wi-fi …
b there is a …
c regards,
d Sir/Madam,
e hearing from you
f have enough room …
g how far …
h for a venue …
i to book …
j information …

2 **Choose the correct option in italics.**



From: Annabelle Turner
To: The Manager, Regis Conference Centre
Subject: Venue facilities

Dear Sir/Madam,

I am writing to ^{1}*ask* / *enquire* for information about Regis Conference Centre.

We are looking ^{2}*for* / *forward* a venue for a three-day conference in September this year. ^{3}*It needs* / *We need to* have enough room for over 200 delegates in your main conference room and we would also like three smaller conference rooms for meetings. Each conference room ^{4}*confirms* / *needs* wi-fi as well. We need to have coffee and tea available mid-morning and mid-afternoon, and we ^{5}*will* / *would* also like to book your canteen for lunch on all three days.

Please could you ^{6}*confirm* / *tell* that there is a car park available for at least forty cars? Some of our delegates will drive. Could you also ^{7}*tell* / *let* me know if there are any local hotels with discount rates for Regis clients or large groups? We will have over 100 delegates each night.

I look ^{8}*for* / *forward* to hearing from you.

Kind regards,

Annabelle Turner, Events Manager

3 **You are the Events Manager for your company. Write an email of approximately 120 words to a hotel asking for information about venues for a conference dinner. Use the notes below.**

Company celebrating 10th anniversary – 200 guests

Need:

- *drinks and snack food in garden*
- *round tables inside, 10–12 people at each table*
- *three-course meal, with vegetarian and vegan options*
- *band and space for dancing*
- *microphone and good sound system for speeches*

Ask about: best price per person