

Lesson 16 Travel and Entertainment

Text 1

When the government shuts down, only essential personnel will be allowed to hit the road. The shutdown will affect flight bookings, hotel vacancy rates and car-rental businesses, especially in the area around Washington, DC. Of course that could all be good news for private-sector business travellers heading to the capital, because the reduced demand could lead to lower prices.

Airport security and air-traffic control will be unaffected by a shutdown. For business travellers themselves, the biggest obstacle will be the lack of State Department workers to process passport and visa applications.

Contents

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Note-Taking

Vocabulary

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Note-Taking

Vocabulary

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Note-Taking

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Airport security and air-traffic control will be unaffected by a shutdown. For business travellers themselves, the biggest **obstacle** will be the lack of State Department workers to **process** passport and visa applications.

Vocabulary

Text 2

Margaret, I'd like you to follow up with the arrangements for our company retreat, to take place next month. We need to book the venue, make arrangements for speakers and door prizes, and set up all the activities and accommodations. We've got to get a head count in order to make reservations.

We want to develop a well-oiled machine on our executive level. In order to get everyone to jell together, we've got to include some fun.

Contents

Margaret, I'd like you to *follow up with* the arrangements for our company *retreat*, to *take place* next month.

Note-Taking

Vocabulary

We need to book the *venue*, make arrangements for speakers and *door prizes*, and *set up* all the activities and *accommodations*.

Note-Taking

Vocabulary

We've got to get a **head count** in order to make **reservations**.

Note-Taking

Vocabulary

We want to develop a **well-oiled** machine on our executive level. In order to get everyone to **jell** together, we've got to include some fun.

Note-Taking

Vocabulary

Say It like a Professional

hit the spot

Taking a nice hot bath would really _____.

Meaning

business is business

_____, you have to
_____.

Meaning

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