

UNIT 5

Time for a break?

▼ AGENDA

- ▶ Passives: Present Simple, Present Continuous, Present Perfect Simple, Past Simple, Will Future
- ▶ Leisure and fitness activities file.
Word combinations
- ▶ Fit to work
- ▶ Leaving recorded messages.
Using mobile phones

Language focus

- 1 Look at the pictures of three special hotels from different parts of the world. Where do you think they are located?



- 2 Which of these facilities and features would you expect to find at each hotel? You might find some of them at more than one of the hotels.

- | | | |
|-------------------------|-------------------------|---------------------------------------|
| • conference facilities | • swimming pool | • high-speed Internet access |
| • fitness centre | • health treatments | • private entrance to each guest room |
| • year-round sunshine | • air-conditioning | |
| • satellite TV | • moonlight camel rides | |

- 3 Read the reviews of the three hotels.

- 1 Match each description with the correct picture.
- 2 Check your answers to 2.

Time for a break?

Our travel correspondent, Leon Martignac, visits ...

Misión del Sol

Cuernavaca, Mexico

Have you ever been covered in volcanic mud and left to lie on a cold stone? That's one of the unusual experiences that awaits you at the Misión del Sol, situated 80 km south of Mexico City. As well as the therapeutic treatments at the hotel's health spa, guests are guaranteed year-round sunshine, and an opportunity to relax completely. A new meditation centre will also be opened next year.

The accommodation – wood and stone buildings surrounded by trees and water – is certainly relaxing. Guests are requested to wear only light-coloured clothes in natural fibres. Bedrooms are simply furnished and a telephone in each room is the only modern convenience. As Jan Heaslip, a guest from Ireland told me, 'You walk into the resort and the stress just disappears. The whole time you're there, you're not being forced to do anything. It's a wonderful feeling.'

Crowne Plaza

Coogee Beach, Sydney, Australia

A conference at a beachside hotel just a few kilometres from central Sydney doesn't sound like hard work – especially when you find out that you won't be expected to wear formal business suits, and that a full programme of entertainment has been arranged by the hotel.

The Crowne Plaza has a fully equipped business centre, which is currently being extended. The hotel's 200 rooms are designed to meet the needs of the international business traveller. All rooms have air-conditioning, satellite TV, and high-speed Internet access. There's also a pool and a spa, and a new fitness centre has recently been opened. But it's the fabulous location next to the ocean that makes the hotel special.


Conference delegates seem to agree that business and pleasure are combined perfectly. The feedback questionnaire asks, 'Were you looked after during your stay?' 'We weren't just treated like guests,' wrote one delegate from the Netherlands, 'We were treated like royalty.'

Desert Resort

Mandawa, Rajasthan, India

It was the camel ride into the desert on my first evening that convinced me I'd found somewhere fantastic. The stress of modern life was soon forgotten as my fellow guests and I were met by a group of guides and camels, and were transported into a peaceful moonlit world. 'Am I being taken back in time?' I thought.


The Desert Resort is situated in the heart of the Rajasthan Desert. Facilities are simple. The hotel was built as a tourist village with twenty-one secluded cottages, each with its own private entrance. The cottages have been fitted with modern bathrooms, and there's a swimming pool, but the resort hasn't been updated to include any unnecessary facilities. I hope this policy won't be changed. The desert, the moonlight, and the camels are all you need.

- 4  5.1 Listen to part of a welcoming speech by the business manager of the Crowne Plaza hotel, welcoming a group of delegates to a conference.



What does he say about

- | | |
|---------------------------------|----------------------------------|
| 1 another conference? | 5 the air-conditioning? |
| 2 coffee, tea, and cold drinks? | 6 the conference programme? |
| 3 lunch? | 7 the temporary business centre? |
| 4 drinks this evening? | 8 breakfast? |

- 5  5.1 Listen again and complete the extracts.

- 1 Another conference _____ at the hotel at the same time as this one.
- 2 Coffee, tea, and cold drinks _____ all day in the café which _____ just inside the main entrance to the conference suite.
- 3 This evening, you _____ to join the management for drinks by the swimming pool.
- 4 I'm afraid it's a little warmer than usual in here because the air-conditioning in the business centre _____. However the work _____ before lunchtime.
- 5 Some of the rooms _____. The updated programme _____ at the moment.
- 6 The business service centre _____, but there is a temporary business centre, which _____ in the reception area.

Passives: Present Simple, Present Continuous, Present Perfect Simple, Past Simple, Will Future

Read the sentences below. Answer the questions.

- a This evening you are invited to join the management for drinks by the swimming pool.
- b The General Manager usually makes a short welcome speech.
- c Unfortunately, one of the main speakers has cancelled her talk.
- d A couple of the sessions have been cancelled or rescheduled.
- e The updated programme is being printed at the moment.
- f My colleague Anna is working on it.
- g Will we be shown show round the fitness centre?
- h The Fitness Centre Manager will come to the pre-dinner drinks party as well.
- i My newspaper wasn't delivered to my room this morning.
- j Did you request it at reception last night?

- 1 Match the sentences with the correct tense: Present Simple, Present Continuous, Present Perfect Simple, Past Simple, Will Future.
- 2 Which sentences are passive and which are active?
- 3 When do we use the passive form?
- 4 Find other examples of the passive in the hotel articles.
- 5 How do we form questions and negatives in the passive?



Pocket Book pp. 8-9

Practice

- 1 Complete the sentences. Use the correct form of the verb in brackets. Decide whether the verb needs to be active or passive.
 - 1 The manager and staff _____ (hope) you have a pleasant stay.
 - 2 Reminder: guests _____ (ask) to place all valuables in the safety deposit box.
 - 3 A complimentary bus service _____ (take) guests to the city centre every day.
 - 4 Currently the main meeting room _____ (redecorate).
 - 5 We _____ (install) another six computer terminals this week.
 - 6 This way, madam. Breakfast _____ (serve) on the terrace.
 - 7 Recently the meeting rooms _____ (fit) with multimedia presentation equipment.
 - 8 We apologize, but because of the bad weather we _____ (cancel) the excursion to the mountains.
 - 9 Your room _____ (not clean) yet.
 - 10 There was a lot of building work going on. Every morning we _____ (wake up) by the noise.
 - 11 The hotel _____ (build) in the year 2000.
 - 12 The hotel _____ (open) a fitness centre in 2002.
 - 13 When I get back next week, I _____ (ask) to write a report for my manager.
 - 14 You _____ (give) a complete invoice tomorrow when you check out.
 - 15 I'm sorry about that: in future the cleaning staff _____ (disturb) you in the mornings.

- 2 Complete questions 1–4 about Misión del Sol hotel, and questions 5–8 about Crowne Plaza hotel. Use the correct form of the verb in the passive.

- 1 Where / hotel / (locate)? _____
80km south of Mexico City.
- 2 What / open / next year? _____
A new meditation centre.
- 3 What / guests / (request) / to wear? _____
Light-coloured clothes in natural fibres.
- 4 How / bedrooms / (furnish)? _____
In a simple way.
- 5 What / entertainment / (arrange)? _____
A full programme.
- 6 What / currently / (extend)? _____
The business centre.
- 7 What / recently / (open)? _____
A new fitness centre.
- 8 How / one delegate / (treat)? _____
Like royalty.

- 3 Work in pairs. Make similar questions for each other about the Desert Resort hotel.

- 4 Read the press release about the new Metropolitan Arts and Leisure Centre. Complete the text using the correct form of the verbs in brackets.

NEW

Metropolitan

Arts and Leisure Centre



The Metropolitan Arts and Leisure Centre (MALC) is an exciting new riverside development. It _____¹ (start) five years ago, and will bring new life to a disused industrial area of the city. At the moment, work _____² (still continue), but when it _____³ (finish) in six months' time, the community _____⁴ (provide) with an art gallery, exhibition space, a national museum, a multiplex cinema, and a modern sports and fitness centre. A range of shops, bars, and cafés _____⁵ (also plan). The Centre _____⁶ (open) by the Mayor, who _____⁷ (host) a special launch party.

- 5 Make a list of the stages you think were involved in the MALC project.

Examples *Buy disused industrial area / Ask for government approval / Appoint the architects*

- 6 Work in pairs, Student A and Student B.

Student A

- 1 Read Datafile A below.
- 2 Write the questions you need to ask Student B to complete the missing information on the MALC project.
- 3 Ask your questions and answer Student B's.

Project update

History

buy disused industrial area	5 years ago	e.g. When was the area bought?
receive government approval	_____	
appoint architects	4 years ago	
construct new buildings	_____	
start building new subway station	last year	

Recent developments (the last six months)

finish building subway station	complete	e.g. Has the subway station been built?
build multiplex cinema	complete	
prepare exhibition space	_____	

Work in progress (this month)

install gym equipment	yes	e.g. Is the gym equipment being installed?
organize museum galleries	_____	
install cinema seating	no	

Future schedule next month

print promotional material	next week	e.g. When will the promotional material be printed?
invite press for preview	_____	
organize launch party	next month	

DATAFILE A

Student B

- 1 Read Datafile B below.
- 2 Write the questions you need to ask Student A to complete the missing information on the MALC project.
- 3 Ask your questions and answer Student A's.

Project update**History**

buy disused industrial area
 receive government approval
 appoint architects
 construct new buildings
 start building new subway station

5 years ago
 4 years ago

 18 months ago

e.g. *When was the area bought?*

Recent developments (the last six months)

finish building subway station
 build multiplex cinema
 prepare exhibition space

complete

 behind schedule

e.g. *Has the subway station been built?*

Work in progress (this month)

install gym equipment
 organize museum galleries
 install cinema seating

yes
 yes

e.g. *Is the gym equipment being installed?*

Future schedule

print promotional material
 invite press for preview
 organize launch party

next week
 next week

e.g. *When will the promotional material be printed?*

7 Work in groups. Choose one of these topics.

- your place of work or study
- your home
- a town or city in your country

What changes have been made, are being made, and will be made in the topic area you have chosen? Discuss them with other members of the group.

Prepare a project report with headings like the one for the MALC project in **6**.

Leisure and fitness activities file. Word combinations

- 1 How do you like to spend your free time after working hard? Do you do any of these activities? Which ones do you think are the most interesting? Discuss with a partner.

- I go swimming in the evenings.
- I change out of my work clothes and then go for a cycle-ride.
- I'm taking a part-time course in Japanese, so I do homework most weekends.
- I play for a local soccer team and we train once a week.
- I go to the gym. Sometimes I do a workout and sometimes I do yoga – I'm taking classes in yoga at the moment.
- I took up basketball a year ago and now I play every Saturday.
- I joined a rock-climbing club a few months ago, so on Sundays I go to a special centre with a climbing wall.
- I do a bit of acting. I'm taking part in a play at the local theatre at the moment.

- 2 Match the verbs in A with the nouns in B.

A	B
go	+ a club
go for	+ an activity (gerund form)
go to	+ a team
join	+ a hobby or interest
play	+ an action
play for	+ a play or competition
take	+ a place
take part in	+ a game
take up	+ a course



- 3 Match the activities in the box with the verbs and nouns in 2.

Example go + an activity (gerund form): dancing, jogging, horse-riding, bowling

dancing	rugby	an athletics competition	a run	netball
the driving range	t'ai chi	a local softball team	jogging	
horse-riding	the spa	pottery classes	a walk	bowling
a computer course	a reading group	a new hobby	tennis	



- 4 Work in pairs. Discuss the questions. Which of the activities in 1 and 3

- 1 have you never done?
- 2 have you done over the last week?
- 3 do you think are the best for making you fit?
- 4 do you think are the best for relaxation?
- 5 exercise both body and mind?

- 5 Work in pairs. Make a list (using the correct verb + noun combinations) of all the leisure and fitness activities you do each week/month. Ask questions to find out more about each other's list of activities.

- 6 Discuss in groups.

- 1 What different leisure or fitness activities are popular in your country
 - a with young people?
 - b with older people?
 - c with men?
 - d with women?
- 2 Are there any which are not played or done in other countries?



Fit to work

- 1 Work in groups. Discuss the questions.
 - 1 Do you socialize with people from your place of work or study? Do you do any sports or other activities with them?
 - 2 Are there any organized leisure programmes or activities at your place of work or study?
- 2 What things to encourage health and fitness could you have or do in the workplace
 - in the café/restaurant?
 - inside the building in general?
 - at your desk or workstation?
 - outside the building?
 - in the staff room/lounge?
- 3 Read the article *The active workplace*. Find out if the Ford Company encourage any of the things you listed in 2.



The active workplace

When the clock strikes twelve noon at the Ford Company's New Zealand head office, a small group of employees gathers in the main lobby. They're a mixture of men and women, old and young, office staff and shop-floor staff. They're not waiting for an interdepartmental meeting or a business training seminar. They're the 'Lunchtime walking group', and they're about to go on a thirty-minute walk in the local woods.

The Lunchtime walking group is just one of the initiatives at the Ford Company designed to make the workplace more active. Other activities include yoga courses run onsite after work. A tennis court and basketball court have been built for staff and their families to use at any time, including weekends – and staff have interdepartmental challenges at lunchtimes.

The company runs a 'Worklife week' every year, where employees are shown how to balance work and life, and where information sessions are given on men's and women's health, on aromatherapy, on t'ai chi, and on massage. Funds of up to

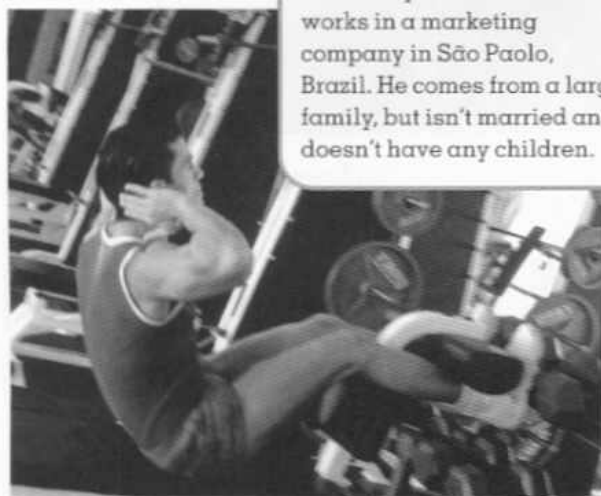
\$200 per person per year are available for life skills development such as courses in cooking, yoga, kick-boxing, and pottery, as well as conventional team sports like netball and rugby.

Sports and fitness are encouraged at all levels: from the regular 'Management versus the best-of-the-rest' sports competition, to the arrangements for staff discounts at the local gym. Teams and individuals who compete in national and local sports competitions are given paid time off work and flexible working hours and arrangements. Flexibility extends to the onsite cafeteria, where healthy meals are provided, and even made-to-order meals for weight-watchers and athletes in training.

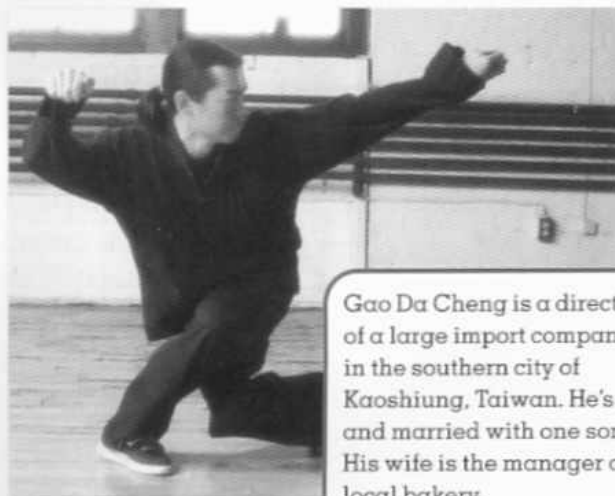
Meanwhile, the Lunchtime walking group has set off. If they come back to work a little late, the managers won't mind too much, because they know that the employees will be more alert and rested, and will probably work more effectively in the afternoon. Ford is one of many companies who now realize that active workplaces can create a healthier and happier environment in which to work.

- 4 Find words or phrases in the article that mean:
 - 1 come together in a group (verb)
 - 2 an action which is taken to solve a problem or improve a situation (noun)
 - 3 the use of natural oils for controlling pain or rubbing into the body (noun)
 - 4 traditional, normal (adj.)
 - 5 specially created to suit a particular person (adj.)
 - 6 ready with full attention (adj.)

- 5 Work in groups. Discuss the questions.
- 1 What do you think of the Ford Company's policy on encouraging health and fitness?
 - 2 What are the advantages
 - a for the employer?
 - b for the employee?
 - 3 Can you think of any disadvantages?
- 6 Read the information about two businesspeople. What differences do you think there are between their lifestyles? How do you think they spend their leisure time?



Abib Cury is in his 30s and works in a marketing company in São Paulo, Brazil. He comes from a large family, but isn't married and doesn't have any children.



Gao Da Cheng is a director of a large import company in the southern city of Kaoshiung, Taiwan. He's 43 and married with one son. His wife is the manager of a local bakery.

- 7 5.2 Listen to Abib Cury and Gao Da Cheng talking about their health and fitness routines. Make notes about their lifestyles under the following headings (include details of what they do, where they do it, and when they do it).

	Abib Cury	Gao Da Cheng
morning activities		
breakfast		
lunch		
dinner		
weekends		

- 8 Work in pairs and discuss the questions.
- 1 Which of the two men do you think has the healthier lifestyle? Why?
 - 2 How is your lifestyle similar or different?
- 9 Work in groups.
- 1 Does your company or place of work have a staff welfare policy and programme? What activities does it include?
 - 2 Plan a new staff welfare policy and programme for your own or an imaginary company.
 - 3 Present your ideas to the other groups.

Leaving recorded messages



- 1 5.3 Listen to five pre-recorded answerphone messages (1–5). Match them with the following descriptions.

- a Eric Carlin's answerphone message. _____
- b Rosa's answerphone message (at home). _____
- c An automated voice mail message. _____
- d The answerphone message from a travel company. _____
- e A computer company helpline. _____

- 2 5.3 Listen to the messages again. Tick the sentence you hear.

- 1 We'll get back to you as soon as possible. / We'll call you back as soon as possible.
- 2 The office is closed for a moment. / The office is closed at the moment.
- 3 Please talk after the tone. / Please speak after the tone.
- 4 The person you called is unavailable. / The person you called is not available.
- 5 All our operators are busy right now. / All our operators are busy just now.


- 3 5.4 Listen to four recorded messages. Decide which of the answerphone messages in 1 they are replying to.

- 4 5.4 Listen again and complete the messages.

- 1 This is a _____^a Maria Ferrando. This is Rosa Lanson.
I _____^b thank you for all the help and information you gave us. I'm going to research a few things and then we'll _____^c another meeting. Thanks again.
- 2 Hello, this is Rosa Lanson on _____^a. I'm having trouble connecting up to the Internet – my computer keeps crashing. Could you _____^b soon, please? It's just after _____^c. Thanks.
- 3 Hi Eric. It's Rosa. I've got _____^a information from the Internet about the places Maria suggested, so we ought to have another meeting. Could you _____^b later this week? Thursday or Friday would be best if you could make it then. Call me when you _____^c. Bye!
- 4 Hi, Rosa. It's Eric. I _____^a. I'm afraid I can't make Thursday or Friday morning, but Friday afternoon's OK. How does that sound? _____^b – any time from two o'clock. _____^c. Bye.



Pronunciation

- 1  5.5 Listen to Rosa's message to Eric again. Notice how she stresses the words that carry important information.

'Hi, Eric. It's Rosa. I've got some more information from the Internet about the places María suggested, so we ought to have another meeting. Could you manage later this week? Thursday or Friday would be best if you could make it then. Call me when you get a moment. Bye!'

- 2 In pairs, practise Rosa's message, stressing the important words.

- 3 Look at these notes made by Eric when listening to the other messages on his answerphone. Write messages 1 and 2 as complete sentences.

Message 1 George – meet – bar of Grand Hotel – Wednesday – 6 p.m.?

Message 2 Peter – can't make – squash – tomorrow instead?

- 4 In pairs, practise the complete messages 1 and 2, stressing the important words.

- 5 Work in pairs.

- 1 Take turns to leave each other recorded messages. The receiver should make notes about the message, but obviously mustn't interrupt! Here are some ideas for messages – but you can also think of your own.


- Make changes to the agenda of a meeting.
- Request information on new products/services.
- Ask about how a business trip went.
- Request a reference for a former employee.


- 2 For each of the messages you receive send a return message to your partner's answerphone.

Using mobile phones

- 1 Work in pairs.

- 1 What are the advantages and disadvantages of mobile phones compared to land-lines? What problems can you have when using a mobile phone?
2 What other things can mobile phones be used for apart from just talking to another person?

- 2  5.6 Listen to these extracts from a conversation on a mobile phone. In each case, what problem does the speaker have?

- 3  5.6 Listen again and complete the sentences.

- 1 _____ you.
- 2 You're _____.
- 3 _____ to talk at the moment.
- 4 _____ battery's r ...
- 5 _____ call you back?
- 6 I'm afraid I _____ just then.
- 7 _____ repeat that?
- 8 _____ was that?

- 4 Choose one of the situations from 5 above. Phone your partner. Start the conversation normally, but then introduce one of the problems identified in 2 above.

- 5 Change roles and repeat the activity with a different situation and problem.

