

# Travelling overview: vocabulary and phrases

COMMUNICATION

LEVEL  
Upper-intermediate

NUMBER  
EN\_BE\_3601X

LANGUAGE  
English

lingoda





## Goals

- Can recognise and understand standard vocabulary related to travelling
- Can have a formal conversation while using quantifiers and indefinite pronouns to make polite requests







## Preview and warm up

- This lesson will focus on introducing important **vocabulary** that will be useful when travelling, especially if you are going on a **business trip**.



There are lots of different forms of **transportation**, but the best way to get somewhere quickly is usually to **fly**.



## Warm up

**Can you think of  
any important  
vocabulary related  
to travelling?**



## World traveller words

trip

to fly

transportation

fare

entrance fee

overseas

destination

time zone

journey





## Did you know these words already?

1. Commute

2. Hand luggage

3. Journey

4. Time zone

5. Business trip

6. Travel documents

A



C



E



B



D



F





## World traveller words



Which **time zone** are you in?

Some **journeys** are long but worth it.



Most **fares** include **entrance fees**.

The voyage **overseas** was by boat.







## World traveller words



My **itinerary** says I **transfer** to a different airport within one hour!

The **fare** at the toll booth is expensive.



The **foreign exchange rate** between yen and pounds is especially good today.

Good teamwork requires **coordination**.





## Use these words to complete the sentences

A

Every \_\_\_\_\_ begins with a step forward.

B

It's very rare to \_\_\_\_\_ for more than four hours a day.

C

Everything is usually paid for on a \_\_\_\_\_.

D

\_\_\_\_\_ is the only thing you should invest in.

1. **commute**

2. **journey**

3. **business trip**

4. **travelling**



## What about you?



Do you agree or disagree with the statements on the previous slide?  
Discuss your ideas with your teacher.

to travel

journey



This **journey** is twenty-four hours long. We are going to be **travelling** for a long time!

itinerary

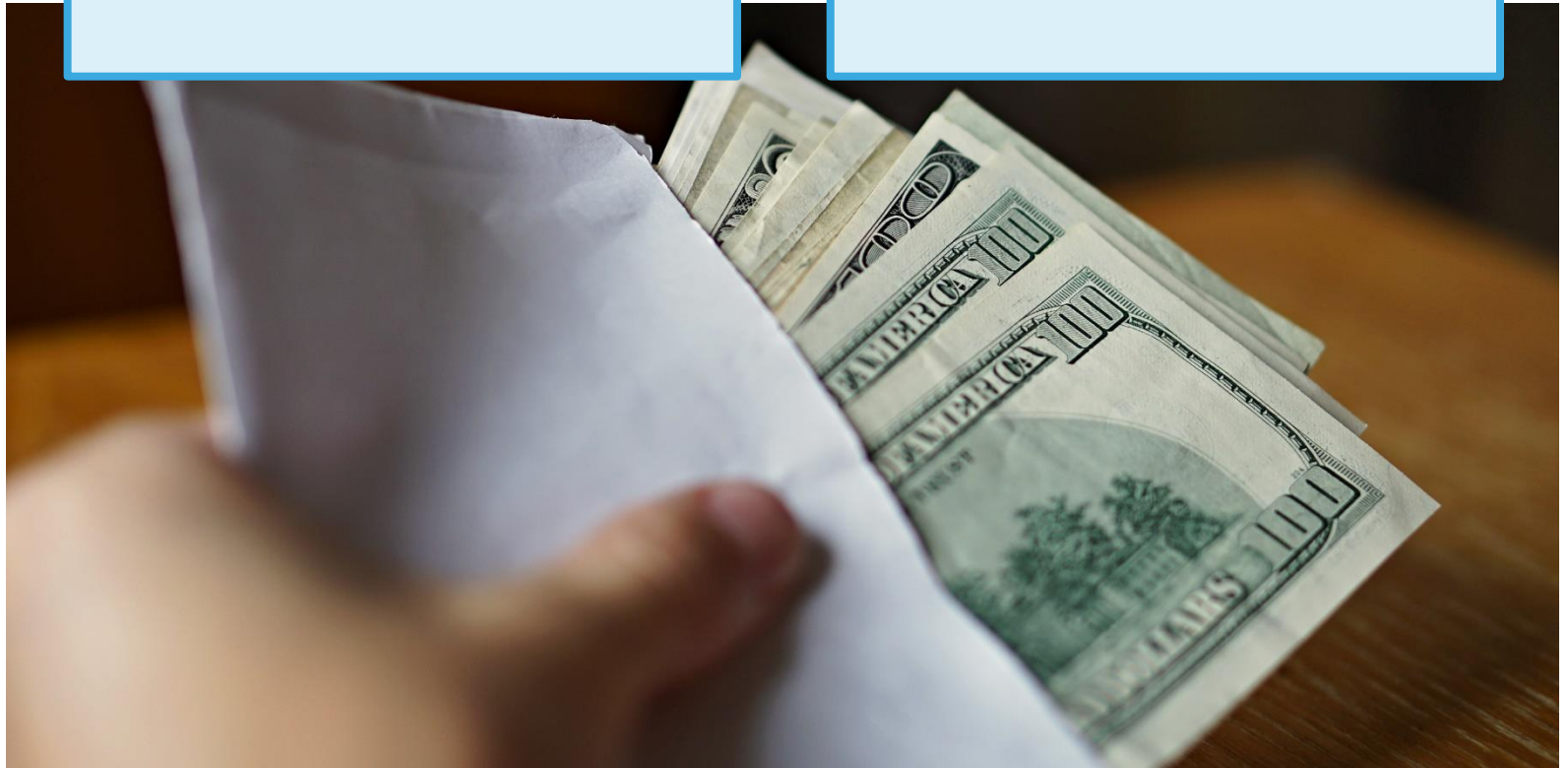
to coordinate



Neither **itinerary** you sent me mentioned my departure time from Paris.  
We should **coordinate** better next time.

transfer

foreign exchange rate



Will you have to wait long during your flight **transfer**?  
Yes, but I will take this opportunity to check the **foreign exchange rates** at the airport. It is normally cheaper!



Jet lag

jet-lagged



**Jet lag** is the word we use to describe the effect changing time zones has on us. It's important to regulate when you sleep to avoid getting too **jet-lagged**.

## refusals

There are many reasons why being in a **new city** is exciting, but if you are not aware of the **time difference** and decide to go out for the **nightlife**, there may be **consequences**. One way to **politely decline** a **social date** is to say that you have **jet-lag**.



Thank you for the invitation, but I am terribly **jet-lagged** and need to catch up on sleep tonight.





## Trip checklist: *add your own items*

1. Access to my itinerary.
2. Passport, credit card and visa or travel allowance.
3. Mobile phone or emergency contact plan.
4. Items for work such as...
5. Hand luggage?
6. ...
7. ...
8. ...
9. ...

How important are  
these to you?

Try to order them  
by priority.



## Read the letter below written to the CEO of a company about a business trip

Beta Pong Inc.  
Re: Summary of problems

Dear Mr Gilbert,

Perhaps you are already aware of the problems that arose during our last **business trip**. We hope to learn from these mistakes for the future rather than place blame on anyone. Here is my initial summary of what happened. I hope it proves useful in our upcoming meeting:

The main obstacle was that we all assumed our schedules were already **coordinated**. Everyone's **itinerary** was a little bit different. Some tickets had automatically shifted to the new **time zone** while others hadn't! You can imagine how, with all the **transfers**, communication might have failed. At this point in the **journey**, nobody knew how to handle the **entrance fee** at reception. Unfortunately the **foreign exchange rates** together with six unexpected taxi rides pushed us over the planned budget. So much went wrong **overseas** that we have a lot to think about for when we plan the next **trip**!

Had everyone checked in with each other the day before the trip, then we would have noticed some of the problems. In future, we shouldn't let anything get in the way of a final meeting before a trip. I know the financial consequences of these errors still need to be addressed but we also need to understand why so many mistakes were made in the first place.

Thanks in advance for your patience as we gather input from everybody. Please let me know if there's anything more I can do in the meantime.

Best,  
Katrina



## Check your comprehension



Why was the business trip unsuccessful?

How would you respond if you were her boss?



## Quantifiers

The term **quantifier** comes from the word **quantity**. A quantity is an **amount** of things. In grammar, **quantifiers** are used **before nouns** to describe a **quantity**.

- They are **words** or **phrases**.
- They describe an **amount** of something.
- They come **before nouns**.

Common quantifiers	Sentences that use common quantifiers
<b>some</b>	We should visit <b>some</b> museums in our free time.
<b>any</b>	Does <b>any</b> time at all suit you?
<b>(a) little</b>	I have <b>a little</b> bit of time left before I have to leave.
<b>many/much</b>	How <b>many</b> stopovers and how <b>much</b> time?
<b>(a) few</b>	<b>Few</b> airlines serve food this tasty!



## Quantifiers with *more*

- When making **requests** to do with **quantity**, we usually pair a **quantifier** with the **adverb *more***.

quantifier	Request with <i>quantifier + more</i>
<b>some</b>	Could I ask for <b>some more</b> towels please?
<b>any</b>	Is there <b>any more</b> tea left?
<b>(a) little</b>	Do you mind if we work on this <b>a little more</b> ?
<b>many/much</b>	Are there <b>many more</b> minutes to go? Is there <b>much more</b> to say about that?
<b>(a) few</b>	May I have <b>a few more</b> sweets?



## Indefinite pronouns

**Indefinite** means **non-specific**, undefined, or that there are **no exact limits**.  
**Pronouns replace nouns**.

**Indefinite pronouns** are pronouns that refer to something **general** or non-specific.

- They generalise **people, places** or **things**.
- They do not refer to **specific** people, places or things.
- **They are sometimes used with quantifiers.**
- All indefinite pronouns have **every-, any-, some-,** or **no-** as a **prefix**.
- All indefinite pronouns have **-one, -body, -where,** or **-thing** as a **suffix**.

People	Places	Things
everyone/everybody	everywhere	everything
anyone/anybody	anywhere	anything
someone/somebody	somewhere	something
no one/nobody	nowhere	nothing



## Indefinite pronouns with quantifiers, adverbs and adjectives

- Sometimes we combine an **indefinite pronoun** with a **quantifier** or an **adverb**.
- This adds more **detail** or **specificity** to the indefinite pronoun.
- Listed below are some examples of indefinite pronouns paired with **quantifiers**, **adverbs** and **adjectives**.

+ much	What did you do this weekend? – <b>Nothing much!</b>	I don't know <b>anything much</b> about football.	
+ more	Is there <b>nothing more</b> we can do?	I wish I could do <b>something more...</b>	Can't you do <b>anything more</b> to help?
+ else (adverb)	Is there <b>anything else</b> I should know?	<b>Nobody else</b> wants chocolate.	We can go <b>somewhere else</b> if you don't like it.
+ nice (adjective)	We should do <b>something nice</b> for Caroline.	If only I could meet <b>somebody nice</b> .	I'd like to go <b>somewhere nice</b> tomorrow.



## Points for politeness

Can you help  
me...?

Excuse me

Certainly, one  
moment please

Sorry to bother  
you but...

I appreciate it

Can I do  
anything more?



Not a problem

Is there anything  
else you need?

My pleasure





## Points for politeness

**What are some polite ways you could make a formal request about your travel arrangement?**

Would it be possible to switch...?

Is there anybody available to help me with...?

Can I book a room anywhere?

I was wondering if there's anything else... ?

When should I ask you about reimbursement?



## Points for politeness

**Think of questions you could ask in these situations.  
What would you answer? Include quantifiers in both cases.**





## Re-read the letter from earlier and discuss the words in bold

Beta Pong Inc.  
Re: Summary of problems

Dear Mr.Gilbert,

Perhaps you are already aware of the serious issues affecting our last business trip. We hope to generate a better troubleshooting plan rather than place blame on **anyone**. Here is my initial summary of what happened. I hope it proves to be useful in our upcoming meeting :

The main culprit was that we **all** assumed our schedules were already coordinated. **Everyone's** itinerary was a little bit different. **Some** tickets had automatically shifted to the new time zone while others hadn't! You can imagine that with **all** transfers how communication might have failed. At this point in the journey, **nobody** knew how to handle the entrance fee at reception. Unfortunately the foreign exchange rates together with six unexpected taxi rides pushed us over the planned budget. I was so jet-lagged that I misplaced my hand luggage . **So much** went wrong overseas that we have **a lot** to think about for when we plan the next trip!

Had **everyone** checked-in with each other a day before the trip, then we would have noticed some of the problems. I know the financial consequences of these errors still need to be addressed but we also need to understand why **so many** mistakes were made in the first place.

Thanks in advance for your patience as we gather input from **everybody**. Please let me know if there's **anything more** I can do in the meantime.

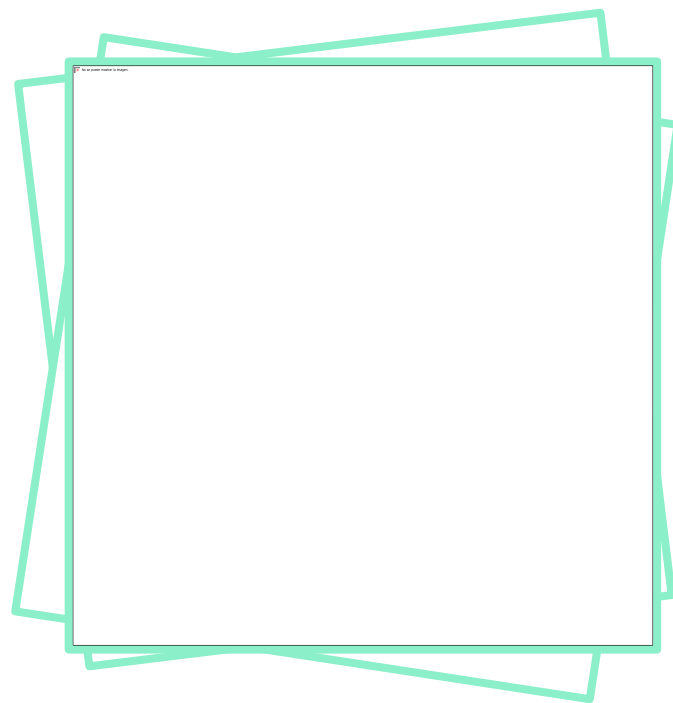
Best,  
Katrina



## Letter to the CEO: over to you

Why do you think Katrina uses  
indefinite pronouns in her letter  
to Mr Gilbert?

What did you notice about the  
use of quantifiers?





## Be aware of countable and uncountable quantifiers



- Some **quantifiers** only refer to the amount of something **which can be counted**: **both, each, neither, either, few, fewer, several**, etc.
- Some quantifiers refer to a general amount of something **which can or cannot be counted exactly**: **most, lots of, all, tonnes of, some, any**, etc.
- Have a look at the examples below.

■ **Both, either, neither** all refer to two tickets. **Each** refers to every countable ticket.

■ **Some, most** and **lots of** refers to the general amount of people. **Any** refers to the amount of coffee and chocolate. **Both** and **either** refer to coffee and chocolate themselves.

■ **Both** of these tickets have the same destination. **Either** this one or that one departs from Paris but **neither** of them arrive at the same time. **Each** ticket is different.

■ **Some** people like coffee, but **most** people like chocolate. **Lots of** people like **both** coffee and chocolate. There is never **any** of **either** left after our coffee mornings at work!



## Indefinite pronouns vs. noun phrases



- **Anyone, anybody, nobody** and **everybody** are indefinite pronouns.
- They should not be confused with **any one, any body, no body** and **every body**. All of these are **noun phrases**.
- The space between **any** and **one** show that the phrase **any one** refers to a specific, countable thing. Example: **Any one of these tickets is fine.**
- Sometimes you can use either the **noun phrase** or the **indefinite pronoun** in a sentence and it is grammatically fine.

- **Anyone**
- **Any one**
- **Everybody**
- **Every body**
- **Nobody**
- **No body**

- **Anyone** is now welcome without a visa.
- **Any one** of you without a visa will be stopped.
- **Everybody** in the airport had to wait.
- **Every body** found after the fire was listed.
- **Nobody** can enter.
- If there is **no body**, we can't make the arrest.

first impression

small-talk



**Listen to the teacher read the text aloud.**

Why is the person worried about making a good **first impression**?

What does the person say about **small-talk**?

## Manners: making apologies

If you realise you weren't **sensitive**, then it is good to **apologise**.  
Here are a few **professional sounding apologies** below.



Sorry if I was insensitive. That wasn't my intention.  
Please excuse me for this misunderstanding.



I'm terribly sorry ...what can I do better next time?





## Manners: practise answering the following questions politely



Can your company afford to pay for so many business trips overseas?

Should I even ask how much the entire journey costs?

It's probably nobody's business, pardon me for asking.

It wouldn't be easy for me to travel anywhere for work. The time differences can really mess me up!

...

...

...



## Personal questions



Would you want to have a job involving many **business trips**? Why (not)?

If you could go anywhere in the world on a **business trip**, where would it be and why?



## Questions, questions

**If you were travelling abroad for the first time, on a business trip, what questions would you ask your co-workers before you go?**



1

Use quantifiers.

2

Use personal pronouns.

3

Use the new vocabulary.



## Reflect on the goals

Go back to the second slide of the lesson and check if you have achieved all the goals of the lesson.

yes

no




## Answer key

**Exercise p. 7**  
1d, 2b, 3a, 4e, 5f, 6c

**Exercise p. 10**  
A2 B1 C3 D4



## Transcription

### Exercise p. 31

I really want to make a good first impression when I meet face to face with my business partner in Berlin. One thing I know I can do, besides preparing the paperwork, is be very punctual. The time zone is six hours ahead there, so I hope I am not too tired during our first meeting. Many co-workers have told me that being considerate and direct are important qualities in Germany. Americans, like me, tend to small-talk much more than Germans - well, according to my boss.





## Homework writing activity

**Choose one of both of the options below and use new vocabulary in your writing.**

1. What are some questions you could ask a co-worker about their upcoming business trip?

**Write down your concerns and politely ask for their advice.**

2. What advice would you give a colleague who is travelling overseas for the first time?

**Write them a letter with your advice.**







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