

# Business trip to the US

READING

LEVEL  
Intermediate

NUMBER  
EN\_BE\_2614R

LANGUAGE  
English





## Goals

- Can understand a short text about a business trip to the US.
- Can correctly use vocabulary to do with being at the airport and a hotel.



A **business trip** to the **US** should be exciting! Let's follow William and Ella's story to find out if it was.





## Vocabulary review

terminal

to check in

to go through  
security

prohibited  
items

departure  
lounge

duty free

gate

to fill in





## Sentences



Heathrow has 5 **terminals**.

You should **check in** 2 hours before your flight.



Sometimes it takes a long time to **go through security**.

Knives and scissors are **prohibited items** on a flight.





## Sentences



You wait for your flight in the **departure lounge**.

**Duty free** goods do not have tax.



You board your flight at the **gate**.

You often have to **fill in** a form when you check in to a hotel.





## Reading

Ella and William recently went on a business trip to the USA. When William arrived at the airport at **terminal** 2 he couldn't find Ella anywhere. He called her and she said she was in **terminal** 3... and that William should be in **terminal** 3 too! William took a train across the airport to meet Ella.

They went to the **check-in** desks and showed their passports. They each had a large suitcase to **check in**. After they had checked in they got their boarding cards and **went through security**. Security at Heathrow took a long time, there were lots of people and everyone had to take their shoes off and have a body scan. There were also some people with **prohibited items** in their hand luggage, like big bottles of shampoo and there was even a lady with a kitchen knife.



## Business trip to the US

### Unscramble the words to make questions

1. arrive did Which William terminal at?
2. terminal Ella was in? Which waiting
3. desks? What show they check did in the at
4. they of suitcases What have? did kind
5. through did security? they go do What have to to
6. Prohibited have? people other What of items did kind



**Now take it in turns to ask and answer the questions with your partner.**





## Speaking

**Answer these questions with your partner.**



1

What is the biggest airport in your country?

2

Have you ever arrived at the wrong terminal or the wrong airport? What happened?

3

What is the best airport you have ever been to? Why was it so good?



## Speaking

**What is the procedure for going through airport security like at your local airport? What do you have to do and what can't you have? Describe the process to your classmates.**



shoes



scan



electronics



belts



## Reading

Finally, they got into the **departure lounge** and they had a look at the **duty free** shops before they went to sit next to their **gate**. Luckily, the flight boarded on time. The flight lasted for 9 hours and they were very tired but happy when they arrived in Washington DC. They took a taxi (or a cab!) to their hotel but they didn't have enough money to pay for it - they had forgotten to withdraw money from the cash machine at the airport. Ella ran into the hotel and quickly got some dollars to pay the driver.

They checked in to their hotel and William **filled in** the **registration form**. He told the receptionist to **charge** the booking **to** his company credit card. Ella asked for some advice on what to see and do in Washington because they had a full day free the next day. The receptionist told them to go to some of the museums in the city.



## Business trip to the US

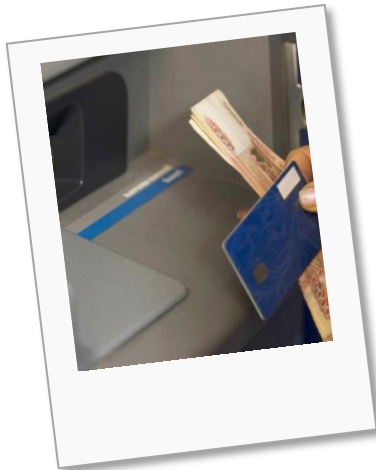
**Answer the questions with your partner.**

1. What did they do in the departure lounge?
2. Did they get on the flight on time?
3. What happened in the taxi?
4. Who did they charge the room to?
5. What did the receptionist recommend they do in Washington?



## Discuss

**Have you ever had a problem paying for something on holiday?**



**Do you usually change money before you travel or do you withdraw it from a cash machine?**



## Speaking

Imagine William and Ella are **visiting your city** and they have a free **24 hours**, what would you **advise** them to do?





## Reading



Their hotel was large and it had a lot of facilities for business travellers so William and Ella thought they would be happy there. But that was when the trouble started. The business centre at the hotel wasn't big enough for the meetings they had and the hotel restaurant wasn't open long enough for them to eat dinner in the evening. The beds were too hard and the pillows weren't soft enough. There was also always too much noise from the street at night time. They were glad that their company was paying for the hotel and not them. Just too many problems!



## Business trip to the US

**What were the five main problems with the hotel? Write them here and then check with your classmates.**

A blank sheet of lined paper with a spiral binding on the left side, intended for writing the five main problems with the hotel.







Find examples in the text of...

*too*  
with an adjective

*not enough*

*too much*

*too many*



## Speaking

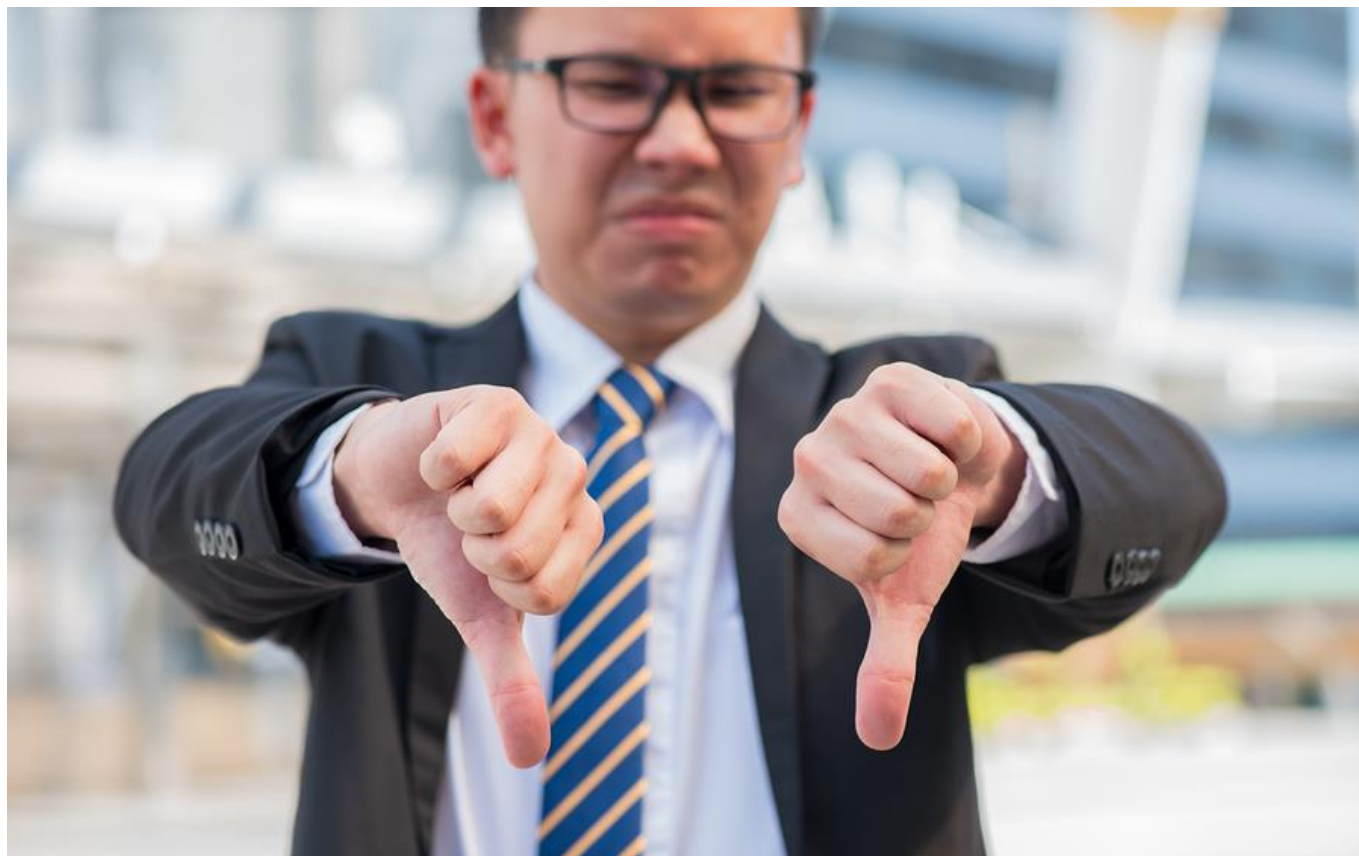
**How do you think the hotel or William and Ella could solve these problems? What would you do in their situation?**





## Discuss

**Have you ever been in a similar situation? Did you complain to the hotel?**





## Big question

**Where would  
you like to go on  
a business trip?**





## 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

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## Reflect on this lesson

Think about everything you have seen in this lesson.  
What were the most difficult activities or words? The easiest?



If you have time, go over  
the most difficult slides again



## Answer key

### Exercise p. 16

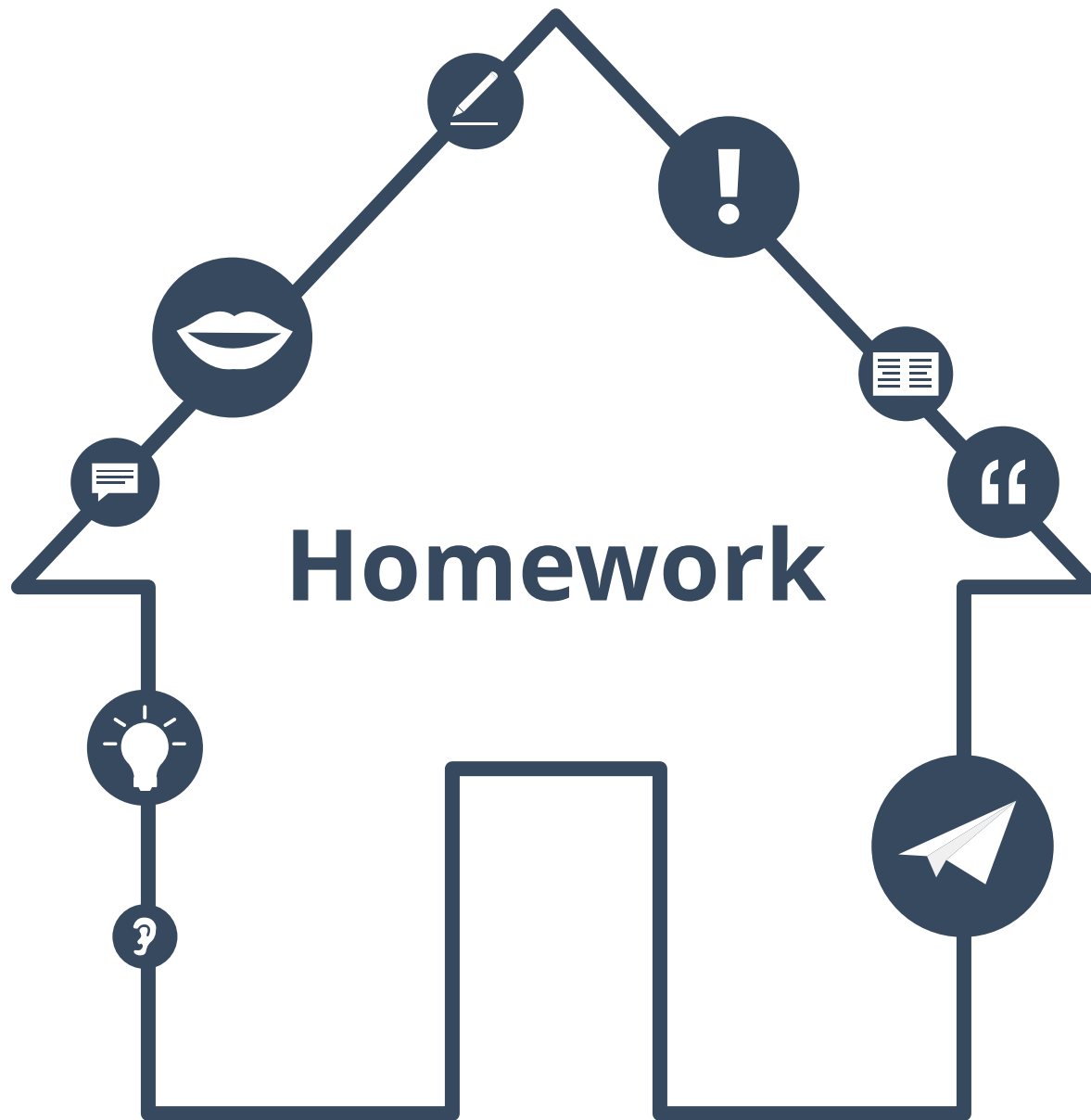
business centre not big enough, restaurant not open long enough, bed too hard, pillow not soft enough, too much noise from the street

### Exercise p. 12

1. Looked at duty free, sat near the gate, 2. yes, 3. didn't have enough dollars, 4. company credit card, 5. visit museums

### Exercise p. 8

1. Which terminal did William arrive at? – 2 - 2. Which terminal was Ella waiting in? – 3 - 3. What did they show at the check in desks? - passports - 4. What kind of suitcases did they have? - Large check in - 5. What did they have to do to go through security? – take off their shoes and have a body scan - 6. What kind of prohibited items did other people have? – shampoo, a knife







## Complete the sentences

**Complete the sentences so they are true for you.**

1. The worse hotel I have ever stayed in was...
2. The best hotel I have ever stayed in was...
3. The worst airport I have ever been to was...
4. The worst place I can imagine going on a business trip is...



## Email writing

**Your boss has agreed to let you go on your dream business trip!  
And you get to take a colleague. Write an email to your  
colleague giving them some details about your trip.**

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□

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To:

Subject: My dream business trip

Hi...



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