

МИНИСТЕРСТВО НАУКИ И ВЫСШЕГО ОБРАЗОВАНИЯ
РОССИЙСКОЙ ФЕДЕРАЦИИ

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В двух частях

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Основной целью пособия является формирование навыков и умений в различных видах речевой деятельности, а также развитие речевой компетенции в профессионально ориентированных коммуникативных ситуациях общения.

Материал пособия состоит из разделов, полностью соответствующих тематике учебника. Каждый раздел содержит вокабуляр и комплекс лексико-грамматических упражнений, как рецептивных, так и продуктивных, расположенных по принципу от простого к сложному и направленных на развитие речемыслительной деятельности студентов.

Издание подготовлено на кафедре « Английский язык» ПГУ и предназначено для обучающихся по направлению подготовки 31.03.03 «Управление персоналом» и специальностям 38.05.01 «Экономическая безопасность», 38.05.02 «Таможенное дело».

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UNIT 1

Vocabulary

to arrange to meet – организовать встречу
to attend sales conferences – участвовать в конференциях по продажам
spirits business – алкогольный бизнес
to specialize in ... – специализироваться на...
to rate wines – оценивать вина
to enter a competition – участвовать в конкурсе
to run an agency – управлять агентством
to commute to Paris/London – ездить в Париж/Лондон на работу
to make a business trip – съездить в командировку
to communicate in English/Russian – общаться на английском/русском
to have appointments – проводить встречи
to speak English/Italian as a second/foreign language – говорить на англий-
ском/итальянском как на втором/иностранном языке
to go down – опускаться
estimated number – предполагаемое число
a grower – садовод
to be over – заканчиваться
cuisine – кухня

Exercises

I. Fill in the blanks in the sentence with the words from the box. Use the necessary form of the word.

not specialize	communicate	be over	rate	taste
attend	translate	commute	not speak	

1. James often _____ to France and Italy.
2. Monique _____ in Spanish, Italian, Hungarian, French and English fluently.
3. James Turner is a wine journalist. He _____ and _____ wines for Vinexpo every year.
4. An interpreter _____ from one language into another.
5. Many people _____ sales conferences in Italy and France.
6. James Turner works in London but he _____ in English wines.
7. Every day the meetings _____ at 3 o'clock in the afternoon.
8. More than 65 percent of people in the world _____ English as a first language.

II. Make the following statements negative.

Example: Sue came late last night. – No, Sue didn't come late last night.

1. Monique loves her work, especially travelling.
2. Monique's translation agency has offices in Paris, London and Rome.
3. The approximate number of people who speak English as a second language is more than 1.1 billion.
4. James Turner wants to write a book about Italian wines.
5. James likes French cuisine, and he plays golf and tennis when he has time between his business trips.
6. A lot of important people in the wine business meet at Vinexpo.
7. Carla and Jason manage their own big estate in southern Italy.
8. Jason helps with new ideas on wine production and Carla persuades the customers to buy their product.
9. The main exhibition takes place in June every two years.
10. Carla is from Sydney and Jason is from Canada.

III. Match the columns to make phrases.

- | | |
|----------------------|----------------------|
| 1. to commute to | a. an agency |
| 2. to communicate in | b. Italian dishes |
| 3. to run | c. over |
| 4. to make | d. sales conferences |
| 5. to attend | e. France |
| 6. to specialize in | f. French |
| 7. to be | g. down |
| 8. to go | h. wines |
| 9. to rate | i. a business trip |

IV. You ask Monique about herself and her work. Write the questions.

Example: You know that Monique speaks 4 languages. You want to know what language is her native one. Ask her: What is your native language?

1. You know that Monique lives in London but her translation offices are in many other countries. You want to know where. Ask her.

_____?

2. She knows a lot about the wine business. You want to find out why. Ask her.

_____?

3. You know that Monique's father is from Hungary. You want to know if he speaks foreign languages and which ones. Ask her.

_____?

4. You know that Monique has a very active lifestyle. You want to know how she spends the weekends. Ask her.

_____?

5. You know that Monique often comes to Paris. You want to know why. Ask her.

_____?

6. You know that Monique's parents live in France. You want to know where exactly. Ask her.

_____?

V. Use the prompts and a verb from the box in the correct form to write full sentences. Remember to use the correct word order.

meet	introduce	attend	have	be over	communicate
use	commute				

Example: He / to Paris / every week /

He commutes to Paris every week.

1. We / our business partners / at Vinexpo / / always

2. They / coffee / / during the break / sometimes

3. The chairman / / all the participants / usually / before the meeting / starts

4. They / never / sales conferences / / at weekends

5. I / my laptop / / at business meetings / often

6. Business meetings / late in the evening / / sometimes

7. She / / in English / always / at Vinexpo

VI. Write questions for these answers.

1. They live in Paris. (Where?)

2. She travels to London twice a year. (How often?)

3. James writes books about wines. (What?)

4. Vinexpo takes place in June. (When?)

5. They meet important people at Vinexpo. (Who?)

6. Vinexpo is an international exhibition for the wine and spirits business. (What?)

7. Monique travels to Dijon because her parents live there. (Why?)

8. James works for Wine & Dine magazine. (Which?)

VII. Open the brackets and put the verbs in the correct form.

1. I _____ (to like) apples.

2. Ann _____ (to play) computer games every weekend.

3. We _____ (to go) to work by train.

4. You _____ (not to work) very hard.
5. My friend and I _____ (to spend) time together in the evenings.
6. They _____ (to visit) their relatives once a week.
7. I _____ (not to swim) in the sea in summer.
8. Food _____ (to become) cold in the fridge.
9. My cat _____ (not to enjoy) fish.
10. Her parents _____ (not to take) her to school every day.
11. We _____ (not to invite) our friends at the weekend.
12. You _____ (to know) Maths.
13. Sarah and Andrew _____ (not to go) to dancing classes on Sundays.
14. We _____ (to have) our English lessons twice a week.
15. He _____ (not to have) blue eyes.
16. I _____ (to have) dark hair.

VIII. Make up affirmative, negative and interrogative sentences using the prompts.

1. I/not to play / computer games/every day
2. My friend / to swim / in the pool / every Saturday?
3. Water / to boil / at 100 C?
4. Men / to like / cars
5. That woman / not to look / sad
6. I / not to like / vegetables
7. We / to eat / junk food
8. My parents / to visit / me / twice a year
9. You / to cook / in the kitchen?
10. She / to work / every day?

IX. Give short Yes/No answers to the questions:

1. Do they use air conditioning? –
2. Does water boil at 100 C? +
3. Does the sea freeze in winter? +
4. Do animals speak? –
5. Do they communicate? +
6. Does his sister go to school? +
7. Do they prefer working from home? –

X. Complete the conversations. Use the phrases in the box.

let me introduce you	pleased to meet you	May I introduce myself?
How do you do?	How's life?	Good to see you again.

Conversation 1

James: Monique, 1) _____ to Duncan Ross. Duncan this is Monique. Monique, this is Duncan.

Duncan: 2) _____, Monique.

Monique: Pleased to meet you, too.

Conversation 2

Mr. Brown: Excuse me, but are you Mr. White?

Mr. White: Yes, that's right!

Mr. Brown: 3) _____ I am Mr. Brown.

Mr. White: How do you do?

Mr. Brown: 4) _____

Conversation 3

Peter: Hello, Carla. How are you?

Carla: Fine, thanks, Peter. 5) _____

Peter: Nice to see you, too. How's the family?

Carla: They are all very well. 6) _____

Peter: Very well, thanks, but very busy.

XI. Write in *there is/isn't* or *there are/aren't* .

1. _____ two banks in our street.
2. _____ 10 stars on the European flag.
3. _____ a cafe behind the supermarket .
4. _____ a cinema and a sports centre to the right of the park.
5. _____ the underground in small provincial towns.
6. _____ a lot of wine-producing countries in the world.
7. _____ many students in this group.
8. _____ even a cinema in that small village.

XII. Complete the questions with *Is there* or *Are there*. Then write short answers.

1. _____ a cathedral in this town? _____
2. _____ many flowers in the garden? _____
3. _____ a shopping center down the street ? _____
4. _____ many things to see and to do in Spain? _____
5. _____ six planets in the solar system? _____
6. _____ any deserts in Europe? _____

XIII. Put the verb into the correct form.

1. Julie _____ (not / drink) tea very often.
2. What time the banks _____ (close) here?
3. I've got a computer, but I _____ (not/ use) it much.
4. "Where Martin _____ (come) from?" "He's Scottish."
5. "What you _____ (do)?" "I'm an electrician."
6. It _____ (take) me an hour to get to work. How long it _____ (take) you?
7. Look at this sentence. What this word _____ (mean)?
8. James isn't very fit. He _____ (not / do) any sport.

UNIT 2

Vocabulary

- to make a list of needs – составить список потребностей
to make a change – вносить изменения
to spend 2/5 hours a day on something/doing something – тратить 2/5 часов в день на что-либо
to do kendo – заниматься фехтованием
to work as a translator in 2/3 languages – работать переводчиком 2/3 языков
to have much/no time outside work – иметь много времени/не иметь времени вне работы
to work on an important project – работать над важным проектом
to make a decision – принимать решение
to make a phone call – звонить
to do a job/some work – выполнить работу
to do an exam – сдать экзамен
to be on a sick leave – быть на больничном
to refuse to work – отказываться работать
to be in employment – быть трудоустроенным
to be away from work for the birth of a baby – уйти в отпуск по уходу за ребенком
an official retirement age – официальный пенсионный возраст
to go on strike – бастовать
lawnmower – газонокосилка
to date from – датироваться каким-то числом...
to spend 5 % / 10 % of the revenue on something – тратить 5% / 10% от дохода на что-либо
to have a 10 % market share in... – иметь 10 % доли рынка в чем-либо
well-known consumer brands – известные потребительские бренды
20 % of its revenue comes from... – 20 % от дохода идет от...
to hold the line – оставаться на линии

Exercises

I. Fill in the blanks in the sentences with the verbs from the box. Use the necessary form of the verb in the Present Simple or the Present Continuous tense.

to spend	to refuse	to contact	to work(2)	to come
to date	to increase			

1. People in that company _____ to work because they want more money and better working conditions.
2. 50 % of the revenue of most travel agencies _____ from selling package tours.

3. Sara currently _____ as a translator in English and German at the most successful company in our city.
4. The establishment of this company _____ from the early 2000s when such kind of services became necessary.
5. At present Genevieve _____ on an important project on well-known consumer brands.
6. The management of the company _____ 20% of the revenue on buying new equipment.
7. The number of TV channels _____ in France.
8. Genevieve _____ people in different countries to arrange meetings and so on.

II. Make the statements negative.

1. International phone calls are getting more expensive.
2. Many local organizations are trying to reduce their costs.
3. Toyota is selling cars all over the world.
4. Our company is making changes to meet the needs of the customers.
5. Their business is growing and bringing more income.
6. A lot of foreign companies are exporting their products to our country.

III. Match the two columns to make collocations.

- | | |
|--------------|----------------------------|
| 1. to make | a. an exam |
| 2. to refuse | b. on an important project |
| 3. to do | c. a market share in |
| 4. to hold | d. to work |
| 5. to go | e. on strike |
| 6. to have | f. the line |
| 7. to work | g. a phone call |

IV. Open the brackets and put the verbs in the correct form.

1. Kensuke _____ (not to speak) English at his office in Spain.
2. People at the factory _____ (to refuse) to work because of the low salary and bad working conditions.
3. Manuel _____ (to work) on an important project which he _____ (to plan) to set up next year.
4. Monique _____ (not to have) much free time as she _____ (to meet) her friends.
5. Electrolux _____ (to spend) 10 % of its revenue on Research and Development.
6. Miguel _____ (to look) for new suppliers for his company.
7. Our company _____ (to expand) so quickly that we need to find new employees.
8. Managers of this international company _____ (to travel) a lot to different countries.
9. The situation in this company is not good anymore: many people _____ (to go) on strike.
10. Peter has changed his job and now he _____ (to work) independently.

V. Make up affirmative, negative and interrogative sentences using the prompts.

1. are / in / Division / the / increasing / Professional / Sales / Products.
2. manufactures / Our / office / furniture / company.
3. comes / the / 75 % / of / company's / from / the / Division / Consumer / sales / Durable.
4. very / Unilever / in / is / a / big / to / its / distribution / change / system / making / Spain.
5. meetings / Are / having / with / a lot of / consultants / the /you?
6. Their / is / bad / not / times / this / company / season / having.
7. are / offices / not / plans / for / We / opening / any / new / making.
8. your / Is / saving / for / friend / to / money / trip / the / his / USA?

VI. Put the questions to the underlined words.

1. We are opening new offices in Barcelona. Where _____?
2. His managers make business trips once a month. How often _____?
3. The Consumer Durables division is trying to increase its turnover. What _____?
4. Their company owns Toyota and Lexus brands. What brands _____?
5. They want to develop a new retail system because the old one is not perfect. Why _____?
6. I am working on an important project this week. When _____?
7. This company sells freezers and refrigerators all over the world. Where _____?

VII. Complete the conversations. Use the phrases in the box.

It's ... I'm sorry,... I'd like to speak... Can you take a message... Who's calling Hold Could I speak.... Could you ask...

Conversation 1

- Receptionist: Hotel Leon d'Oro.
Monique: 1) _____ to Mr. Gonzalez, please?
Receptionist: 2) _____ Mr. Gonzalez is in a meeting at the moment.
Monique: 3) _____ a message?
Receptionist: Yes, of course.
Monique: 4) _____ him to call me? My name's Maurizio and my number's 675432.

Conversation 2

- Receptionist: Good afternoon. Translation Services. How can I help you?
Monique: Good afternoon. 5) _____ to Monique Bresson, please.
Receptionist: 6) _____, please?
Monique: 7) _____ James Turner from Wine and Dine.
Receptionist: 8) _____ the line, please.

UNIT 3

Vocabulary

a biome – природная зона с определёнными климатическими условиями
a greenhouse – теплица
an olive grove – оливковая роща
a grapevine – виноградная лоза
a good salary – хорошая зарплата
to be good at smth / doing smth – хорошо разбираться в чём-то, быть специалистом
average – обычный, среднестатистический
jogging – бег трусцой
sailing – парусный спорт
an achievement – достижение
a hurricane – ураган
to carry on – продолжать
a rower – гребец
to damage – повреждать
a delay – задержка
a merchant – торговец, продавец

Exercises

I. Put the letters in the correct order to make kinds of sports.

D U J O _____

A S H Q U S _____

A G O Y _____

B I R S E C A O _____

I S G A L I N _____

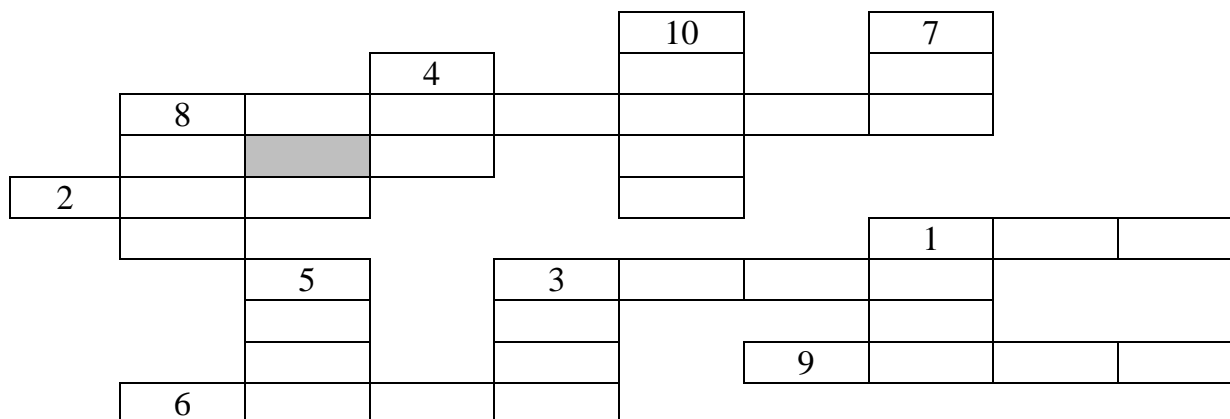
L S A B K E L T A B _____

N E T S N I _____

II. Match the sports with the places they are played at.

- | | |
|--------------|--------------|
| 1. skiing | a. pool |
| 2. tennis | b. stadium |
| 3. skating | c. gym |
| 4. swimming | d. court |
| 5. athletics | e. mountains |

III. Do the crossword with the second form of the verbs.



1. be →; ↓
2. get →
3. come → ; cost ↓
4. win ↓
5. give ↓
6. leave →
7. meet ↓
8. think →; take ↓
9. go →
10. begin ↓

IV. You ask your friend about herself and her work. Write the questions.

Example: You know that she was at the supermarket yesterday. Ask what she bought there.

What did you buy at the supermarket yesterday? _____

1. You know that she was so tired after the training yesterday. Ask her if she was tired.

Were _____?

2. You know that she was a great coach. Ask her what kind of coach she was.

What kind _____?

3. You know that she studied on Saturdays. Ask her what time she studied on Saturdays.

What time _____?

4. You know that the train for Washington left. You want to know at what time. Ask her.

What time _____?

5. You know that she came home at 9. p.m. You want to know where she was. Ask her.

Where _____?

6. You know that the race started some time ago. You want to know when exactly. Ask her.

When _____?

7. You know that she met her friend three days ago. You want to know who. Ask her.
Who _____?

V. Rewrite the sentences in the Past Simple Tense. Add proper past time expressions (a week ago, last year, the day before yesterday, etc.)

1. There are 80 000 plants in the biomes.
2. There is the largest greenhouse in one of the biomes.
3. Are there olive groves there?
4. Is there a waterfall in the largest greenhouse?
5. There is no internet in the forest.
6. There are no hurricanes there.
7. There are a lot of visitors in the Warm Temperature Biome, aren't there?
8. There is no human in the truck, is there?
9. There is always a leader in any project, isn't there?
10. There are no sportsmen without injuries, are there?

VI. Make the following statements negative.

Example: John came late last night. – No, John didn't come late last night.

1. John telephoned a week ago.
2. John and Sue sent a letter to their close friend in Spain.
3. They bought her some flowers for her birthday.
4. Paul invited Sue for a lunch to discuss the project.
5. Ann met Tony at the entrance three minutes ago.
6. The Eden Project brought a lot of money to the local economy.
7. Seven thousand visitors arrived at Eden for the official opening.
8. Thousands of people watched the construction of the biomes.

VII. Make up affirmative, negative and interrogative sentences using the prompts.

Example: How / did / the Eden / much / cost / Project?
How much did the Eden project cost?

1. last / I / some / and / some / did / shopping / week / sightseeing
_____.
2. He / all / answer / the / at / the / didn't / interview / questions
_____.
3. Eden / did / from / the / idea / of / Project / Where / come / the?
_____?
4. an / north / worked / as / at / a / Tim / museum / in / the / of / England / archaeologist
_____.
5. not / was / happy / about / She / her / payment / last
_____.

6. you / any / problems / Did / head / finding / the / office / have? _____?

7. year / Bill / times / changed / job / Last / his / three _____.

8. How / times / a / go / on / year / did / a / business / many / trip / you? _____?

VIII. Look at the ticket and answer the following questions:



1. What was the passenger`s name? _____
2. Where did the plane leave from? _____
3. What time did the plane leave? _____
4. What was the date of the flight? _____
5. Which airport did the passenger arrive at? _____

IX. Put the verbs in brackets into the correct form. Use the words from the box to complete the situations.

yesterday	when he was 18	the day before yesterday	last month
in 1987	five years ago	when I was ten	two days ago

Example: I _____ (to go) to the theatre.
I went to the theatre two days ago.

1. You _____ (to meet) Paul?
2. Mr. Mc Cane _____ (to paint) his house.
3. It _____ (to be) hot.
4. Anthony _____ (to pass) his driving test.
5. Yvonne _____ (to leave) Paris.
6. He _____ (to start) his career of a sports journalist.
7. I _____ (to visit) Moscow for the first time.

X. Complete the story about Tommy Brown using the verbs in brackets in the Present Simple or Past Simple tense.

Tommy Brown _____ (to be) a real story-teller. No one _____ (to believe) what he _____ (to say) because he always _____ (to tell) lies. He _____ (to live) in a small village and _____ (to work) on a farm near his village.

One night last week Tommy _____ (to finish) work late. It _____ (to be) dark and cold. Suddenly he _____ (to hear) a strange noise so he _____ (to look) up. It _____ (to be) a UFO with bright flashing lights. It _____ (to come) down towards him and he _____ (to see) two green men looking at him. He _____ (to scream), _____ (to drop) his bag and _____ (to run) away.

When he _____ (to arrive) at the village, he _____ (to meet) some villagers and _____ (to start) to tell them the news, but they all _____ (to laugh) at him. No one _____ (to believe) Tommy.

XI. Tim, a businessman from California, is visiting James in his office in London. Complete the conversation. Use the phrases in the box.

What was the weather like Did you have problems finding me? How did you get here? Is it your first visit... Did you have a good flight?
--

James: Nice to see you, Tim. Welcome to London!

Tim: Thank you, James. I'm happy to be here!

James: 1) _____ to London?

Tim: Oh yes, I've only heard about London.

James: So...2) _____?

Tim: I flew to Vienna on Friday and stayed one night there. This morning I took a flight to London.

James: 3) _____?

Tim: Sure, thanks. I have a priority card so I upgraded my seat to the business class.

James: 4) _____?

Tim: No, not at all. I took a taxi from the airport.

James: 5) _____ in Vienna when you left?

Tim: It was perfect, warm and no rain. I arrived there in the evening so I didn't have much free time. But I enjoyed evening Vienna a lot.

XII. Follow the link and watch the video about the Eden project on the British Council website. Do the tasks on the website.

<https://learnenglish.britishcouncil.org/britain-great/green-great-part-1>

UNIT 4

Vocabulary

- awareness – осознание, осведомлённость
cross-cultural – межкультурная
worldwide – мировой
a self-access – самостоятельный доступ
negotiating – ведение переговоров
a half-board accommodation – полупансион
a twin room – двухместный номер с двумя отдельными кроватями
a double room – номер с двуспальной кроватью
picturesque – колоритный
a landmark – ориентир
a spire – шпиль
a brewery – пивоваренный завод
to enquire – спрашивать
a request – запрос
a workshop – мастерская, мастер-класс
valuables – ценности
to suggest sth / doing sth – предлагать что-то / сделать что-то
to attend – посещать
to confirm – подтверждать
faint – слабый
to be vital for/to sth/sb – быть жизненно важным для ч.-л., / к.-л.
to identify needs – определять потребности
to meet needs – удовлетворить потребности
to give a presentation on / details for sth – представить материалы по / подробности о ч.-л.
to hold / organize a seminar / workshop on sth – проводить / организовывать семинар / мастер-класс по ч.-л.

Exercises

I. Match the verbs with the prepositions to make up phrasal verbs and collocations.

- | | |
|--------------|-----------|
| 1. to take | a. from |
| 2. to suffer | b. across |
| 3. to check | c. off |
| 4. to sail | d. to |
| 5. to travel | e. in |

II. Talking about future plans and intentions. Make up sentences with *to be going to* and a verb from the box.

visit	give	have	miss	do	sell	buy	study
-------	------	------	------	----	------	-----	-------

1. They _____ their old flat and _____ a new one.
2. The bus is late so we _____ the start of the film.
3. I really don't feel well – I think I _____ the doctor.
4. What _____ after 12.30?
5. My boss _____ us all a pay rise.
6. Our neighbors _____ a barbecue this evening.
7. He _____ Spanish and Italian next year.

III. Put the verbs in the brackets in the Present Continuous tense to describe current events or fixed future arrangements.

1. Jim _____ to London at 2 o'clock for an afternoon meeting. (to fly).
2. The students _____ a test all afternoon. (to write).
3. Tim _____ a presentation on intercultural communication at 3 p.m. on Monday. (to give).
4. Wendy and Michael _____ a party on Saturday night. (to have).
5. _____ the bus to London _____ now? (to leave).
6. _____ he _____ with us to the theatre tonight? (to come).

IV. Write a question with *going to* for each situation.

Example: Your friend has won some money. You ask:
(what / do with it?) What are you going to do with it?

1. Your friend is going to a party tonight. You ask:
(what / wear?) _____
2. Your friend has just bought a new table. You ask:
(where / put it?) _____
3. Your friend has decided to have a party. You ask:
(who / invite?) _____
4. Your friend is going to change his job. You ask:
(which / to apply?) _____
5. Your relatives have decided to move to another country. You ask:
(where / to live?) _____
6. Your mother is going to buy you something for your birthday. You ask:
(what / present?) _____

V. A friend of yours is planning to go on holiday soon. You ask her about her plans. Use the words in brackets to make your questions.

Example: (where / go?) Where are you going?

1. (how long / go for?) _____
2. (when / leave?) _____

3. (go / alone?) _____
4. (travel / by car?) _____
5. (where / stay?) _____
6. (when / come back?) _____

VI. Make up questions about different people's future plans in the Present Continuous tense using the prompts.

Example: you / to / train / tomorrow / taking / are / a / Bilbao?
Are you taking a train to Bilbao tomorrow?

1. Saturday / working / office / an / in / on / you / are?
2. they / leaving / are / to / tomorrow / Prague?
3. you / taking / doctor / are / daughter / your?
4. you / Mr. Turner / when / are / tomorrow / picking?
5. are / when / arriving / you / London / in?
6. Mum / cooking / dinner / is / your / Sunday / on?
7. is / your / colleague / for / holding / you / seminar / the / at 5 p.m.?

VII. Match the beginning and the end of the sentences.

- | | |
|---------------------------------------|---|
| 1. I am writing to. | a. you have a group rate? |
| 2. It is with regret. | b. breakfast and all taxes. |
| 3. Please find enclosed. | c. your quotation. |
| 4. The price includes. | d. book a room for two days. |
| 5. We require. | e. confirm this booking. |
| 6. Could you let me know if. | f. a cheque for the deposit. |
| 7. Is your quotation for. | g. from 19 th to 21 st September. |
| 8. For all reservations we require. | h. a hotel with suitable facilities. |
| 9. In the name of. | i. confirm your reservation for... |
| 10. We would be pleased to receive. | j. half board with English breakfast. |
| 11. We are looking for. | k. an all-in tariff? |
| 12. I would be grateful if you could. | l. a confirmation by e-mail? |
| 13. We are pleased to. | m. Bill Smyth. |
| 14. For three day. | n. that I have to cancel the reservation. |

VIII. Match the two parts of the collocations.

- | | |
|------------------|------------------|
| 1. a half-board | a. needs |
| 2. a twin bedded | b. a workshop |
| 3. to identify | c. a seminar |
| 4. to organize | d. details |
| 5. to hold | e. accommodation |
| 6. to give | f. room |

IX. Complete the conversations. Use the phrases in the box.

Could I have an early-morning call?
Good. I'll pay Mastercard then.
For three nights.
For Sunday the 20th of May.

Can I pay by credit card?
I'd like to book a single room.
Could I have my bill, please?
I have a reservation.

Conversation 1

Receptionist: Hotel Leon D'Oro. Good morning. How may I help you?

Caller: Oh, hello. 1) _____

Receptionist: Yes, certainly, madam. When is that for?

Caller: 2) _____

Receptionist: And for how many nights?

Caller: 3) _____

Receptionist: OK. And could I have your name, please?

Caller: Yes, it's Maurizio Gonzalez.

Receptionist: Fine. I'll reserve a room for you immediately.

Conversation 2

Guest: Hello. My name's Maurizio Gonzalez.

4) _____

Receptionist: Oh, yes. Good evening, Sir. Welcome to Hotel Leon D'Oro.
Could you fill in this form, please?

Guest: Sure.

Receptionist: Can you sign here, please? ... Thank you. Here's your keycard.

Guest: Thanks. 5) _____

Receptionist: Definitely. At what time?

Guest: At 6.00, please.

Conversation 3

Guest: Good morning. 6) _____

Receptionist: Certainly, madam. Did you take anything from the minibar?

Guest: No, nothing.

Receptionist: Fine. Here's your bill.

Guest: Thank you.

Receptionist: How would you like to pay?

Guest: 7) _____

Receptionist: Yes, that's fine.

Guest: 8) _____

UNIT 5

Vocabulary

to reduce stress – уменьшить стресс, снизить стресс
to work at a computer – работать за компьютером
to get (regular) breaks – делать регулярные перерывы
to go for a walk – пойти погулять, выйти на прогулку
to have excuses – оправдывать(ся)
to give some advice on sth – посоветовать
to be bad/good for sb / sth – негативно/положительно сказываться на
to feel stressed – чувствовать стресс
to stay healthy – быть здоровым
to do (physical) exercise – выполнять физическую нагрузку
to give up – отказываться, бросать
to grow old – стареть, становиться старше
to spend time on sth – проводить время, тратить время
to get the most benefit – извлекать максимальную выгоду
to get energy back – вернуть энергию
to lose weight – терять в весе, худеть
to join the movement – присоединиться к движению
to be pleased about sth – быть довольным
to destroy culture – разрушать культуру
to stop the invasion of sth – остановить вторжение
to have a healthy lifestyle – вести здоровый образ жизни
to improve the quality of sth – повышать качество
Do have some more. – Угощайтесь. Берите ещё.

Exercises

I. Read and complete the text with *much/many/a lot of, some/any, or a little/a few*.

STAY HEALTHY

Is there anything you'd like to know about the things you eat and drink? Here's some advice on a healthy lifestyle:

- Eat and drink sensibly. To stay healthy you need to eat _____ fruit and vegetables. When raw or lightly cooked, they retain a higher nutritional value. Milk is really good for you and you can drink _____ glasses every day – but no more than three.
- Cut down on sugar in all foods. For example, there are _____ calories in chocolate cake (about 235 calories in one piece). You shouldn't drink _____ cola, there's _____ sugar in it.
- Keep the fat content of your diet low. A diet that doesn't have _____ butter is much healthier. Avoid fast food. There aren't _____ vitamins in hamburgers (only vitamin A). But there's _____ fat! So be careful!

- Give up smoking!
- Reduce stress. When you feel stressed, stop and take _____ long, deep breaths. Every day try to find _____ time to get _____ fun and relaxation. One of the best ways to reduce stress is to do _____ physical exercise.
- Exercise regularly. Choose from a variety of different activities. If you don't have _____ time, go for a short walk, or do _____ exercises at your desk.

II. Complete the table with mass and count nouns from the previous exercise.

mass	count	mass and count

III. Correct the underlined word where necessary. Some sentences are right.

1. Did you buy much food?
2. I drink much cola.
3. It costs much money to travel around the world.
4. She hasn't got any money.
5. How many milk do you want in your coffee?
6. The soup needs a little more salt and pepper.
7. "More tea?" – "Just a few, thank you."
8. Would you like any tea?
9. Are there some sandwiches left?
10. There aren't no apples in the basket. It's empty.

IV. Match the two words to make collocations.

- | | |
|------------|-----------------|
| 1. reduce | a. culture |
| 2. feel | b. old |
| 3. stay | c. excuses |
| 4. lose | d. exercise |
| 5. grow | e. breaks |
| 6. join | f. stress |
| 7. destroy | g. weight |
| 8. get | h. healthy |
| 9. have | i. stressed |
| 10. do | j. the movement |

V. Fill in the blanks in the sentences with the collocations from the previous exercise (one is extra).

1. People often begin to lose their memory as they _____.
2. Does the deadline make you _____?
3. Cut down on fatty foods if you want to _____.
4. It was an attempt to _____ and identity of the nation.

5. One of the best ways to _____ is to take some long, slow breaths.
6. Slow Food philosophy is very popular nowadays and a lot of people want to _____ in order to stop the invasion of fast food.
7. You always do whatever you want and then try to _____ for your behavior.
8. To _____ you need to eat a lot of fruit and vegetables, to do some physical exercise and to avoid stress.
9. If you spend most of your day working at a computer, it's a good idea to _____ regularly.

VI. Sort out the different kinds of meals under the correct headings. How many methods of cooking are there? List them.

Starters	Main courses	Desserts

roast beef with boiled new potatoes and green salad · cheesecake · fried cod with baked beans and coleslaw · prawn cocktail · grilled steak with broccoli and tomato salad · chicken curry · fruit salad · mushroom soup · vegetable risotto · spaghetti Bolognese · pork with cider and apples · chocolate cake · tuna and red pepper salad · lemon sorbet · smoked salmon pâté · frozen yoghurt with strawberries · apple pie · lemon grilled turkey breasts with fried aubergines · vegetable tortillas

VII. Read through the menu from the previous exercise again. Make three lists.

Meat dishes	Fish dishes	Vegetarian dishes

VIII. Read the groups of expressions in the table below. What are these phrases used for? Write a heading for each one using the words from the box.

ordering recommending declining offering accepting thanking

<ul style="list-style-type: none"> • Yes. I'd love that. • That would be nice. 	<ul style="list-style-type: none"> • What do you recommend? • I recommend... • The ... is usually excellent here. 	<ul style="list-style-type: none"> • Thank you, but I couldn't eat any more. • No, thank you. • No, but thanks all the same.
<ul style="list-style-type: none"> • I'll have ... • I'd like ... • Could I have ...? 	<ul style="list-style-type: none"> • Do have some more. • What about ...? • Would you like ...? 	<ul style="list-style-type: none"> • Thank you for a really excellent meal. • Thank you for a lovely evening.

IX. Complete the conversation using the phrases from the previous table.

Waiter: Are you ready to order?

Frank: Yes, 1)_____ tuna and red pepper salad as a starter and then your big pizza Quattro Stagioni. The pizza is 2)_____.

Waiter: Madam?

Jane: Mm, it's a difficult choice. 3)_____?

Waiter: I recommend spaghetti Bolognese or lasagne.

Jane: 4)_____ lasagna, please?

Waiter: Certainly, madam. Do you want Parmesan cheese on that?

Jane: Yes, please.

.....

Frank: Pizza is very good, isn't it? Do 5)_____.

Jane: Mm. Yes, it's very tasty.

Frank: I'm pleased you like it. Now, 6)_____ a dessert?

Jane: Thank you, but 7)_____.

Frank: Are you sure? Some tea, then?

Jane: Yes. That 8)_____.

UNIT 6

Vocabulary

to save money – копить, экономить деньги
to get high ratings – иметь высокий рейтинг
to be flexible about sth – проявлять гибкость
to book online/on the phone – бронировать онлайн
to give a discount – предоставить скидку
to turn off a mobile phone – отключить телефон
to fill in a (landing) card – заполнять миграционную карту
to fasten a seat-belt – пристёгивать ремни безопасности
to remain seated until a complete standstill – оставаться на своих местах до полной остановки самолета
to get on the plane = to board the plane – садиться в самолет
to go by plane (train/car/bus) – добираться каким-либо видом транспорта
to go on foot – идти пешком
to save from destruction – спасти от разрушения
to convert the building into sth – перестраивать, реконструировать здание
to be different from – отличаться от
to be similar (to) – быть похожим (на)
to form a long term relationship – строить долгосрочные отношения
to look forward to meeting sb – с нетерпением ждать встречи
to cancel the appointment – отменять встречу
to leave unattended – оставлять без присмотра

Exercises

I. Read the text and complete it with the *comparative/superlative* structures, adding any necessary words.

MY AIRPORT NIGHTMARE!

My last business trip was 1)_____ (bad) experience of my life. I arrived late at the airport because my hotel was 2)_____ (far) from the airport than I thought, so it took me over an hour to get there. When I got inside, the queue at the check-in desk was 3)_____ (long) I'd ever seen with only one member of staff on duty. Finally, when it was my turn, my suitcase was slightly 4)_____ (heavy) than allowed so I had to pay an extra baggage charge. Then the security staff stopped me and asked me to open my hand luggage. The more I waited, 5)_____ (angry) I got. I ran as 6)_____ (fast) I could to my departure gate, but of course my plane had already left!

II. Only three of these sentences are correct. Correct the Grammar mistakes where necessary.

1. Smaller airports are usually not as busier as the big one. _____
2. It is the best to book online than on the phone because all the airlines give a discount for online booking. _____

3. Travelling by plane is not as cheap as travelling by bus but it is more comfortable. _____
4. There are many complaints about delays from customers of low-cost airlines than from customers of other airlines. _____
5. When I make business trips I always travel by plane because it's more fast. _____
6. Do no-frills airlines have as many flight attendants as on traditional airlines? _____
7. Travelling at weekends is expensive than on weekdays. _____
8. The highest fares are usually the flexiblest. _____
9. They sell tickets online and because that's the least expensive way of selling, they save money. _____

III. Make up questions using the prompts. Use the superlative + the Present Perfect to ask your friend about his/her life experience.

Example: (What / good / holiday / you / have?)

What is the best holiday you have ever had?

1. (Which / large city / you / go to?) _____
2. (What / cheap hotel / you / book?) _____
3. (Who / interesting person / you / meet?) _____
4. (What / bad trip / you / have?) _____
5. (What / expensive ticket / you / buy?) _____
6. (What / long trip / you / have?) _____

IV. Match the elements in the two columns to make collocations.

- | | |
|-------------|--------------------|
| 1. book | a. money |
| 2. fasten | b. online |
| 3. cancel | c. a discount |
| 4. leave | d. a seat-belt |
| 5. arrange | e. the appointment |
| 6. board | f. a landing card |
| 7. save | g. unattended |
| 8. turn off | h. a meeting |
| 9. give | i. the plane |
| 10. fill in | j. mobiles |

V. Fill in the blanks in the sentences with the collocations from the previous exercise (one is extra).

1. Please do not _____ baggage _____ for the safety of yourself and all airport passengers.
2. The Internet helps consumers _____ by buying products directly from companies.

3. On this site you can easily find your accommodation and_____.
4. Please always _____before boarding the plane.
5. Non-EU passengers are required to _____with personal data.
6. The captain has turned off the “_____” sign.
7. Could we _____ for late tomorrow morning?
8. I am sorry to _____ at the last minute.
9. He was not allowed to _____ because he did not hold a valid travel document.

VI. In what order do these things happen?

- a. You go through security checks and wait in the departure lounge.
- b. The plane lands and you get off.
- c. Boarding is announced and you go to your gate.
- d. You wait for your luggage at the baggage reclaim.
- e. The flight attendant brings you a drink.
- f. You board the plane.
- g. The plane takes off.
- h. You fasten your seat belts.
- i. You come to the airport.
- j. You check in and get a boarding pass.
- k. You put your hand luggage in the overhead locker.

VII. Complete the conversation at the check-in desk. Use the words from the box.

suitcase window pack boarding pass baggage aisle unattended ticket
--

- Can I see your _____, please?
 – Sure. I’d like a _____ seat, please. I like to see outside.
 – I’m afraid the plane is nearly full. There are none left.
 – Well, can I have an _____ seat then?
 – Yes, madam. Here’s your _____. Gate 21.
 – Do you have any _____?
 – Yes, just one _____.
 – Did you _____ pack it yourself?
 – Yes, I did.
 – Have you left it _____ at any time?
 – No, I haven’t.
 – Ok, then. Could you put it on the scale, please?

VIII. Circle the two right answers to each question.

1. In which of the following places do you check in?
 - a. at a hotel
 - b. at an airport
 - c. at a train station

2. Which of the following means of transport do you board?
 - a. a boat or ferry
 - b. a plane
 - c. a car
3. When you see someone off, you say: Have a safe...
 - a. trip
 - b. excursion
 - c. journey
4. Which of the following can you catch?
 - a. a car
 - b. a flight
 - c. a train
5. Which of the following means of transport do you get on?
 - a. a plane
 - b. a bus
 - c. a car
6. Which of the following can you go by?
 - a. foot
 - b. plane
 - c. train

IX. Sort out the expressions depending on their communicative purpose under the correct headings.

Making an appointment	Changing an appointment
Saying “yes”	Saying “not”

1. When would be convenient for you?
2. No, I’m afraid I’m busy then.
3. I look forward to meeting you ...
4. I have to cancel the appointment on...
5. I’m afraid I can’t manage our meeting on...
6. No, I’m afraid I’ve got another appointment ...
7. Yes, ...suits me fine.
8. When are you free?
9. Yes, I can make it on...
10. Could we arrange another time?
11. Is ...possible for you?

X. Complete the conversation using the phrases from the previous task.

Jane: Hello.

Paul: Hello. Is that Jane Smith?

Jane: Yes, speaking.

Paul: It's Paul Watson here. I'm very sorry. 1) _____ on Friday – I have to go on a business trip to Madrid. 2) _____?

Jane: Yes, of course. 3) _____?

Paul: 4) ___ Monday the 15th _____?

Jane: No, 5) _____.

Paul: What about Tuesday the 16th ?

Jane: Yes, the 16th 6) _____.

Paul: Excellent. So, the same time and place?

Jane: Yes. 7) _____ on Tuesday.

XI. Practise your air travel vocabulary. Follow the link and do the tasks.

<https://learnenglish.britishcouncil.org/intermediate-vocabulary/air-travel>

XII. Practise your listening skills. Follow the link, listen to the airport announcements and do the tasks.

<http://learnenglishteens.britishcouncil.org/skills/listening/elementary-a2-listening/travelling-abroad>