

# **BUSINESS ENGLISH**

Module 3: Business Travel | Lesson 1

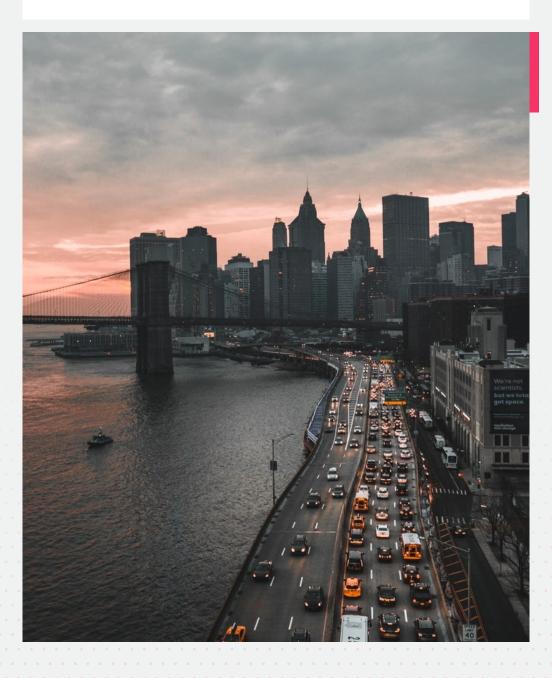


# Get Started

### **LET'S GO: BUSINESS TRAVEL - LESSON 1**

After this lesson, you will be able to:

- · Book a plane ticket: Would you like to fly business or economy class?
- · Book a hotel room: Reservation desk, how may I help you?
- · Give advice: You should definitely visit the High Line.
- · Say how busy you are: I usually have a lot on my plate.
- · Avoid some typical mistakes: It's near of Central Park.





Alan: Hey Emily, I need to travel to New York in three weeks to meet some of our business partners. Could you book a flight to New York, and while you're at it, also book a hotel for me, please?

Emily: Ah, New York, I love New York.

Alan: So, you've been to the Big Apple?

**Emily:** Yeah, on my first overseas trip. I was still a student then. I worked as a waitress for a year in the evenings and on the weekends to save up enough money.

Alan: Wow, I'm sure that took a lot of determination.

You should have done some part-time work for us.

**Emily:** Yeah, saving enough money was tough, but visiting New York was definitely worth it! So, are you planning on doing some sightseeing while you're there?

Alan: I'm not sure yet. I usually have a lot on my plate when I'm there. Can you recommend anything?

Emily: New York has something for everyone.

If you're into museums, the MET is great. You should wenn du dich für Museen interessierst definitely visit the High Line. It's an amazing way to see New York. Anyway, back to your travel plans.

What is the date of departure?

Alan: It will be the 16th of March, and I would like to return on the 21st.

Emily: And would you like to fly business or economy class?

Alan: Let's save some money, let's make it economy class.

**Emily:** Do you prefer an aisle or a window seat?

Alan: A window seat please, if you're able to get it.

Emily: One last question, do you have any special meal requests? I know you're not vegan or anything like that.

Alan: Just the regular meals will do.

**Emily:** Ok, I suppose it's going to be chicken or beef for you then! Hey, by the way, going up the Empire State building is also quite an experience.

Alan: That's not something I'd thought of doing.

Emily: Did you know it gets hit by lightning about 23 times a year? So maybe you shouldn't stay there.

**Alan:** Even if it was possible, I probably couldn't afford it. How about the Edison Hotel then? I like it because it's near Central Park.

**Emily:** Well, I hope you're not so tied up that you can't see some of the sights. I'll book your hotel room right away.

**Receptionist:** Good afternoon, this is the Edison Hotel. How can I help you?

**Emily:** I would like to reserve a room, please.

Receptionist: Just a moment please, I'll put you through to the reservation desk.

Zimmerreservierung

Emily: Thank you.

**Reservation desk:** Reservation desk, how can I help you?

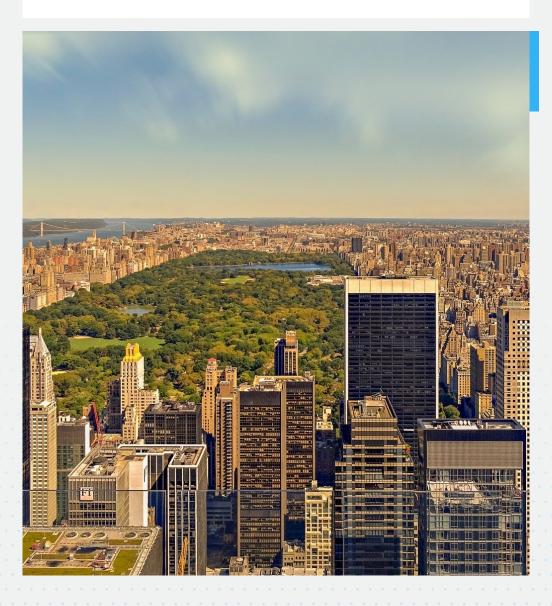
**Emily:** I would like to book a room for one person, please.

Reservation desk: And for which dates would you like to reserve a single room?

Emily: From the 16th to 21st of March in one of your business suites, please.

Reservation desk: One moment please, let me check the availability of our business suites for that period. Hmm, yes, we still have a business suite available. For this kind of booking we require a deposit of 10%, and the remaining balance can be paid at the end of the stay.

**Emily:** Thank you, that sounds perfect, I would like to book the room.





## Test Yourself!

Complete the sentences with should/shouldn't and the right form of the verb:

1. You	(make) a	good	impression	on the	new	boss
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2. You \_\_\_\_ have \_\_\_\_ (try) to copy her work.

3. You \_\_\_\_ have \_\_\_\_ (go) to New York instead.

4. You \_\_\_\_ have to \_\_\_\_ (work) on a public holiday.

#### You Can't Do Without This

You should definitely visit the High Line. [present tense]

You should have done some part-time work for us. [past tense]

Maybe you shouldn't stay there. [negative form]

In daily conversation, we often give others advice. We can use **should** to give advice.

For the present tense you need: should + present tense verb You should write an article about work.

For the past tense you need: should + have + past participle You should have written an article about work.

When you want to tell someone not to do something in the present or future, you need: should + not + present tense verb You shouldn't write an article about work.

Remember, we never say shoulds, even for the third person (he, she, it), it is always should. Now you are ready to give advice in English!

# **A New Way to Form Sentences**

Saving enough money was tough.

Going up the Empire State building is also quite an experience.

Very often a person or a thing is the subject of a sentence. For example:

You should definitely visit the High Line. [Person as subject]

New York has something for everyone. [Place as subject]

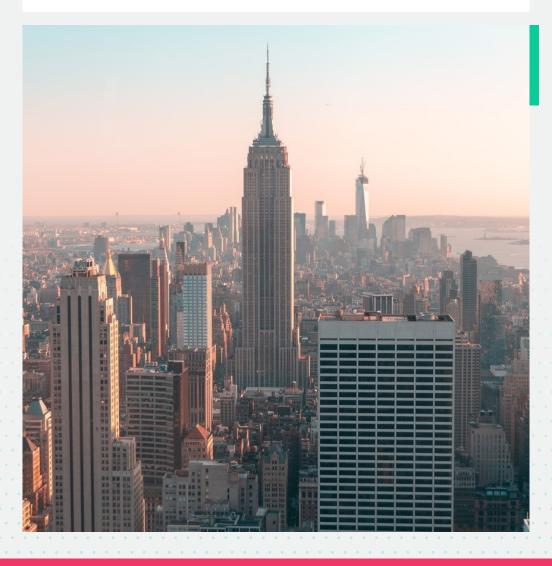
But we can also use gerunds (verb + -ing) as the subject. When we use a gerund as the subject of a sentence, the verb is always singular, not plural. Look at the verbs was and is in the examples above.

Check out the Checkpoint for Lesson 2 for a discussion on gerunds.

Here are some more examples:

Studying English is fun!

Negotiating with her is always difficult.



# Tips & Tricks

### That's English!

I usually have a lot on my plate when I'm there.

When you have a lot or too much to do, you have a lot on your plate.

I hope you're not so tied up that you can't see some of the sights. When you are not available because you are busy with something else, you are tied up with something.

If you're into museums, the MET is great.

If you're into something it means that you are very interested in it or really like it.

Just the regular meals will do.

You can say that something will do when you are satisfied and don't want or need any more.

### **Avoid These Mistakes**

Be careful, don't use the literal German translation of these sentences:

I worked as **a** waitress for a year. I worked as waitress for a year. (8)

It's near Central Park. < It's in the near of Central Park. (8)



### Plan Ahead

Here's a checklist with some useful vocabulary to help you organise a successful business trip:

Booking a flight:
☐ Select first class, business class or economy class.
☐ Choose your seating preference. You may have the
option of an aisle seat, window seat or middle seat.  Gangplatz Fensterplatz Mittelplatz  Middle seats are located between the aisle and
window seats. You can also ask for a seat with
extra legroom. Great for tall people! extra Beinfreiheit
☐ Do you need a return flight? If you only book one-way  Rückflug  Hinflug
you won't be able to get home!
☐ Make sure you select your meal preference.  bevorzugte Mahlzeit
Maybe you're a vegetarian, vegan, or have
other dietary requirements.  bestimmte Ernährungsbedürfnisse
Booking a hotel:
☐ To make a <b>hotel reservation</b> , you will need to Hotelreservierung
know your arrival and departure date.  Anreise- Abreisedatum
$\hfill\square$ What type of room do you need? If you are sharing,
don't forget to specify whether you want double
or twin beds.  zwei Einzelbetten
☐ Is breakfast included?
☐ Are there any booking or credit card fees?  Buchungs- Kreditkartengebühren
☐ Do you need to pay a deposit?  Anzahlung
☐ Do they offer free cancellation, or will your  kostenlose Stornierung
payment be non-refundable?  nicht erstattungsfähig
☐ Don't forget to book a <b>transfer</b> from the airport
to your hotel!

### **Dealing with Dates**

When would Alan like to travel?

It will be the 16th of March, and I would like to return on the 21st.

Alan uses the British date format. Of course, that's because he's British! In American English it's more common to put the month first followed by the date. Here's a quick guide:

**British English American English** 

16 March 2022 March 16, 2022

16th March 2022 Mar. 16, 2022 🗸

the 16th of March 2022 03/16/22 or 03.16.22 or 03-16-22

16/03/22 or 16.03.22 ✓ or 16-03-22

Just to make things even more confusing, there is also an international standard: year/month/day. This is used by most of Asia.



Tip: To avoid confusion, you can simply write out the month. You don't want your business partners to wait for you on February 3, when you actually meant March

## **Build Your Vocabulary**

Which words in the video mean:

- 1. When you are able to buy something because you have enough money.
- 2. A long, narrow space between a row of seats.
- 3. A quality you show when you will not let anything stop you from doing something.
- 4. When you don't work the whole week, but only part of it.
- 5. When something is difficult, not easy.
- 6. When you travel around and visit interesting places that tourists usually visit.