

## Day 16 + Day 17

## Vocab Review

## Fill in the blanks.

1. You must apply for the license in p\_\_\_\_\_n.
2. She had to cancel her dental a\_\_\_\_\_ment.
3. Ask for me at reception.
4. The food was e\_\_\_\_\_ent.
5. It was an un\_\_\_\_\_ful journey.
6. When you get here, the r\_\_\_\_\_ionist will direct you to my office.

## 1 Connections



## Module 1.10 Welcoming visitors



## LEAD-IN Look at the email below. Is it informal?

To: scoulter@vickers.co.uk  
 From: ken.ogawa@daiichi.corp.jp  
 Subject: Re\*: Visit to Tokyo

Dear Mr. Coulter

Thank you for your email regarding your forthcoming visit to Tokyo.

I would be delighted to pick you up at Haneda airport and take you to your hotel. If you could please send me your flight details, that would be very useful.

I look forward to finally meeting you in person after all our phone calls and emails.

Kind regards  
 Ken Ogawa

\*Re: abbreviation for 'regarding', which is used in the subject line of an email and means 'about'

➤ True or False?

Judging from the above email,

- |   |            |             |
|---|------------|-------------|
| 1. Ken Ogawa and Simon Coulter have never met before. | True _____ | False _____ |
| 2. Simon Coulter lives in Tokyo.                      | True _____ | False _____ |
| 3. Simon arrives at Narita Airport.                   | True _____ | False _____ |
| 4. Ken knows Simon's flight number already.           | True _____ | False _____ |

 **Writing**

The following email is an informal version of the formal email above. Fill in the blanks.

..... Simon

T\_\_\_\_\_ for your email a\_\_\_\_\_ your \_\_\_\_\_ visit to Tokyo.

M\_\_\_\_ than h\_\_\_\_\_ to pick you up at Haneda airport and take you to your hotel.  
C\_\_ you send me your flight details?

Looking forward to m\_\_\_\_\_ you f\_\_\_\_ to f\_\_\_\_ at l\_\_\_\_ after all our phone calls and emails !

All the \_\_\_\_\_  
Ken

➤ Dialogue 1

Ken Ogawa is now at Haneda Airport to pick up his client Simon Coulter from London.

Complete the following dialogue by filling in the blanks with the words in the box.

delays/ accompany/ polarization/ admit/ trip/ while/ legroom/ delayed/ common/ from/  
of/ by/ in/ in/ to/ to/ to/ on/

KO: Mr. Coulter? Good morning, I'm Ken Ogawa ..... Dai-Ichi. Welcome .... Tokyo.

SC: Hello, Mr. Ogawa. It's a pleasure .... finally meet you .... person!

KO: A pleasure to meet you, too.

SC: I hope you haven't been waiting long. My flight was ..... an hour.

KO: Don't worry. Flight ..... are ..... intercontinental routes. So, how was your .....?

SC: Very long! Since our company's budget cuts, we've had to fly economy, instead .... business, and I must ....., I miss the .....

KO: Indeed, economy seats seem to get narrower and narrower, ..... first class and business class seats are getting more and more luxurious!

SC: So, ..... is occurring now not only .... the world economy but ..... in the world of airline seating!

KO: Well, if you'll just come this way, please. The taxi is over there. I'll ..... you .... your hotel.

## ➤ Role play 1

You play the role of the visitor and your teacher plays that of the receptionist.

## ➤ Role play 2

Switch roles.

## ➤ Quiz 1 : Travel, Trip, or Journey

1. Correct mistakes, if any.

- a) How was your travel?
- b) I'm planning a travel to Italy next year.

2. Insert travel, trip, or journey into the spaces. Then discuss the questions with your teacher.

- a) What's the longest train ..... you've ever had?
- b) Do you make your ..... arrangements via a ..... agent, or on the Internet?
- c) He made the 200-mile ..... by bike.
- d) He is away on a business .....
- e) How do you like to .....? By car, by train, by plane, on the metro, or on foot?
- f) The ..... takes 2 hours by plane or 15 hours by bus.
- g) You're back from vacation! How was your .....
- h) The prize for first place in the contest is a ..... for two to Paris.
- i) We took a five day ..... to the Nile.
- j) My ..... to work takes an hour.
- k) Which airline do you usually ..... with?
- l) What particular ..... abroad made you see your country with new eyes?
- m) My ..... from meat-eater to vegetarian has taken about 5 years.
- n) We went on a day ..... to France.
- o) I forgot to buy eggs, so I had to make another ..... to the supermarket.
- p) Do you think that ..... to other planets will be possible someday?

● Travel is mainly used as a verb and as part of compound nouns (e.g. travel documents/ air travel).

Travel as 'uncountable noun' can be used to describe the act of traveling in general. 'Travel in that region of the country is dangerous.'

The plural form, as in 'someone's travels', exists, e.g. 'He collects things for the house on his travels abroad', but this plural use is gradually decreasing.

● Journey (countable noun) is a noun and is used for the time spent moving from A to B or for the distance.

He has a journey of 10 miles to his office.

The journey should be quite quick – only about half an hour.

We can also use journey in a more "metaphorical" way to talk about progress in life: our journey through life

● Trip is a countable noun and indicates the journey plus the time spent at the destination and the purpose.

## ➤ Quiz 2 : Business Etiquette – Seating Arrangement in a Car

In the taxi, Ken Ogawa should allow Simon Coulter to sit

- A) on the front seat B) on the street side back seat C) on the curb side back seat

➤ Dialogue 2

In the taxi.

Complete the following dialogue by filling in the blanks with the words in the box.

to/ in/ for/ pick/ drop/ so/ invite/ far

SC: Is the hotel ..... from here?

KO: It's not far now. We'll be there ..... ten minutes or .....

SC: Great.

KO: Well, I thought you might like to check into your hotel first and ..... off your things. Then I was wondering if we could ..... you ..... a restaurant ..... dinner tonight.

SC: That would be great.

KO: Good. We'll ..... you up at the hotel at seven o'clock, then.

SC: Thanks.

➤ Role play 3

You play the role of the visitor and your teacher plays that of the receptionist.

➤ Role play 4

Switch roles.

➤ Unscrambling sentences

Put the words in the right order to make sentences.

1. routes/ common/ delays/ on/ are/ Flight/ intercontinental
2. economy/ our/ we've/ fly/ business/ company's / Since/ cuts/ had/ of/ budget/ to/ instead
3. but/ is/ seating/ now/ not/ Polarization/ in/ only/ in/ the/ the / world/ world/ airline/ occurring/ economy/ also/ of

**Match each definition (A – F) with today's vocabulary word (1 – 6)**

**DEFINITIONS**

- A. the amount of space available for your legs when you are sitting
- B. to cause something, especially something that contains different people or opinions, to divide into two completely opposing groups
- C. to happen
- D. happening often or existing in large numbers
- E. about
- F. happening soon

1. occur
2. regarding
3. legroom
4. forthcoming
5. common
6. polarize

**Fill in the blanks.**

1. We have just received the information about the f\_\_\_\_\_ming conference.
2. We need a car with plenty of l\_\_\_\_\_m
3. The debate is becoming p\_\_\_\_\_ed and there seems to be no middle ground.
4. The incident o\_\_\_\_\_ed shortly after the plane took off.
5. Money worries are a c\_\_\_\_\_n problem for people raising children.
6. The company is being questioned r\_\_\_\_\_ng its employment policy.