

## Student Material Phone Conversation 3

### Inglés de Negocios Internacional Elemental

**Activity 1:** Answer your tutor questions.

**Activity 2:** Ask questions to your tutor to fill in this form (you do not need to write anything down).

*What is Mrs Bendhiba's flight number?*

**Visitor**

Name:	..... <i>Mrs Bendhiba</i> .....	Flight number:	.....
Airport:	.....	Terminal:	.....
Gate number:	.....	Take-off time:	.....
Destination:	.....	Arrival time:	.....
Hotel:	.....		

**Check the information with your partner.**

**Activity 3:** Role-play these situations with your tutor. Do *Situation 1* first, and then *Situation 2*.

**Situation 1:** A visitor from head office contacts you about a visit. Use the notes to answer his/her questions.

A: *Can I rent a car at the airport?*

B: *No, you can't. It's a very small airport.*

- No, ..... It's too far. You need to take a taxi.
- No, ..... It's a very small airport.
- Yes, ..... We have Wi-Fi.
- Yes, .... , but the exchange rate is not good.

**Situation 2:** You plan to visit one of your company's overseas offices for a week. Your tutor works there. Ask him/her for this information.

- use a computer?

*Can I use a computer?*

- get lunch in the canteen?
- meet you on Monday at 8 a.m.?
- visit some customers on Tuesday?

**Activity 4:** Role-play these situations with your tutor. Do *Situation 1* first, and then *Situation 2*.

**Situation 1:** Your tutor has a new job abroad. You live in that country. Use these notes to answer his/her questions.

A: *Is there an international school?*

B: *Yes. There's a very good American school.*

- Yes. ... some, but ... more apartments.
- Yes. ... very good American school.
- Yes, ... and it's very cheap.
- No, but ... lots of small shops and a market every day.

**Situation 2:** You have a new job abroad. Your tutor lives there. Ask him/her about these points.

- good restaurants

*Are there any good restaurants?*

- tennis courts
- swimming pool
- cinemas