

Student Material Phone Conversation 2

Inglés de Negocios Internacional - Intermediate

Part 1: Future

Complete the following sentences with your own ideas. Use **going to**, **will**, **the present continuous** or **the present simple**. (take some time to look at the sentences)

1. The flight's delayed, so...
2. Ok, I've decided. I...
3. Let's check the timetable. The flight...
4. It's OK, I don't need a lift. I...
5. Friday afternoon? I'll just check my diary. I...
6. It's all arranged, we ...
7. Next week, ...

Part 2: Meetings

Think of two meetings you have attended that were a) successful and b) unsuccessful. What were the reasons in each case?

Part 3: At the conference

You are attending a conference in Viña del Mar and meeting some potential customer from other parts of the world. Introduce yourself to your tutor using the information from the card, and ask some other questions to socialise.

Student Card

Position: Marketing Manager
Company: GYZ Travel
Business: Adventure holidays
Founded: 1999
HQ: Brisbane, Australia
Staff worldwide: 3,300