

LESSON PREPARATION

INTERMEDIATE UNIT ONE

VOCABULARY AND EXPRESSION BUILDERS

Travel vocabulary

Reservation: He reserved a train ticket.

E-ticket: He purchased the e-ticket on line

Purchase: The businessman purchased the plane ticket at Expedia.

Board: They have to board at gate 12.

Travel: They will travel tomorrow.

Trip: She went on a trip to the convention.

Arrive: They arrive at terminal 2.

Book a hotel: The assistant had to book a hotel.

Lounge: There was a lounge at the airport.

Passenger: There are lots of passengers at the airport in the holiday season.

Snack: They had a snack on the flight.

Meal: They had a good meal on the train.



SPEAKING ENGLISH

Telephone requests

Good morning. May I speak to John?

Yes, I will put you through.

Good afternoon. Is Ms. Smith in?

Yes, hold on please.

Hello, may I speak with your sales department please?

Yes. One moment.

Is Mr. Smith available?

Yes, one moment.



TECHNIQUE BUILDERS

Saying Numbers

Phone

New York, USA 212-598-2365

Two one two. Five nine eight two three six five.

Bristol, UK 0117 330 8793

Zero one one seven. Three three zero, eight seven nine three.

Money

\$25.26

Twenty-five dollars 26 cents.

€2,365.36

Two thousand three hundred and sixty-five euros and thirty-six cents.

Scientific Numbers

25.2658 percent

Twenty-five point two six five eight.

WRITING BUILDERS

Remember

Email addresses

John.smith@yahoo.fr

Remember @=at and . = dot

Internet addresses.

www.newyorktimes.com