

Meetings on the topic of travel

Market Leader Elementary Unit 4, with travel collocations

Do roleplay number 1 below, using the vocabulary on the right hand side if you need to and your teacher tells you that you can. Roleplay the whole of a short meeting, from meeting each other to saying goodbye.

Do the same for some of the other meetings below, either choosing ones you want to practise or choosing numbers at random, as your teacher tells you.

Topic of the meeting	Possibly useful vocabulary
1 You want to cut the cost of staff business trips.	twin room , economy class, budget airline, online booking, night bus
2 You want to cut staff commuting times.	city centre, shuttle bus
3 You have to pay for staff commuting fees and so want to cut the cost.	car sharing, season ticket
4 Staff complain about how much time they spend on business trips	airport meeting room, teleconferencing, video conferencing, direct flight
5 You are the management of a hotel. You want to cut costs.	doorman/ concierge, bellboy/ porter, receptionist, minibar, credit card,
6 Staff complain about one particular destination for business trips.	
7 Staff complain that some people often have trips to the most desirable locations.	
8 You are the management of a hotel. You want to move the hotel upmarket.	doorman, bellboy/ porter, receptionist, minibar, pool, late checkout,
9 You are the management of a hotel. You want to increase the income per guest.	wifi, minibar, late checkout, charge for changes, pool, credit card, refund
10 Staff find it difficult to access email while they are travelling.	wifi
11 You are bosses of a station management company. You want to boost income.	sales on platforms, vending machine
12 You are directors of a rail company. You want to increase passenger numbers.	discount for return ticket

13 You are the top management of an airport. You want to increase profits.	duty free shopping, business lounge, airport hotel
14 You are the management of an airline. You want to increase profits.	online check in, in-flight meal/ entertainment, charge for (hand) luggage, reusable boarding pass,
15 You are responsible for the running of an airline. You are having problems with "oversized" passengers.	leg room, fasten seatbelts, first class, business class, premium economy class
16 You run an airport. You want to increase the maximum number of passengers.	security, passport control, customs, self-service, check in, final call, baggage reclaim, delay, runway, terminal building
17 You are the board of a fleet of taxis. You want to make them more used by tourists.	credit card
18 You are in charge of a fleet of taxis. You want to make them more up to date.	hybrid, credit card, receipt

Note for teachers: You can cut up the worksheet and/ or fold the useful language behind the roleplays cards if you like.

Travel vocabulary collocations

Without looking on the right hand side for now, brainstorm endings/ continuations of the expressions on the left, all of them connected to travel.

twin
economy
budget
online
night
city
shuttle
car

season
video
direct
door
bell
mini
late
return
duty

business
check
in-flight
hand
boarding
leg
fasten
passport
final
baggage
terminal

airline
sharing
room
booking
bus
bus
centre
class

flight
checkout
ticket
boy
man
bar
conferencing
ticket
free

reclaim
pass
entertainment
luggage
in
call
control
seatbelts
room
lounge
building

Match up the words above to make vocabulary related to travel. They are divided into three sections.

Look above to help check your answers.

What language can you use for starting and ending meetings?