

Course: Business English

Level 1

Day №8

Time table troubles

What do you see?



Sep 24 – 08:30 am

Don't miss an important meeting again!

Oct 31 – 3:00 pm

Don't miss the Doctors appointment!

Nov 13 – 10:00 am

Pay those bills on time!

Part B Fixing Schedules

1 Reading

An American business woman, Wendy Smith, is coming to visit your company in Taipei. Read the email message she sent. Check the things below she wants you to do for her.

Hotel reservation

☐

Go sightseeing

☐

Arrange the schedule

☐

Make a reservation at a restaurant

☐

Go shopping

☐

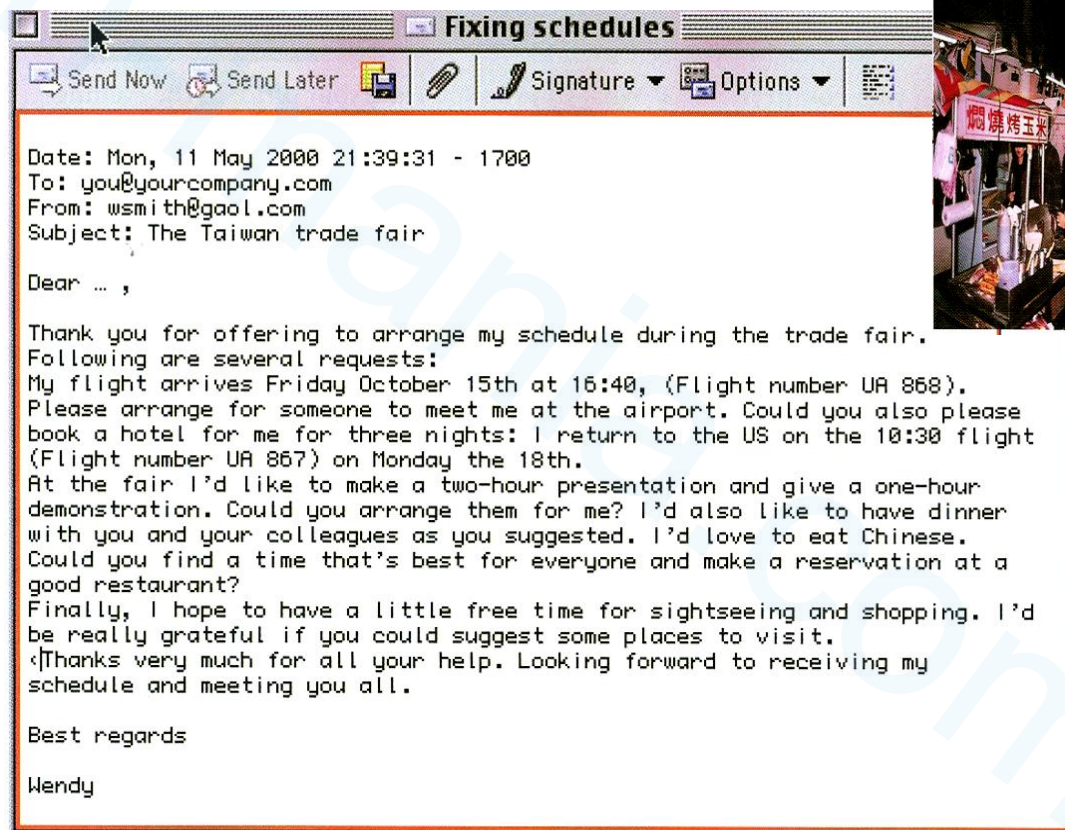
Meet her at the airport

☐

Book flights

☐

Email her

☐

2 Vocabulary

Read the email again. Find the verbs to match the nouns below.

1. _____ my schedule
2. My flight _____.
3. _____ me at the airport.
4. _____ a presentation.

5. _____ demonstration.
6. _____ dinner.
7. _____ a reservation.
8. _____ some places to visit.



3

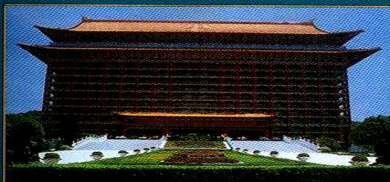
Communication Activity

Arrange to meet Wendy at the airport and take her to her hotel (tell her the name of the hotel). Decide where to go to for dinner. Plan all the activities she wants to do.

Quick Guide

The Grand Hotel – Taipei

A luxury hotel overlooking the city of Taipei. Great location and excellent service. Superb restaurants await you. English speaking staff throughout the hotel. Make your trip to Taipei one to remember.

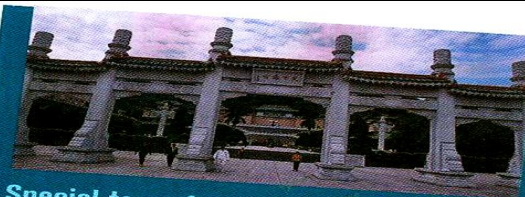


→ Visit the night markets at Dinghao

Breakfast will be served in the main dining hall from 07:00 to 09:30 daily

Trade Fair Main Hall

Over 150 exhibitors have booths with large displays and demonstrations. The exhibition will be open on Sat /Sun from 10:00 to 17:00. Lunch available.



Special tours for Trade Fair participants

You will be taken by bus for a tour of the city to see famous temples and gardens. Each tour takes approximately four hours.

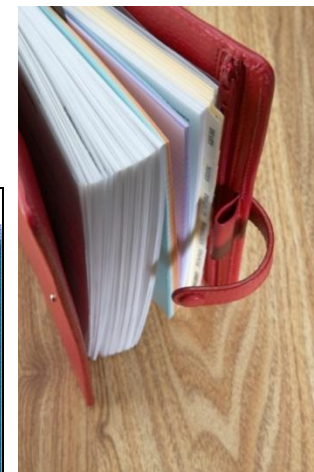
Tours leave from the hotel on both days at the following time: 9:00 13:00 17:00

National Palace Museum

Art from 5,000 years of China's history. Open daily from 10:00 to 18:00.

Dinghao

All types of restaurants, cuisines, department stores and boutiques, movie theatres, bakeries, book shops, art galleries, and more! Some good deals on clothes and souvenirs in the area's maze of alleys.



Useful language

I think she should give a presentation at 11:00.

What do you think?

I agree.

Um... I'm not sure.

I think she should....

Schedule: FRIDAY

<i>Time</i>	<i>Activity</i>
17:00	Pick up from the airport
17:30	Check in at the Grand Hotel
20:30	_____

Schedule: SATURDAY

<i>Time</i>	<i>Activity</i>
8:30	Have breakfast at hotel
_____	_____
_____	_____

Schedule: SUNDAY

<i>Time</i>	<i>Activity</i>
_____	_____
_____	_____
_____	_____

Schedule: MONDAY

<i>Time</i>	<i>Activity</i>
8:00	Check out of hotel
_____	_____
_____	_____

Useful language

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I think she should....

Activity Day



What time is it?
How many ways can you say that time?

Telling the time



18:45

- Eighteen forty-five or
- Six forty-five or
- Quarter to seven

14:00

- Fourteen hundred (hours) or
- Two o'clock or
- Two pm or two

07:00

- Oh seven hundred (hours) or
- Seven o'clock or
- Seven am or seven

12:10

- Twelve ten or
- Ten past twelve or
- Ten after twelve

20:30

- Eight thirty or
- Half past eight or
- Half eight or
- Thirty after eight

How many ways can you say these times?

10:15

17:35

02:07

11:50

16:30

06:00



Why is it important to schedule your daily activities?

***Thank you for
today!***

***I'm looking forward to
seeing you again!***