1. Vocabulary practice

Match the words with their definitions.

Word	Definition
business trip	travel for work purposes
conference	formal business meeting
reservation	booking a service
schedule	plan of activities and timing
presentation	formal talk with information
networking	professional communication with people

2. Fill in the gaps

Use: conference, business trip, reservation, meeting, traveller

1. The manager is on a _____ to London.
2. The hotel _____ was made online.
3. The international _____ starts tomorrow.
4. The business _____ arrived at the airport early.
5. We have an important _____ at 2 p.m.

3. Reading task

Read the text “Business Tourism” and answer the questions:

1. Why do people travel for business?
2. What services are important for business travellers?
3. Why are conferences important?
4. What facilities should business hotels offer?
5. How does business tourism influence the economy?

4. Dialogue completion

Receptionist: Welcome to our business hotel.
Guest: _____
Receptionist: Do you need a conference room?
Guest: _____
Receptionist: Your meeting starts at 10 a.m.
Guest: _____

5. Speaking activity

Role-play: “At a business hotel”.

Student A — hotel receptionist.
Student B — business traveller.

Use:

- hotel booking;
- conference facilities;
- transport arrangements;
- meeting schedules.

6. Business itinerary task

Create a business travel programme.

Include:

- flights;
- hotel accommodation;
- meetings;
- conference activities;
- transport.

7. Grammar focus

Choose the correct option.

1. Business travellers (need/needs) comfortable hotels.
2. The conference (start/starts) at 9 a.m.
3. We (book/books) rooms for business guests.
4. The manager (attend/attends) international meetings.

8. Professional communication task

Write polite expressions:

1. підтвердити бронювання
2. організувати конференцію
3. повідомити розклад зустрічей
4. запросити на презентацію
5. надати ділову інформацію