

# How to make arrangements

In this lesson you will learn how to make and change arrangements for a business trip.

## Starter

- 1 David Travis, the technical sales manager of Murray Better Pack Ltd, is on his way to Germany for a short business trip. Look quickly at his schedule. Do you think it's a difficult trip?

### INTERPACK TRADE FAIR - DUSSELDORF

Mon 14	17.15-19.45 Flight BA 2314
	Manchester-Hamburg (Hotel City Park)
Tues 15	09.00 Visit PlastiBox GmbH
	16.00 Meeting with Nicolas Gauthier
	19.45-20.40 Flight LH0817
	Hamburg-Dusseldorf (Hotel Commerce)
Weds 16	INTERPACK TRADE FAIR
	18.30-18.45 Flight LH2321
	Dusseldorf-London Heathrow
	19.50-20.55 Flight BA 108
	London Heathrow-Manchester

## Expressions

- 1 Read the message David gets from his office when he arrives in Hamburg and answer the questions.
- 1 Who or what do you think JK Amley is?
  - 2 How will this affect David's original schedule?

### MESSAGE

David,

Sorry about these **last-minute** changes but JK Amley needs you to sort out a packing machine they've been having problems with. The arrangements for Tuesday are **as planned** but you're booked on the 19.00 flight from Hamburg to Kassel (LH027), ETA 20.10. Is there a hotel in Kassel that you **have a preference for**? I also **urgently** need to know if you want to fly from Kassel to Dusseldorf or rent a car.

Please visit JK Amley early on Wednesday so that you can **get across** to Dusseldorf in the afternoon. Your appointments at Interpack have been **put back** to Thursday. Flight details back to the UK to **follow**.

Sue

## Speaking

- 1 You were due to attend an important trade fair next week for your company. You had planned to arrive on Monday morning. This is now not possible and you will not be there until Tuesday afternoon. Your teacher is your assistant and is also going to the fair. Phone and tell your teacher the following information.

Now arriving Tuesday 15.30.

Visit the stand of EBS and speak to Helmut Saaks. Explain my absence.

Arrange meeting with Saaks for me for Tuesday late p.m.

Dinner appointment with our agent for Tuesday is unchanged.

Tell hotel my new plans, cancel room booking.

## Language box

There are several cases when sentences can end with a preposition.

Prepositions can go at the end of questions:

What are they complaining about?

Prepositions can also go at the end of indirect questions:

I need to know who the report is for.

The preposition by can appear at the end of passive questions:

What was the damage caused by?

Prepositions can go at the end of a relative clause:

He knows some people that I'm working with.

## Hint

**schedule, timetable, programme, and itinerary** are used to express plans.  
**schedule** – a plan of the work you have to do and when you have to do this  
**timetable** – a list showing what time particular events will happen  
**programme** – a plan of actions for the development of something  
**itinerary** – a detailed list showing the different travel arrangements for a trip  
Note: **schedule, timetable, and programme** can also be used as verbs.

- 2 Look again at the message in 1. Can you explain the words in bold?
- 3 Read the message that David sends in reply to Sue and answer the questions.
  - 1 Why does David prefer to rent a car?
  - 2 What is he going to try and do on the Wednesday?
  - 3 What does Sue have to do?

### MESSAGE

Can you give me more info about the problem? Re: accommodation, book me into the Hotel Crowne. I'll pick up a car at Kassel and make my own way to Dusseldorf. I'll make an early start on the Wednesday and visit JK Amley first thing. Email me the name of the contact I should speak to. I'll try to get away from JK Amley early and drive over to Dusseldorf at midday. I might even have time for a look round the fair. Tell the team I'm hoping to turn up around 16.00.  
David

## Writing

- 1 You are on a business trip to Turin, Italy. You had arranged to have dinner on Thursday evening with a friend who lives in Milan – just two hours away. Unfortunately, you have to cancel this arrangement but you could still meet him on Friday. Write an email to your friend, including the following information.
  - Explain the reason for cancelling the appointment.
  - Let him know your plans for this Friday and what time you will arrive in Milan.
  - You have a rented car and will drive to Milan from Turin.
  - Ask your friend to contact you so you can make an alternative arrangement.



Note that in formal situations we can put a preposition before the question word or the relative pronoun:

- On which day would you prefer to give your presentation?
- That is the product to which we owe our success.

## Look

Look again at the emails in Expressions. Find more examples of sentences that end with a preposition.

## Lesson record

3 new words from this lesson	3 useful phrases from this lesson
1 .....	1 .....
2 .....	2 .....
3 .....	3 .....

### Things to remember

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