

B1

BUSINESS TRAVEL

≈ 27 MIN

Making Travel Arrangements — *practice on paper*

You have built the lesson — now lock in booking, fixed plans and time expressions, brick by brick. New examples, same patterns.

Fixed plan: I'm flying on Monday · Timetable: The train leaves at 7:15

NAME

DATE

YOUR BUILD

1 · SORTING

2 · FILL-IN

3 · CORRECT

4 · WRITE

BRICK 1 · SORT THE TIME EXPRESSIONS · APPROX. 4 MIN

●○○

Which preposition comes before it? A day of the week or a date → left column. A clock time → right column.

Monday

Tuesday afternoon

7:15

9:40

14 May

half past six

11 o'clock

Wednesday evening

3 June

quarter to eight

ON ... (A DAY, A DATE)

AT ... (A CLOCK TIME)

BRICK 2 · FILL IN THE MISSING WORD · APPROX. 6 MIN

●●○

Fill each gap with the fitting word. The hint in brackets tells you what the gap has to do.

- 01 Hi Tom, to Vienna on Thursday for the trade fair. [flying / fly: a plan you have already booked]
I'm
- 02 Could you book a room near the exhibition centre? [me / I: the person who gets the room]
- 03 I'd like to book a ticket to Bristol, coming back on Friday. [the ticket there and back]
- 04 Could you book me a the 6:40 train to Cologne? [preposition: the usual one for trains and flights]
- 05 My flight at 9:40, so I can be at the office by 11. [land / lands: a timetable sets the time]
- 06 I'm I need to cancel the hotel for Thursday night. [the phrase that softens bad news]
- 07 Could you send me the confirmation email? [by / per: the usual phrase]
- 08 We're meeting the client Tuesday morning. [on / in: a weekday comes first]

YOUR BUILD

1 · SORTING

2 · FILL-IN

3 · CORRECT

4 · WRITE

BRICK 3 · FIND AND CORRECT THE MISTAKE · APPROX. 7 MIN



Each sentence hides exactly one mistake. Underline it and write the whole sentence correctly.

01 Could you book me a seat at the 8:15 train to Munich?

02 I'm travelling to Leeds in Wednesday morning.

03 Could you to book me a hotel near the station?

04 I'd like to book a back ticket to Edinburgh.

05 I'm fly to Zurich on Friday for a client meeting.

06 The train leave at 7:05, so I'm getting up early.

BRICK 4 · WRITE YOUR OWN SENTENCES · APPROX. 8 MIN



Write one sentence for each prompt. Keep the patterns in mind: fixed plan, booking request, change, confirmation.

01 Your plan: say with the present continuous where you are travelling and on which day.

02 Your booking: ask the travel desk with "Could you book me ...?" for a hotel or a seat on a train.

03 Your change: ask for a change with "Could I change my booking to ...?" or cancel something with "I'm afraid ...".

04 Your confirmation: ask for the confirmation "by email" and check one key detail with "So ..., is that right?".

MINI-CHECK – CAN I DO THIS YET?

- ☐ I usually state a booked plan in the present continuous: "I'm flying on Monday."
- ☐ I ask for a booking with "I'd like to book ..." or "Could you book me ...?".
- ☐ I put "on" before a weekday or a date, "at" before a clock time, and I say "on the train".
- ☐ I change a booking politely, cancel with "I'm afraid ..." and ask for the confirmation "by email".

Not every box ticked? Build the lesson once more and try this sheet again tomorrow.

Answer key

Check only when you have finished. Every answer comes with the **why** — the rule matters more than the result.

BRICK 1 · SORTING

- | | |
|---|--|
| <p>01 Monday → on
<i>A day of the week takes "on".</i></p> <p>02 Tuesday afternoon → on
<i>The weekday comes first, so "on".</i></p> <p>03 7:15 → at
<i>A clock time takes "at".</i></p> <p>04 9:40 → at
<i>A clock time, so "at".</i></p> <p>05 14 May → on
<i>A date takes "on".</i></p> | <p>06 half past six → at
<i>A clock time in words also takes "at".</i></p> <p>07 11 o'clock → at
<i>A clock time, so "at".</i></p> <p>08 Wednesday evening → on
<i>The weekday comes first, so "on".</i></p> <p>09 3 June → on
<i>A date, so "on".</i></p> <p>10 quarter to eight → at
<i>A clock time in words, so "at".</i></p> |
|---|--|

BRICK 2 · FILL-IN

- | | |
|--|---|
| <p>01 I'm flying to Vienna on Thursday for the trade fair.
<i>A booked plan usually takes the present continuous.</i></p> <p>02 Could you book me a room near the exhibition centre?
<i>After "book" the person is "me".</i></p> <p>03 I'd like to book a return ticket to Bristol.
<i>There and back is "return".</i></p> <p>04 Could you book me a seat on the 6:40 train to Cologne?
<i>Trains and flights usually take "on".</i></p> | <p>05 My flight lands at 9:40.
<i>A timetable in the present simple, with -s after "flight".</i></p> <p>06 I'm afraid I need to cancel the hotel for Thursday night.
<i>"I'm afraid" softens the bad news.</i></p> <p>07 Could you send me the confirmation by email?
<i>The usual phrase is "by email".</i></p> <p>08 We're meeting the client on Tuesday morning.
<i>With a weekday it is "on Tuesday morning".</i></p> |
|--|---|

BRICK 3 · CORRECT

- | | |
|--|---|
| <p>01 Could you book me a seat on the 8:15 train to Munich?
<i>Trains usually take "on".</i></p> <p>02 I'm travelling to Leeds on Wednesday morning.
<i>A weekday takes "on", even with a time of day.</i></p> <p>03 Could you book me a hotel near the station?
<i>After "Could you" comes the base form without "to".</i></p> | <p>04 I'd like to book a return ticket to Edinburgh.
<i>There and back is "return", not "back".</i></p> <p>05 I'm flying to Zurich on Friday for a client meeting.
<i>After "I'm" comes the -ing form.</i></p> <p>06 The train leaves at 7:05, so I'm getting up early.
<i>After "the train" the present simple needs an -s.</i></p> |
|--|---|

BRICK 4 · WRITE

Your sentences may differ — just check that plan, request, change and confirmation match the patterns.

- | | |
|---|---|
| <p>01 "I'm flying to Lyon on Tuesday for a supplier meeting."
<i>Fixed plan in the present continuous, weekday with "on".</i></p> <p>02 "Could you book me a room near the office for two nights?"
<i>Request with "Could you book me", then the details.</i></p> | <p>03 "I'm afraid I need to cancel the hotel for Wednesday night."
<i>"I'm afraid" softens the cancellation.</i></p> <p>04 "Could you send me the confirmation by email? So the train leaves at 8:10, is that right?"
<i>Confirmation "by email", then a quick check.</i></p> |
|---|---|

NEXT BRICKS — KEEP BUILDING FREE ONLINE

PREREQUISITE

Present Continuous

englisch-lehrer.com/en/lessons/present-continuous

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