

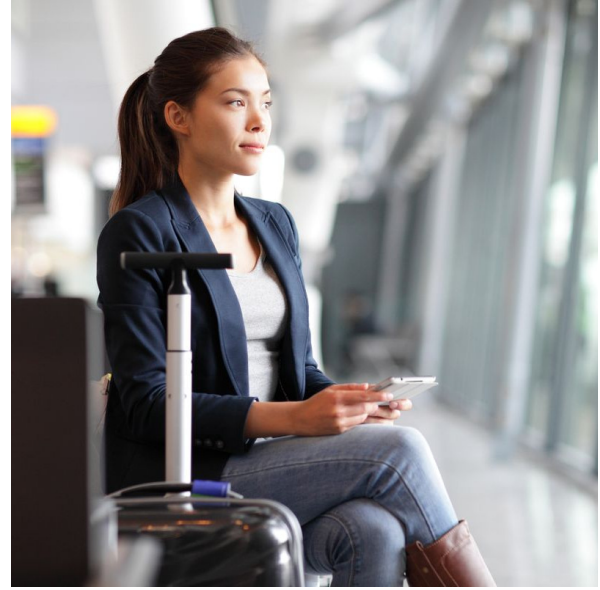


I HAVE A SUGGESTION



Scan to review worksheet

Expemo code:
19M9-S6XA-69CH



1 Warm up

In pairs, discuss the following questions.

1. If someone was visiting your country, what would you tell them to do?
2. What do you do if you are traveling to another city or country?

2 Focus on vocabulary

Part A: Match the vocabulary to the definitions.

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|--|--|
| 1. <u>advise</u> (v) | a. do something because it's an option, but you aren't happy or excited about it |
| 2. <u>perhaps</u> (adv.) | b. a strong suggestion about what to do in a situation, often based on experience |
| 3. <u>recommendation</u> (n) | c. a strong statement about what you can or cannot do |
| 4. <u>rule</u> (n) | d. someone's thoughts about something based on ideas and feelings which may not be fact |
| 5. <u>suggest</u> (v) | e. in a way that shows you think something is a good idea or a good option to choose |
| 6. <u>warn</u> (v) | f. tell someone what you think is the best thing to do in a situation |
| 7. <u>opinion</u> (n) | g. tell someone that something is dangerous or a bad idea |
| 8. <u>better</u> (adv.) | h. in a way that means you think something is possible or a good idea, but you are not 100% sure |
| 9. may as well do <u>something</u> (idiom) | i. say something is a good idea or possible |

**Part B: usage warn/advise/suggest.**

In the following sentences, underline the option that is correct.

1. I would suggest that you **fly/flying** business class as you will be more comfortable.
2. I'd advise you not **going/to go** into Sophia's office right now. She's very busy.
3. I should warn you against **talking/talk** about politics during your business trip. It's a very difficult subject.
4. I suggested **him/to him** that he buy 500 not 1000. But I don't know what he decided to do.
5. Sandra warned **to him/him** not to open the door because it is broken, but he didn't listen.
6. If you're traveling to Bangkok, I would definitely advise against **to wear/wearing** a heavy suit. It's very hot there.

Part C: Complete the questions with the vocabulary from Part A. You may have to change the form of the word.

1. In your _____, what is the best way to travel for business?
2. What _____ do you follow when doing business in other countries?
3. What would you _____ to people who want to do business in your country?
4. What would you _____ someone about when doing business in your country so they don't get into trouble?
5. Do you think if you are traveling less than 200 miles on business, it is _____ to go by train or car? Why?
6. If someone asked you to _____ them about what to go and see in your country, what would you say?

Now in pairs, answer the questions.





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Reading for details

Complete the emails with the vocabulary from Part A. You may have to change the form of the word.

Email A

Hi Andrew,

I just wanted to say that when you're booking our hotel for Bangkok, you would do _____¹ to get one in the Sukhumvit area. All of our clients are around there and it will be easier to see them. There is a lot of traffic in Bangkok, so we don't want to have to spend a lot of time in taxis. We _____² stay in a business hotel. Even if it's more expensive. It will mean there are places to work and we will be able to get a good breakfast in the morning before we start the day. It's a relaxed place to do business and there aren't really any _____³ I can give you. However, I would dress in a formal style if I were you. It's not a good idea to look like a tourist.

Happy to meet if you want to discuss anything.

Claire

**Email B**

Hi Sylvia,

Just checking in with you ahead of our trip to Boston next week. It would be my _____¹ that we fly out on Saturday so that we have Sunday to prepare for the week. We will both be really tired because of the time difference, so that will help us rest before we have to do business. _____² we should rent a car so we can drive to see our clients, rather than take taxis? It will be cheaper and it will mean we can drive to this great beach I know in New Hampshire on the second weekend. There's a great restaurant there with fantastic fish dishes. In my _____³, driving around Boston is a lot easier than driving in New York City. I'm happy to drive if you're not comfortable with it.

Let me know what you think.

Ruth



Email C

Hi Darren,

I just wanted to check you're ready for your trip to the Middle East. I know it's your first time going there. I would _____¹ you to take a light suit with you and several shirts and ties. It's cool inside, but there will be times when you have to go outside and you will get really hot, really quickly. I would _____² taking some small gifts for our clients out there. It will really help. Some chocolates or sweets are a good idea as long as you keep them cool. I have to _____³ you though, don't take alcohol. It's not a good gift there and it might even get you into trouble. If you get the opportunity to go out into the desert, take it. Many of our clients have farms out there. The sky at night is amazing away from the light. There are so many stars.

Best of luck,

Anwar

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Reading comprehension

Read the following statements about the emails and decide if they are true (T) or false (F).

1. Claire thinks it is a good idea for Andrew to stay in the Sukhamvit area of Bangkok. _____
2. Claire suggests the cheapest hotel to stay in. _____
3. Ruth thinks that she and Sylvia should travel on Sunday. _____
4. Ruth thinks that it will be cheaper to take taxis when they are there. _____
5. Anwar thinks Darren will be too hot all the time on his trip. _____
6. Anwar makes a suggestion about a good place for Darren to visit. _____





5 Making suggestions

Complete the phrases used in the emails.

1. Perhaps we _____ rent a car?
2. If you get the _____ to go out into the desert, _____ it.
3. It would _____ my recommendation that we fly out on Saturday
4. I would dress in a formal style if I _____ you.
5. It's not a _____ to look like a tourist.
6. I _____ advise you to take a light suit with you
7. I _____ warn you though, don't take alcohol.

Now use the vocabulary from the phrases to write down four suggestions of what to do in your country if you go there on business.

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6 Suggestions and rules

Part A: Read the following sentences. In the box next to each one, write either (R) for rule or (S) for suggestion.

1. Why don't you travel earlier and give yourself time to rest before the presentation?
2. If I were you, I would just take one bag with you so you don't have to carry too much.
3. You have to take your passport with you when you travel to a foreign country.
4. You could travel by train, it will be quicker.
5. You ought to take a gift for the clients you are going to meet.
6. You must follow the laws of the country you are visiting.
7. You can rent a car at the airport when you arrive.



Part B: Now find the mistakes in the following sentences and correct them.

1. You ought to booking travel early to get the best price.

2. You haven't to take warm clothes to the Middle East.

3. Why you don't visit the zoo while you are there?

4. You mustn't use a seatbelt when you're in a car.

5. You can used your company credit card while you are on the trip.

6. If I weren't you, I wouldn't take any alcohol on the plane.

Part C: Rewrite the sentences using the word in brackets so that it means the same thing.

1. I would check that your passport is up to date before flying if I were you. (ought to)

2. You should make sure you take two suits with you on your trip. (would)

3. Why don't you visit the Eiffel Tower while you're in Paris? (could)

4. I wouldn't take any warm clothes if I were you. It will be too hot there. (have)

5. You have to check you have your passport before you leave for the airport. (must)

6. You can borrow my suitcase for your trip if you want. (don't)



7 Talking point

In pairs, discuss the following questions.

1. Do you often make suggestions at work? What do you normally make suggestions about?
2. What rules do you have in your company?
3. Where have you traveled for business? What was your opinion of the places you visited?
4. Have you ever had to warn someone about something at work?

8 Extended activity/Homework

Think back to the question in the Warm up about what you would tell someone who was visiting your country on business. Write an email to a friend or colleague who is visiting your country for the first time. Make suggestions, give advice and warn them about any problems they could have.

You should:

- Write at least 150 words
- Check your grammar, spelling and punctuation

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