

## **Unit 10. Business Travel: Vocabulary, Grammar, and Practice**

### **Key Vocabulary: Idioms and Metaphors**

Here are some common idioms and metaphors related to business travel, taken from the unit's content. These expressions are useful for describing financial or strategic decisions.

| <b>Expression</b>      | <b>Meaning (Contextual)</b>          |
|------------------------|--------------------------------------|
| cut to the bone        | reduced to the lowest possible level |
| on the horizon         | likely to happen soon                |
| foot the bill          | pay the costs                        |
| on a shoestring        | with very little money               |
| put the brakes on      | stop or slow down a process          |
| going through the roof | increasing rapidly                   |

### **Grammar Focus: Past Perfect**

The past perfect is used to describe an action that was completed before another action or time in the past.

Form: had + past participle

Example: She had already left when the meeting started.

| <b>Sentence</b>                        | <b>Explanation</b>                               |
|----------------------------------------|--------------------------------------------------|
| She had forgotten to pack them.        | The forgetting happened before the trip started. |
| He had worked there for 13 years.      | His work experience happened before the move.    |
| They had asked me to prepare a speech. | The request happened before the event.           |

### **Professional Skills: Making Small Talk**

Small talk is essential in business environments for building rapport. In the UK, common small talk topics include the weather, sports, and television.

Avoid: politics, religion, age, salary, weight

## Practice Activities

### A. Idioms in Context

Match each idiom with its correct meaning:

1. foot the bill
  2. put the brakes on
  3. going through the roof
  4. on a shoestring
  5. on the horizon
  6. cut to the bone
- 
- a. to pay for something
  - b. to stop or reduce speed of a process
  - c. increasing very fast
  - d. with very little money
  - e. expected soon
  - f. reduced to a minimum

Answer Key: 1-a, 2-b, 3-c, 4-d, 5-e, 6-f

### B. Complete with the Past Perfect

Complete the sentences using the past perfect.

1. By the time we arrived at the hotel, they \_\_\_\_\_ (already/check in).
2. She \_\_\_\_\_ (never/see) such a big airport before.
3. He \_\_\_\_\_ (forget) his passport, so he missed the flight.

Sample Answers:

1. had already checked in
2. had never seen
3. had forgotten

### C. Complete the Small Talk Phrases

Fill in the blanks with appropriate small talk expressions.

1. I don't think we've \_\_\_\_\_ before. My name's Alan.
2. Let me \_\_\_\_\_ myself. I'm Claire, from the Tokyo office.
3. You must be \_\_\_\_\_ Johnson. Pleased to meet you.
4. Just \_\_\_\_\_ me for a moment, I need to take this call.

Answer Key: 1. met, 2. introduce, 3. Mr., 4. excuse