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How long does it take?

A

Make enquiries

- 1 You'd like to take some clients out to dinner. Ask the hotel receptionist to recommend a good restaurant. Find out the distance and how to get there.
- 2 You are in New York. You want to get to Chicago as quickly as possible. Ask the hotel travel agent about the type of transport, cost and time of the journey.
- 3 Your suit needs to be dry cleaned. Ask at hotel reception if they can do it.
- 4 You'd like to go on an excursion this weekend. Ask the hotel receptionist what trips they have, the cost and the time of each.

Information

Translation services

Ready in 24 hours (for less than 10 pages)

\$15 per page

Delivery services to Union City – 40 kilometres

Gold Star	2 hours	\$24 (less than 5 kg)	\$32 (less than 10 kg)
Silver Service	same day	\$16 (less than 7 kg)	\$22 (less than 12 kg)

SHOPS

Macey's
department store
3 kilometres
5 minutes by taxi

Charles Church
gift shop
1 kilometre
10 minutes walk

CHL department store
department store
5 kilometres
15 minutes by subway or taxi

New York–Philadelphia

Distance: 130 kilometres
Type of road: Freeway
(speed limit 90 kph)
Time: 2 hours

B

Make enquiries

- 1 You are going to give a presentation, but your diagrams (8 of them) are in French. You would like someone to translate them and print them in English. Ask a secretary about translation services: the cost and the time.
- 2 You want to send some technical data to a factory in Union City to arrive as quickly as possible. The weight of the parcel is 6 kg. Ask a secretary about delivery services: the cost and the time.
- 3 You would like to buy a present for a client. Ask a secretary about shops: the kind, the distance and the time it takes to get there.
- 4 You want to drive to Philadelphia tomorrow, because you have a meeting there. Ask a secretary about the distance and the time it takes to get there.

Information

RESTAURANT GUIDE

Rating: * = poor ***** = excellent

Giovanni's Restaurant	Italian	1 km (10 minutes walk)	***
Le Manoir de New York	French	6 km (15 minutes by taxi)	****
Brown's Restaurant	International	0.5 km (5 minutes walk)	***

DRY CLEANING

	Regular service (next day)	Gold star service (4 hours)
Trousers/skirts	\$4.50	\$6
Overcoats	\$8	\$11.50
Suits (2 piece)	\$12	\$18

New York–Chicago

Plane
2 hours
\$145 one way
(\$235 round trip)
Every hour

Train
5 hours
\$84 round trip
Every two hours

Hire car
6 hours
\$48 per day

Excursions

Manhattan from the air
half a day the world's most famous skyscrapers – by helicopter
\$108

Statue of Liberty
half a day the world's most famous monument – by boat
\$28

Washington DC
two days the home of the US Government – by bus
\$130

How long does it take?

Worksheet

20

ACTIVITY

Pairwork, groupwork: speaking

AIM

To ask about time, distance and cost.

GRAMMAR AND FUNCTIONS

Question forms with *How*: *How far is it? How long does it take? How much does it cost?*

What kind of...?

VOCABULARY

Travel: *to recommend, to translate, an excursion, a department store, one way, round trip, by coach/boat/helicopter etc, a parcel, data, a delivery service*

PREPARATION

Make one copy of the worksheet for each pair of students in the class. Cut out Student A and Student B sections as indicated.

TIME

30 minutes

PROCEDURE

- 1 Explain to the students that they are on a business trip and they have a number of different things they need to do. Student A will ask staff in a hotel for some information and Student B will ask a secretary.
- 2 Ask the students to work in pairs and divide them into Student A and Student B. Give each student the appropriate part of the worksheet.
- 3 Give the students a few minutes to study their worksheet.
- 4 Ask Student As to look at the 'Make enquiries' section on their worksheets and Student Bs to look at the 'Information' section.
- 5 Model the activity taking the part of Student A yourself. Choose a confident Student B to work with you.
For example:
You: *Excuse me?*
Student B: *Can I help you?*
You: *Can you recommend a good restaurant for dinner?*
Student: *Well, Le Manoir de New York, is very nice.*
You: *How far is it from the hotel?*
Student B: *It's 6 km.*
You: *And how should I get there?*
Student B: *It's only 15 minutes by taxi.*
- 6 Ask the students, in pairs, to act out the dialogues, taking it in turns to make and answer enquiries.
- 7 Ask the students to think of one more exchange between visitor and receptionist or secretary, and then ask them to act this out in front of the class.