

## An official visit

by David Riley and Simon Greenall

**Age:** Adult

**Activity:** Pairwork – reading, speaking

**Level:** Intermediate

**Aim:** To complete a schedule for an official visit by the senior directors of a company

**Time:** 15–25 minutes

**Grammar and functions:** Talking about a sequence of events in the future

**Vocabulary:** *Check in, official reception, head office, MD (Managing Director), senior manager, head of finance/marketing/accounts/training, check in/out, flight*

**Materials:** One copy of the Worksheet 1 per pair of students; one copy of the Worksheet 2 per pair of students (if you are following procedure option 2, cut the worksheets to separate the diary pages from the schedule descriptions)

### Procedure (option 1)

1. Tell the students that they are going to write up a schedule. Set up the situation: the directors of a multinational company are coming to pay a visit to a local office. They are coming for two days.
2. Divide the class into pairs.
3. Hand out the worksheets. In each pair, the students should have one copy of the student A worksheet and one copy of the student B worksheet:
  - One student has the diary page for day 1, plus a description of the schedule for day 2.
  - The other student has the diary page for day 2 and the description of day 1.
4. The two students exchange information to complete the two diary pages, without showing their worksheets to each other.
5. When most pairs have finished, check the answers with the whole class.

### Procedure (option 2)

1. Ask the students to work in pairs.
2. In each pair, appoint a reader and a writer. Give the writers copies of the diary pages. Put copies of the two schedule descriptions on the wall at the end of the classroom (or in the corridor or in a neighbouring classroom).

3. Explain the task: the aim is to complete the schedule for the visitors in the diary pages. You may want to put these rules on the board and discuss them to ensure comprehension.
  - The diary page is kept by the writer who must complete them.
  - The reader may not write in the diary.
  - The reader must go to the text to consult it but may not take it to the writer.
  - The reader may not take the diary when consulting the text.
  - The writer may not go to consult the text.
  - They may only use English to communicate. The reader can read the text aloud from memory, rephrase it or give instructions. The writer may ask as many questions as they wish to clarify.
4. Ask the students to start.
5. When a pair finishes day 1, they should exchange roles to do day 2.

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### Student A

	Day 1
08.00	
09.00	
10.00	
11.00	
12.00	
13.00	
14.00	
15.00	
16.00	
17.00	
18.00	
19.00	
20.00	

### Day 2



On the second day, they're doing the factory visit, which will take two hours. The visit finishes at eleven, and when we leave the factory, there'll be a car waiting to take us to the design office for a one-hour meeting: the journey's likely to take about half an hour.

After that, we'll have lunch at Green's Restaurant and Oyster Bar. The afternoon, starting from two, is individual meetings. They'll be seeing, in order, the heads of marketing, finance, production and training. Each one is expected to take a maximum of an hour.

When they finish, I'll take them to the hotel to check out. Their flight home is BA9976 at eight thirty in the evening, so we should make sure we're at the airport by half past seven. The taxi from the hotel shouldn't take more than 45 minutes.

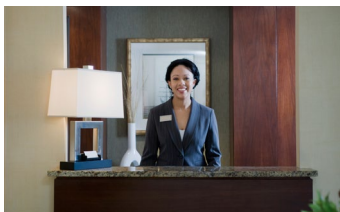
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### Student A

	Day 2
08.00	
09.00	
10.00	
11.00	
12.00	
13.00	
14.00	
15.00	
16.00	
17.00	
18.00	
19.00	
20.00	

### Day 1



They arrive on Tuesday at eight thirty on BA2319. After meeting them at the airport, I'll take them to the hotel to check in and relax. I'll pick them up again at eleven thirty in good time for the official reception at noon at head office. The reception's likely to take about half an hour.

As soon as it finishes, I'll take them to Quaglino's where they're having lunch with the senior managers. From there, it's back to head office where they'll spend the rest of the afternoon in a progress meeting. We should try to start by three at the latest so we can be out by six.

After the progress meeting, I'll take them back to the hotel for a couple of hours before dinner with the MD. I've booked a table at Old Delhi for eight o'clock.