



Travelling. Business trips

1. Read the following sentences, paying attention to the specific terms and phrases used :

An executive assistant plans international and domestic travel. The assistant performs a pre-travel planning as the majority of trips involve air travel or land travel. The assistant establishes the optimal travel times, checks climate and weather, learns about currency and language in foreign countries, about national holidays.

The manager says: "I am going to Casablanca, to meet three company representatives there, to conclude the export business we talked about yesterday." What are some of the questions you, the administrative assistant, should ask and answer? Read the following information and answer the questions below:

Casablanca

Casablanca is the largest city of Morocco, with a population of about 3.71 million inhabitants. It is located on the Atlantic coast. It is Morocco's chief port and one of the largest financial centres in Africa. The city is considered the economic and business centre of Morocco: many international corporations have their headquarters and main industrial facilities in Casablanca, the primary industrial zone of the nation.

The Port of Casablanca is one of the largest artificial ports in the world and the second largest port in North Africa.

Casablanca has a hot-summer Mediterranean climate. The temperatures range between 40-45 centigrades. The most important industries are fishing, fish canning, sawmills, furniture production, building materials, glass, textiles, electronics, leather work, processed food, spirits, soft drinks, and cigarettes .

Royal Air Maroc has its head office at the Casablanca-Anfa Airport and close to Mohammed V International Airport.

Transportation is ensured by a rapid transit tram system in the city. Casablanca's main airport is Mohammed V International airport. Several international flights serve the city, especially French and Spanish companies. There are taxi services that serve the city, and trains.

The Moroccan dirham is the official monetary currency of Morocco.

There are several airlines that fly direct to Casablanca: Royal Air Maroc, with boarding from the United States, then other carriers like Air France, Emirates, Delta, British Airways, Iberia, Lufthansa, KLM and Aeroflot.

Casablanca can also be reached by train and aeroplane which takes about 10-11 hours.

There are over 400 hotels, then vacation apartments, villas, hostels and resorts, with early and secure online booking with great rates.

The best time to travel to Morocco is during spring, March-May, or fall, September-October. The weather is pleasantly warm. However, the coastal regions can be visited year-round.

There are about 10 public holidays in the country per year, national holidays, in January, May, July, August, which have to be observed if you plan to travel, all listed in the World Travel Guide, available online.

Adapted from Wikipedia – Casablanca, <https://en.wikipedia.org/wiki/Casablanca>



"San Juan - Old San Juan from Air (Postcard)" by roger4336 is licensed under CC BY-SA 2.0

- What is the destination?
- How does one get there?
- Where should I look for travel information?
- What is the departure date?
- What is the arrival date?
- What is the date of return?
- Where is the best place to stay?
- What travel documents are required?
- How much luggage is allowed?
- What currency is used there?
- How much is the exchange rate?
- Do I have travel guides at hand?
- Is there a hotel, motel index available?
- What is the climate like?
- What languages are spoken there?

After answering the questions above, fill in the following travel plan and present it to the manager :

- Date of trip :
- Reservations made : airline:
- Hotel reservation (if Continental Plan or European Plan available).....
- How much will it cost?
- Class of air travel
- Travel documents
- Packing and luggage
- Any company product samples.....
- Currency
- Languages spoken.....
- Customs information
- Transportation at destination.....
- National holidays to be observed.....
- ETD (Estimated Time of Departure).....
- Airport of departure.....
- Airport of arrival.....
- ETA (Estimated Time of Arrival)
- Hotel confirmation
- Weather reports
- Trip report to be filed.....
- Receipts and invoices to be filed

The manager comes back from his trip to Casablanca. He gives the following account on his travelling, stay, and return. **Give the right form of the verbs in brackets .**

The plane (take off)_____ from Amsterdam, at around 10 in the morning. We (fly) _____across the Mediterranean for quite some time. The light (be)_____ very strong. The flight attendants (try)_____ to keep us

busy by serving food and drinks. I never (like) _____ airline food, but I
 (can not) _____ complain this time. It (be) _____ not bad. The
 air conditioners (work) _____ at full speed as the heat (must be)
 _____ unbearable outside. In the afternoon, around 1 p.m., we
 (land) _____ on Casablanca International . My friends
 (wait) _____ for me and (take) _____ me to the hotel by car. The city
 (be) _____ impressive. All those white buildings in the Saharan sand!
 Incredible! The hotel (be) _____ very fine, cold air
 (blow) _____ all over. I (feel) _____ really comfortable. We
 (have) _____ our meetings and (conclude) _____ the
 deals. It (look) _____ like the business relations established
 (be) _____ very durable. On top of it, I (have) _____ a
 very good time there. You ever (see) _____ real Moroccan dancers?

**Explain to the manager how to reach the Hungarian border by car. Pay
 attention to the specific expressions used and translate them into Romanian:**

You start from here with a full **tank**.

Observe the **speed limit** in the city.

Do not **exceed the speed limit** in villages. It's dangerous.

You drive through the city and pass the **outskirts**.

From there the road is quite straight.

When you reach the **crossroads**, you keep on driving **straight ahead**.

Observe the indicators. They direct you.

When you get close to the **border**, **slow down**.

And **observe speed limits**. You drive to the **checkpoint** and **queue up** for
 document control.

**Translate the following sentences into English using the terms and
 expressions provided for assistance:**

- Am nevoie de cazare pentru şapte zile. (accommodation)

- Cunoști formalitățile vamale? (customs formalities)
- Ai nevoie de viză pentru a călători în Turcia. (visa)
- Ce mijloace de transport există de la aeroport spre centrul orașului? (means of transport)
- Care este moneda oficială în Japonia? (national currency)
- S-a spus ceva despre regulamentele de sănătate? Vaccinuri, de exemplu? (health regulations, vaccines)
- Unde vezi tu aici stație de metrou? (subway station)
- Trebuie să declari toate articolele pentru care se plătește vamă (dutyable items) la sosire.
- Nu ai nevoie de certificat internațional de sănătate. (international health certificate)
- Nu există restricții privind suma de bani pe care o poți introduce în țară, dar este specificată suma care poate fi scoasă din țară. (amount)
- Trebuie să ai la tine cărți de vizită. (call cards)
- Asiaticii țin foarte mult la ținuta de afaceri. (business attire).
- Nu-ți uita cravata și șireturile asortate la pantofi! (tie, shoe lace)
- Dacă nu stăpânești bine limba, nu te aventura seara la plimbare. (have good command of the language)

Read some travel information on Great Britain, then translate into Romanian:

Mysterious Stonehenge



"<https://www.twin-loc.fr> Stonehenge - Image Picture Photography" by www.twin-loc.fr
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The great circle of stones called Stonehenge that stands in a field on the Salisbury Plain in Wiltshire is one of the most important survivals from prehistoric times in Britain. It has long attracted thousands of visitors every year, in search for the traces of the Druids.

The druids held sun-worshipping ceremonies at Stonehenge nearly four thousand years ago. Today, Companions of the Most Ancient Order of Druids keep vigil at Stonehenge every June 21, the day of the summer solstice.

"The monument's mysterious past has spawned countless tales and theories. According to folklore, Stonehenge was created by Merlin, the wizard of Arthurian legend, who magically transported the massive stones from Ireland, where giants had assembled them. Another legend says invading Danes put the stones up, and another theory says they were the ruins of a Roman temple. Modern-day interpretations are no less colorful: some argue that Stonehenge is a spacecraft landing area for aliens"...(<https://www.nationalgeographic.com/history/article/stonehenge-1>)

The Channel



"Channel Tunnel Aerial image" by **John D Fielding** is licensed under **CC BY 2.0**

Until the steamship brought regular services and cheap fares to the business, crossing the Channel was a hazardous and unreliable business dependent on tide, wind and weather. The steamship made crossing the Channel so much easier that increasing numbers of people, many of them led by travel pioneer Thomas Cook, found their way to Europe. The age of the motor car gave cross-Channel ferries a new problem, overcome by treating cars as freight to be hoisted aboard with the help of a crane. Then came the roll-on, roll-off ferry, revolutionizing the cross-Channel trip for both commercial and holiday traffic. But nothing has revolutionized cross-Channel travel like the Channel Tunnel. First planned by a Frenchman in 1802, attempted in 1880 and finally realized in 1994, the Channel Tunnel is used by a drive-on, drive off shuttle train service and by a high-speed passenger service, operated by British, French and Belgian railways. With London only three hours from Paris, no wonder nearly eight million people travel under the Channel every year.