

Vocabulary

Key Vocabulary

Read this paragraph about business trips and check your understanding of the words in bold.

Usually a business trip is less stressful if the traveler knows something about the **destination** before making the trip and has a well-planned **itinerary**. During periods when there are **exhibitions** or **conferences**, all kinds of **accommodation(s)**, from ritzy hotels to cheap **guesthouses**, can fill up quickly. When there are not many **vacancies**, hotel **receptionists** will not accept **bookings** unless they get last-minute **cancellations**. So company representatives traveling on business trips should **reserve** their hotel rooms in advance. Fortunately, most hotels publish **brochures** online and in paper form, advertising the **facilities** and **amenities** available. These amenities may include such things as the availability of a gym or swimming pool, and **complimentary** breakfast. The hotel may provide **courtesy transportation**. In case it doesn't, a traveler should have some local currency available to pay for the taxi **fare**. Before **registering** at a hotel, travelers should pay attention to this information to make their lives easier.

Vocabulary note

The word *exhibit* can be a noun or a verb.
We **exhibited** our new range of MP3 players.

The noun refers to an item in an *exhibition*.
This **exhibit** is the most popular in the museum.

TOEIC® TIP

Words like *fare* and *fair* might be in answer choices in the exam because they are pronounced in the same way. A *fare* is the charge paid for transportation, such as a taxi or train. A *trade fair* or *show* is an event at which many different companies show and sell their products.

Complete the sentences with the words in italics.

- 1 The Crown Hotel offers guests a complimentary breakfast and a courtesy bus to the airport. *courtesy / complimentary*
- 2 My sister is going to look for comfortable _____ at a small _____ within a few blocks of the station. *accommodations / guesthouse*
- 3 They can offer cheap and fast _____ to your next _____ .
destination / transportation
- 4 His _____ is planned so he can attend several _____ in the same region.
itinerary / conferences
- 5 We have _____ at an inn with excellent _____ *facilities/registered*
- 6 I'm very sorry. We _____ for next week, but we can put your name on a waiting list in case of an unexpected _____ *vacancy / booked*

You can see the whole lesson from your teacher, please ask them to send it to you before the

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|-----------------|--------------|
| 1 amenities | a cost |
| 2 brochure | b courtesy |
| 3 complimentary | c facilities |
| 4 fare | d booklet |