

Airport Survival Guide

Step 1: Check In online. This saves you time and prevents the unlikely but horrible possibility of your seat being overbooked.



Step 2: Make a note of where you parked. Keep your parking ticket somewhere safe and away from your phone as this can damage it.

Step 3: Weight: Don't push your luck with the weight of your luggage to be checked in. You will feel stupid if you end up paying extra for heavy luggage.

Step 4: Label and secure your luggage. Make sure your name and address are on any luggage you check in and you have used a padlock on the zip for extra security.

Step 5: Hand luggage. Don't push your luck and try and take multiple bags or a big bag onto the plane.

Step 6: Security: Put your liquids into a transparent bag before you get to the security gate.

Step 7: Security: Have your passport open at the right page as you approach the passport control.

Step 8: Belt, jewellery, phones, money. Don't be the person who holds everyone up at the metal detector. Sort this out as you queue.

Step 9: Don't go crazy at duty free. You have to find a place to put your shopping in the cabin/compartment on the plane.

Step 10: Chill! Leave enough time to have a coffee and relax before boarding. Preferably near your gate!

Essentials to pack for a business trip!

- **Passport** (or identity card within the European Union)
- **A wash bag** (including toothpaste, mouthwash, comb or brush, shaving kit, deodorant, shower gel, floss, hair wax or hair gel)
- **Clothes** (suit, lucky socks, underwear, shirts, smart shoes, tie depending on dress code, pyjamas, gym kit)
- **Business kit** (iPhone, iPad, blackberry, laptop, memory stick, hardcopies of presentations, agenda, notebook)
- **Extras** (teddy bear, travel pillow, novel, lucky charm)

Travel Idioms

- *In the same boat*
We are experiencing the same problem.
- *Recharge your batteries*
You need to do something that will give you more energy.
- *See the world*
You want to explore this incredible planet!
- *Travel light*
Don't pack too many things for this trip. Even better just take hand luggage!
- *One for the road*
I am going to have an alcoholic drink before travelling. Be very careful here.
- *Make tracks*
I have to go!
- *Get away from it.*
I need some time away from work (or whatever it is that is making me tired).
- *A change of scene*
I need to visit a new place. This will refresh me.

Quote of the month

"When preparing to travel, lay out all your clothes and all your money. Then take half the clothes and twice the money." – Unknown

Making nouns from verbs

- 1) 'ment' – is a suffix that can be used to turn some verbs into nouns, for example:

| Verb | Noun |
|--------------|---------------|
| To govern | Government |
| To establish | Establishment |

- 2) 'ion' – is another suffix that can be used to turn some verbs into nouns, for example:

| Verb | Noun |
|----------------|---------------|
| To motivate | Motivation |
| To concentrate | Concentration |

- 3) 'ation' – is another suffix that can be used to turn some verbs into nouns, for example:

| Verb | Noun |
|------------|---------------|
| To apply | Application |
| To qualify | Qualification |