

LESSON

1

Business Trip Arrangements

Learning Objectives

After this lesson, you will be able to...

- ✓ **inquire about necessary preparations.**
- ✓ **ask and answer questions to confirm arrangements.**

1 Warm Up Activity

Discuss the following questions with your instructor.

1. What are the reasons you go on business trips?
2. What arrangements do you need to make with the people you are visiting?
3. What process do you need to go through to get approval for a business trip?

2 Key Patterns

Look at the key patterns and make your own sentences using them.

① **Is this business trip scheduled for _____?**

- a week
 - one month
 - five days
-

② **Does this trip include _____?**

- conferences
 - business meetings
 - training sessions
-

③ **I'd like to inquire about _____.**

- lodging
 - air travel
 - meetings and dinners
-

Key Conversation

Read the conversation and answer some questions from your instructor.

“About a Business Trip”

Mr. Jobs

Hey, how are you doing Ms. Lovett? I have something important to tell you.

Ms. Lovett

Oh, hi Mr. Jobs! What is it?

Mr. Jobs

We're inviting you to visit our country next month. We'll have a meeting with our CEO Mr. Hanes and he wants you to discuss your plan for next year and do other business-related activities. This trip is scheduled for a week.

Ms. Lovett

Does it include conferences? Exhibitions perhaps?

Mr. Jobs

Certainly. You don't have to worry about all the expenses. If you have questions, you may call me at this number 1-447-332-3334.

Ms. Lovett

I am glad to hear that!

Mr. Jobs

Sounds like you are excited. Well, see you next month.

Ms. Lovett

Yeah! Thanks, Mr. Jobs.

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Business Expressions

Complete the sentences with the appropriate words and expressions.

- hotel reservation
- airport lounges
- professional development
- baggage fees

- ① _____ is what this business trip is about.
- ② I will send you the address, phone, confirmation number, check in and check-out times of the _____.
- ③ The _____ will be paid by Mr. Hanes.
- ④ Do you know where the locations of _____ are?

5

Share Your Thoughts

Discuss the following questions.

- ✓ What do you consider when making your preliminary itinerary for a business trip?
- ✓ Who do you usually ask for advice when making business trip arrangements?
- ✓ What are some ways to reduce business trip stress?
- ✓ What makes an international business trip better than a domestic one?

6 Situational Business Expressions

Look at the following expressions and make your own sentence for each.

Inquiring about the business trip

- Has this business travel arrangement been approved by the company?
 - Is it an all-expense-paid trip?
 - How long is this business trip going to take?
-

Asking about arrangements

- Have you made reservations in advance?
 - What are included in the company travel policies?
 - Will you be sending an e-copy of my itinerary?
 - Who will pick me up at the airport?
-

Wrapping Up

Share two things you learned from this lesson and review.

1. _____

2. _____

2

Planning Business Trips

Learning Objectives

After this lesson, you will be able to...

- ✓ ask questions while planning business trips.
- ✓ learn useful business trip expressions .

1 Warm Up Activity

Discuss the following questions with your instructor.

1. Do you make your own plans for business trips, or is there someone who does them for you?
2. How do you prioritize the things to consider when planning a business trip?
3. What takes up most of your time in planning for a business trip?

2 Key Patterns

Look at the key patterns and make your own sentences using them.

① Have you made your _____ in advance?

- travel arrangements
 - itinerary
 - hotel reservation
-

② I have prepared (my) _____.

- travel documents
 - electronic accessories
 - enough currency
-

③ Could you please tell me about ____?

- my destination
 - the maximum luggage weight
 - the right type of clothes to wear
-

Read the conversation and answer some questions from your instructor.

“Business Trip Plan”

Jane

Hey, How are you doing?

Mark

I am hyped up about my business trip next week.

Jane

First time, right?

Mark

Yeah, and I have my travel documents prepared. I also have enough currency from my destination country to pay for small expenses.

Jane

Have you made all your travel arrangements?

Mark

Yes! Thanks. But I have a minor disagreement with my luggage. It's small!

Jane

Do you have to bring a lot of stuff? What's the maximum luggage weight?

Mark

Twenty-five kilos. I'm pretty sure it won't exceed the weight limit. Let's have lunch together and I'll tell you more about my business trip plans.

Business Expressions

Complete the sentences with the appropriate words and expressions.

- expiration date
- travel documents
- accommodation arrangements
- currency
- itinerary

- ① When planning for a business trip, you should put together an _____.
- ② You must get enough _____ from your destination country.
- ③ It is important to get your _____ in order.
- ④ Have you made _____ for your trip?
- ⑤ You need to double-check the _____ of your passport when going abroad.

5 Share Your Thoughts

Discuss the following questions.

- ✓ When is the best time to plan for a business trip?
- ✓ What are some ways to remember important details when planning for a business trip?
- ✓ What are some problems you might face when planning for a business trip?
- ✓ When you are visiting another country on business, do you research the host country's culture?

6 Situational Business Expressions

Look at the following expressions and make your own sentence for each.

Inquiring before going on a business trip

- Could you tell me something about my destination country?
 - What is my work schedule during the visit?
 - Do they speak English?
 - Does the country require a visa for business travel?
-

Getting information about a business trip

- May I know what this business trip is about?
 - What day are we leaving for our business trip to Bangkok?
 - Could you please tell me who I should report to when I arrive?
-

Wrapping Up

Share two things you learned from this lesson and review.

1. _____
2. _____