

Domestic Business Trip



This week...

Haya and Chris are talking about an upcoming domestic business trip they have to go on next month in Japan.

Lesson Objectives...

- Planning a domestic business trip
- Checking an itinerary

Business English Conversation

Basic Class

Warm Up – Topic Question



When was the last time you went away for a business trip?

Picture Description

What are they planning?



B



A

Who is he calling and what is he holding in his hand?

*Create a short story using the following format

- 1. Who
- 2. Where
- 3. When
- 4. What's happening?

*Create simple sentences using the vocabulary

1. branch

2. visit

3. tight

4. itinerary

I look forward to meeting you at the Osaka **branch** next week.



1. **We'll be away for** about two weeks.
2. **We will be visiting** five cities in four days.
3. **We have to visit** the head office and have a meeting with the CEO.
4. **Let's start preparing the** agenda for the next meeting.

- Words
- Phrases

Haya	We will be visiting some of the branch offices around Japan next month.
Chris	Where are we going and for how many days?
Haya	We are going to visit Nagoya, Osaka and Fukuoka. We'll be away for three days.
Chris	That's a tight schedule.
Haya	We will be visiting the Marketing Manager in Nagoya first.
Chris	What about Osaka and Fukuoka?
Haya	We have to visit the R & D department in Osaka and the QC department in Fukuoka.
Chris	How will we be traveling?
Haya	We will use the bullet train to go to Nagoya and Osaka. We'll fly to Fukuoka.
Chris	Let's start preparing the itinerary .

1. We'll be away for
2. We will be visiting
3. We have to visit
4. Let's start preparing the

Correct Responses - Prepositions

1. A: When will we be going our business trip?
B: I'm not sure yet. I think we will be going next month.

to / at / on

2. A: Do you know what date we will be flying to Osaka?
B: We are booked on a flight leaving the 14th of April.

for / on / at

3. A: What time are we going to meet the Sales Manager?
B: We will meet him 3 pm tomorrow afternoon.

on / to / at

4. A: How many days will we be away?
B: We will be away about 10 days.

to / for / on

5. A: Which month are you planning to go to Kobe?
B: I am planning to go to Kobe May.

in / on / for

6. A: Do you know when the meeting will start?
B: Yes. The meeting will start an hour.

at / to / in



Student A and Student B are going through the itinerary for their upcoming domestic business trip.

Key Phrases

- Where will we be visiting?
- We will be visiting ...
- For how many days?
- We will be away for ... days.
- What time will we be ...?
- We will ... at ...
- When will we meet ...?
- We will meet ... on ... at ...

Travel Itinerary Dates: 3/15/2017 – 3/18/2017

Purpose: Meetings with branch offices

Destinations: Nagoya, Osaka, Fukuoka

Date/Time	Location	Event/Details
15th March 12:45pm	Nagoya	2 hour meeting with Marketing Manager
15 th March 05:30 pm	Nagoya	Check into AB Hotel - Evening free
16 th March 09:45 am	Osaka	Arrive Osaka then go visit R & D department
16 th March 12:30 pm	Osaka	Lunch meeting with branch manager
16 th March 04:15 pm	Osaka	Fly to Fukuoka on Apple Airlines
17 th March 08: 45 am	Fukuoka	Visit QC department - Observe operations
17 th March 02:00 pm	Fukuoka	3 hour meeting with branch manager
18 th March 10:15 am	Fukuoka	Fly back to Tokyo – report to office at 3 pm

- How often do you go on domestic business trips?
- What is the toughest business trip you have been on?
- Do you prefer to travel by bullet train or airplane when going on a domestic business trip?

- arrive - We will **arrive** at 8 am tomorrow morning.
- branch - Which **branch** will we be visiting next week?
- domestic - I have a **domestic** flight leaving at 4 pm.
- itinerary - We need to plan our **itinerary**.
- prefer - Which airline do you **prefer** to fly on?
- prepare - We need to **prepare** the agenda.
- schedule - I have a very busy **schedule** this week.
- tight - It's going to be a very **tight** schedule.
- visit - Are we going to **visit** Kyoto on our business trip?