

# 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**

**Super 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



Haya	I have just received information that we will be going to visit some of the branch offices around Japan next month.
Chris	Where are we headed and for how many days will we be away?
Haya	We are going to visit Nagoya first, then Osaka and finally Fukuoka. <b>We'll be away for</b> three days in total.
Chris	Three cities in three days. Sounds like a tight schedule.
Haya	<b>We are going to be extremely busy.</b> 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 <b>we will be observing how the</b> QC department <b>is run</b> in Fukuoka.
Chris	How will we be getting to our destinations?
Haya	We'll use the bullet train to get to Nagoya and Osaka. We'll fly to Fukuoka.
Chris	<b>We'd better start putting the</b> itinerary <b>together.</b>



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

## Key Phrases

- How will we be getting to our destinations?
- How long will we be away for?
- What's the plan on ...?
- Who are we meeting at ....?
- What time will we be ...?
- *Other*

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



Talk about one of the following topics for one minute:

1. Bullet train vs airplane for domestic business travel in Japan.
2. The advantages of going away on a business trip.
3. The disadvantages of going away on a business trip.

\*Other students in the class, ask one question each to the presenter after the speech

- 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?
- Do you ever travel overseas for business?

The project I have been working on for the past year is finally **done and dusted**.



**the home stretch** – the last part of a long or difficult task

- We have been working all week putting this presentation together. We're in **the home stretch** now!

**done and dusted** – when a project or activity is completely finished

- I can't wait for this business trip to be **done and dusted**.

**golden opportunity** – an excellent and rare opportunity

- I am really looking forward to having a lunch meeting with the CEO. It is a **golden opportunity** to show him some of my skills.