



NEW BUSINESS ENGLISH 5

Lesson 31
Travel Itinerary



LEARNING GOALS

- ◆ Confirming Travel Details
- ◆ Arranging a Business Trip



What would you say?

Scenario: You will have a 3-day business trip to visit your company's other branch.
Approach your manager and ask for more details about your business trip.



**Do you have any questions about
your upcoming business trip?**

Situational Dialogue



Ms. Chen informs Kenzo that he will be going on a business trip to visit another branch of Milestone.

Kenzo Hara




Jia Chen





Hello, Ms. Chen. I received your email yesterday about the upcoming business trip. I haven't been on a business trip before. Would you mind confirming my business trip details?





You will be sent on a 3-day business trip to Shanghai on the 20th of June to meet with our branch manager. You have to get everything ready this week.

What are the requirements that I need to prepare?





You have to prepare your passport, IDs, and travel documents. By the way, here's your itinerary form. You need to fill in all the information.

Thank you, Ms. Chen.



Key Vocabulary

Learn the new words and answer the questions.



upcoming

(adj.) happening soon or about to happen

e.g. He is marking the date of the **upcoming** event.



requirement

(n.) something that you must do, or something you need to comply

e.g. Having a valid ID is a **requirement** for traveling.



passport

(n.) an official document that gives one the right to travel in other countries

e.g. A **passport** is necessary when you travel abroad.

Dialogue Review

Have a role play and answer the questions.



Ms. Chen informs Kenzo that he will be going on a business trip to visit another branch of Milestone.

Kenzo: Hello, Ms. Chen. I received your email yesterday about the **upcoming** business trip. I haven't been on a business trip before. Would you mind confirming my business trip details?

Ms. Chen: No problem. You will be sent on a 3-day business trip to Shanghai on the 20th of June to meet with our branch manager. With that, you have to get everything ready this week.

Kenzo: What are the **requirements** that I need to prepare?

Ms. Chen: You have to prepare your **passport**, IDs, and travel documents. By the way, here's your itinerary form. You need to fill in all the information.

Kenzo: Thank you, Ms. Chen.

Learning Goals

Let's check the learning goal!



Ms. Chen informs Kenzo that he will be going on a business trip to visit another branch of Milestone.

Kenzo: Hello, Ms. Chen. I received your email yesterday about the upcoming business trip. I haven't been on a business trip before.

Would you mind confirming my business trip details?

Ms. Chen: No problem. ***You will be sent on a 3-day business trip to Shanghai on the 20th of June to meet with our branch manager.***

With that, you have to get everything ready this week.

Kenzo: ***What are the requirements that I need to prepare?***

Ms. Chen: ***You have to prepare your passport, IDs, and travel documents.***

By the way, here's your itinerary form.

You need to fill in all the information.

Kenzo: Thank you, Ms. Chen.



1. Confirming Travel Details



2. Arranging a Business Trip

.∴ Confirming Travel Details

Here are some common questions to ask to confirm details about business trips:

- a. Would you mind confirming my **business trip details**?
- b. For what **purpose** is the business trip?
- c. What is the **duration** of the business trip?
- d. What are the **requirements** that I need to prepare?
- e. Will I make my own **reservations**?



What other questions would you ask about a business trip?

Learning Goals

Learn the key expressions and sentence structures.

∴ Arranging a Business Trip

- a. You will be **(purpose)** in **(destination)** on **(date)**.
- b. You will be sent on a **(duration)** business trip to **(destination)** on **(date)** to **(purpose)**.
- c. You have to prepare your **(requirements)**.

Example sentences:

- a. You will be attending a trade show in Sydney on March 30th.
- b. You will be sent on a 3-day business trip to Shanghai on the 20th of June to meet with our branch manager.
- c. You have to prepare your passport, valid IDs, and travel documents.



What do you need for a one-day business trip?

Semi-open Dialogue

Have a role play.

Scenario: You will attend a business conference in Canada on the 15th of July.
The conference will last for 3 days. Confirm the details and ask what requirements you need to prepare.



∴ You can refer to the following key expressions:

- Would you mind confirming my business trip details?
- For what purpose is the business trip?
- What is the duration of the business trip?
- What are the requirements that I need to prepare?
- Will I make my own reservations?

Try to fill in the given itinerary form.



Itinerary Form

Full Name:	Destination:
Purpose:	Dates of Travel:

DAY 1

TIME	DETAILS	COMMENTS
always presented in 24-hour clock	provide accurate description of arrangement	any additional information that is required e.g. flight number, hotel address, etc.
06:30 - 13:00	flight to New York via American Airlines	reference number: 12345-69852
13:00 -		



What other details would you include in your itinerary?

Overview

Keywords and expressions:

upcoming/ requirement/ passport

Would you mind confirming my business trip details?

For what purpose is the business trip?

What are the requirements that I need to prepare?

You will be (purpose) in (destination) on (date).

You will be sent on a (duration) business trip to (destination) on (date) to (purpose).

You have to prepare your (requirements).

*Made by Keanu
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