

A background image showing a group of people's hands stacked together in a gesture of teamwork or agreement. The hands are of different skin tones, and some are wearing watches. The background is a light-colored wooden table with some papers. A large yellow geometric shape is overlaid on the left side of the image.

NEW BUSINESS ENGLISH 5

Lesson 32

Travel Preparation



LEARNING GOALS

- ◆ Asking for Suggestions
- ◆ Giving Suggestions



What would you say?

Scenario: It's your first business trip, and you are not sure what things to pack. Ask a colleague for some suggestions.



How is your preparation going for your business trip?

Situational Dialogue

- ▶ Kenzo asks Jordan for some suggestions for his upcoming business trip.





Hi, Kenzo! I heard you will fly to Shanghai next week. Is everything going smoothly?

Not really. Do you have any suggestions? What should I bring on my business trip?





You should bring a portable charger in case your battery runs out. If possible, bring a carry-on bag only, so you don't have to wait for your luggage. You can also bring some extra money for personal use, and do not leave your things unattended.





How can I get a reimbursement for my travel expenses?

Well, you'd better ask HR for specific policies. As far as I know, it is necessary to attach copies of the receipts of your expenses to get a reimbursement.

Okay. I'll take note of this.



Key Vocabulary

Learn the new words and answer the questions.



portable charger

(n.) a small battery that can recharge devices

e.g. Please do bring your phone and **portable charger**.



reimburse

(v.) to pay back the amount of money that someone has spent

e.g. They **reimburse** all employees' travel expenses.



receipt

(n.) a piece of paper that shows that something has been paid for

e.g. You should keep all the **receipts** of big purchases.

Dialogue Review

Have a role play and answer the questions.



Kenzo asks Jordan for some suggestions for his upcoming business trip.

Jordan: Hi, Kenzo! I heard you will fly to Shanghai next week.
Is everything going smoothly?

Kenzo: Not really. Do you have any suggestions?
What should I bring on my business trip?

Jordan: You should bring a **portable charger** in case your battery runs out.
If possible, bring a carry-on bag only, so you don't have to wait for your luggage. You can also bring some extra money for personal use, and do not leave your things unattended.

Kenzo: How can I get a **reimbursement** for my travel expenses?

Jordan: Well, you'd better ask HR for specific policies. As far as I know, it is necessary to attach copies of the **receipts** of your expenses to get a reimbursement

Kenzo: Okay. I'll take note of this.

Let's check the learning goal!



Kenzo asks Jordan for some suggestions for his upcoming business trip.

Jordan: Hi, Kenzo! I heard you will fly to Shanghai next week.
Is everything going smoothly?

Kenzo: Not really. Do you have any suggestions?



1. Asking for Suggestions

What should I bring on my business trip?

Jordan: **You should** bring a portable charger in case your battery runs out.
If possible, bring a carry-on bag only, so you don't have to wait for
your luggage. **You can also** bring some extra money for personal use,
and do not leave your things unattended.

Kenzo: How can I get a reimbursement for my travel expenses?

Jordan: **Well, you'd better ask HR for specific policies.** As far as I know,
it is necessary to attach copies of the receipts of your expenses
to get a reimbursement.

Kenzo: Okay. I'll take note of this.



2. Giving Suggestions

Learning Goals

Learn the key expressions and sentence structures.

∴ Asking for Suggestions

- What should I + **(verb)**?
- Do you think I should + **(verb)**?
- What would you suggest I + **(verb)**?

Example sentences:

- What should I bring on my business trip?
- Do you think I should review my travel itinerary?
- What would you suggest I do to reimburse my travel expenses?

Suggestion v.s. Advice

- **Suggestion**

- informal, casual, an opinion given to an individual for consideration

- **Advice**

- formal, an opinion recommended or offered, given by experienced and knowledgeable people



Who is the best person to ask about business trips in your workplace?

Learning Goals

Learn the key expressions and sentence structures.

:: Giving Suggestions

- You should + **(suggestion/s)**.
- Well, you'd better + **(suggestion/s)**.
- You can + **(suggestion/s)**.

Example sentences:

- You should bring a portable charger.
- Well, you'd better ask for HR policies.
- You can also bring some extra money for personal use.

Modals of Suggestions

- **should**

You should prepare these things ahead of time.

- **could**

I could help you with your travel requirements.

- **might**

It might be better to ask suggestions from someone.

- **shall**

You shall bring a laptop with you.



In what instances do you give suggestions to someone?

Semi-open Dialogue

Have a role play.

Scenario: You will have a 2-day business trip in Australia next week.

Ask your colleague for some suggestions on what to prepare and pack for your business trip.



∴ You can refer to the following key expressions:

- What should I + (verb)?
- Do you think I should + (verb)?
- What would you suggest I + (verb)?

Coffee Break

Learn about some common methods of payment around the world.

∴ Most Common Payment Methods



**Credit Cards
& Debit Cards**



Cheques



Online Banking



Cash (Bills & Coins)



Gift Cards



Electronic Wallets



Which method of payment is convenient?

Overview

Keywords and expressions:

portable charger/ reimburse/ receipt

What should I + (verb)?

Do you think I should + (verb)?

What would you suggest I + (verb)?

You should + (suggestion/s).

Well, you'd better + (suggestion/s).

You can + (suggestion/s).

