

# Business Trip Abroad

**Lead in**

**Speak out**

1. Which countries have you been to? Which countries would you like to visit? Are there any countries you wouldn't want to visit? Why?
2. Do you know anyone who travels frequently on business (e.g. your uncle, your friend's father etc.) What kind of business is s/he in?
3. How often does s/he travel? Which countries does s/he travel to?
4. What do you think are some of the problems a business traveler might face?
5. Would you like to travel as a business person someday? Why (not)?



**Task 1. Read the invitation below and find out.**

- what event is going to take place
- the venue and date of the event
- who is being invited
- where the guests of the event will possibly stay

## INVITATION

Dear Colleagues and Friends.

It gives us great pleasure to invite you to participate in the 18th Beijing Auto Show, which will take place in Beijing, August 8-13. The aim of the exhibition is to demonstrate the achievements of automotive and related products in China. The exhibition "Autoparts. Autoshow" is a platform for meetings of representatives of the largest companies in the automotive business. The venue of Auto Show is Beijing Imperial Plaza, surrounded by many good hotels with convenient facilities.

It is a pleasure for us not only to invite you to attend this important event, but also to present Beijing – a city of ancient cultural heritage and modern achievements.

Your participation is highly welcomed. We would be honored by your participation.

Sincerely,

Jing Cheng

## Task 2. Read and translate the text.

### GOING ON A BUSINESS TRIP

John Thompson is an international sales representative for a large multinational corporation with its headquarters in Liverpool. He often has to travel overseas to visit factories and meet with foreign clients. Next week, he will be visiting an Auto Show in Beijing for three days before going on to Shanghai to see his clients.

His secretary, Tracy Fisher, usually handles his travel arrangements. She calls the travel agency to make the reservation. She has to consider factors such as the check-in time, departure and arrival times, and visa requirements (if any).

Once Mr. Thompson has his tickets and travel documents in order, Tracy calls the travel agency again to confirm his reservation. Tracy is also responsible for making his hotel reservations. Since Mr. Thompson often has to meet guests at his hotel, he wants her to make sure that a large suite will be ready for him when he arrives at his destination.

When he goes abroad for business, his company pays for his flights. Thompson usually travels in business class. When he has enough frequent flyer miles, he can upgrade to first class. He is such an experienced traveler that when there is turbulence, he usually sleeps right through it. His only complaint is that he often suffers from jet lag, especially on long trips.

He usually arrives at the airport two hours before his flight is scheduled to depart. There, he checks in and receives his boarding pass. He is also informed of his gate and seat number. If he has enough time, he may visit the duty-free shops in the airport. This time he arrived early at the airport and so he is doing some shopping for his relatives.

When he arrives at his destination, he makes sure his passport, visa, and arrival card are in order so he can quickly go through customs and immigration. He has the following advice for business travelers:

*“Always pack lightly. I usually take one check-in and one carry-on baggage. As a business traveler, you will constantly be on the move, so bring the essentials and leave the rest at home.”*

*“Don’t carry a lot of cash. You should take most of your money in cards. They can be used almost anywhere.”*

*“Try to get plenty of rest before and after your flight. If you are travelling from New York to Beijing, you don’t want to suffer from jet lag.”*

*“Last but not least, remember the old saying — ‘When in Rome, do as the Romans do.’ Try to learn as much as possible about the country you are travelling to and follow the local customs.”*



**Task 3. Decide if the following statements are true (T), false (F) or not in the text (N). Comment on your opinion.**

1. The company has factories in Liverpool.
2. Tracy helps Mr Thompson organize his trips abroad.
3. Mr Thompson travels both by sea and by plane.
4. Mr Thompson travels only by business class.
5. Mr Thompson wears a suit on his business trips abroad.
6. Mr Thompson arrives a few hours before his flight.
7. Usually he doesn't have large luggage.
8. When he travels, Mr Thompson has problems with sleep.
9. Before travelling abroad Mr Thompson reads information about foreign countries.

**Task 4. Match the words to their definitions.**

1. headquarters	a) a place, for example at an airport, where you can buy goods at a cheaper price than usual, because no tax is paid on them.
2. suite	b) a piece of paper for boarding an aircraft, given to passengers when they check in.
3. destination	c) the place at an airport where officials check incoming goods, travellers, or luggage.
4. frequent-flyer program (FFP)	d) a hotel room with more space and furniture than a standard hotel room.
5. jet lag	e) the main office of a big company.
6. boarding pass	f) a place that people will visit.
7. customs	g) a loyalty program offered by to passengers who travel with the same airline.
8. duty-free shops	h) extreme tiredness felt by a person after a long flight across different time zones.

**Task 5. Complete the sentences with the words from the box.**

**suites ° jet lag ° arrangements ° destination ° scheduled° FFP  
° headquarters ° overseas ° reward ° host**

1. Mr Grant is a busy person, so his assistant takes care of his travel ... .
2. At the customs the passengers are often asked about their ... and how long they are going to stay.
3. Whenever I travel from London to New York I suffer from ... .
4. Nowadays many airlines have introduced ... that aim to create a sense of loyalty among their clients and ... them with free airfare, upgrades and many more.
5. Our hotel ... is designed for business travelers who appreciate additional space and may use it to ... small meetings or entertain clients.
6. The conference was originally ... for October 12, but it had to be canceled.
7. Every morning all offices of our corporation get new instructions from ... in London.
8. After I graduated from university I went ... and worked as a journalist in Canada and the USA.

### **Task 6. Pack your suitcase.**

You are going on a ten-day business trip. You will be travelling around quite a bit and must pack lightly. In fact, you can only bring 12 of the following items. Decide which items you will take.

traveler's checks	_____ underwear
shampoo	_____ soap / deodorant
business cards	_____ cellular phone / mobile phone
sneakers	_____ aspirin
camera	_____ alarm clock
diary	_____ video games
toothbrush	_____ adaptor
wallet	_____ travel documents
MP3 player	_____ hairdryer
briefcase	_____ gifts for hosts
jeans	_____ socks
laptop computer	_____ travel iron
dictionary	_____ T-shirts
credit cards	_____ a novel
calculator	_____ formal shoes
neckties	_____ hair brush / comb
belt	_____ swim suit
briefcase	_____ driving license

**Compare your answers with a partner and explain your choice.**

## **Vocabulary**

**accept** приймати, погоджуватися

**acceptable** прийнятний

**appreciate** цінувати

**available (flights)** доступні, наявні (авіарейси)  
**baggage reclaim** повернення багажу  
**beverage** напій  
**boarding pass** посадковий талон  
**bribe** хабар  
**cancel (reservation)** відмінити (замовлення)  
**charge (extra money)** брати (додаткову платню)  
**check in** реєстрація  
**check out** виселення (з готелю)  
**complimentary** додатковий  
**confirm (reservation)** підтвердити (замовлення)  
**consider** розглядати  
**courtesy** ввічливість, членість  
**cultural heritage** культурний спадок  
**customs** митниця  
**deal** угода  
**departure** відправлення  
**departure lounge** зал очікування  
**deposit** давати завдаток  
**destination** місце призначення  
**establish (relationships)** встановити (стосунки)  
**facilities** зручності (в готелі)  
**failure** невдача  
**headquarters** штаб-квартира  
**host** приймати (гостей)  
**ignorance** необізнаність  
**item** річ, предмет  
**itinerary** маршрут  
**jet lag** порушення біоритмів організму, через зміну часових поясів  
**laundry** пральня  
**maintenance person =cleaner** прибиральник  
**negotiation** перемовини, переговори  
**porter** носильник  
**regard** вважати, розцінювати  
**request** запитувати  
**respond** відповідати  
**route** маршрут  
**search (for)** шукати  
**shake hands** тиснути руки (для привітання)  
**suite** номер в готелі  
**travel arrangements** приготування до подорожі