



GOING ON A BUSINESS TRIP



Scan to review worksheet

Expemo code:

1A16-D388-5JRS



1

Types of business trips

Have you ever been to any of these types of events? What were they like?

exhibitions and trade fairs

team-building weekends

conferences

corporate events

2

Planning a business trip

Match the verbs on the left to the words on the right to make phrases about planning a business trip.

- | | |
|-------------|--------------------------|
| 1. purchase | a. accommodation |
| 2. book | b. an itinerary |
| 3. create | c. for meetings |
| 4. research | d. tickets for travel |
| 5. pack | e. your destination |
| 6. prepare | f. your travel documents |

Is there anything else you do to get ready for a business trip?





3

Reasons to go on a business trip

Match the reasons to the statements below.

1. to network
 2. to close a deal
 3. to check conditions
 4. to show sample products to a client
 5. to meet clients face to face
-
- a. It's often essential to see the place where your product is made and packaged.
 - b. Potential customers are much more likely to sign with you if you meet them in person.
 - c. Seeing that the client understands how it works is often better than any other way.
 - d. Take the time to take your clients for a drink or meal to show your gratitude.
 - e. The more connections you have the greater your business opportunities will be.

4

Travelling to a conference

Put the events in the correct order.

Arrive at your hotel _____

Board the plane _____

Check your flight status _____

Get your bags at baggage claim _____

Make a new contact while in the air _____

Meet your colleagues at dinner to discuss the conference _____

Pick up your rental car _____

What other typical events take place during a business trip?





5

Talking about a business trip

Choose the best word to complete each of the sentences below.

complete

eventful

hectic

low-budget

profitable

worthwhile

1. The trip was a _____ disaster. The flight was delayed and we didn't manage to close the deal.
2. The trip was _____. We met some potential clients that could help grow the business.
3. It was quite _____. Our driver got lost several times and there was even a fire at the hotel!
4. It was very _____. We had a lot of meetings in only a few days and had to travel a lot.
5. We chose _____ options for the trip to keep down costs.
6. It was very _____. The trip didn't cost a lot and we got some big orders on the new product.

Work in pairs. Take turns to talk about a trip using the prompts below. Try to use vocabulary from this lesson.

Talk about a past business trip. You should describe:

- the purpose of the trip
 - what preparations you made
 - what events took place during the trip
- And explain how you felt about the trip.

6

Talking point

Answer the questions below in pairs or small groups.

1. What was your best business trip? What was your worst?
2. Do you think business trips are necessary or can everything be done, for example, on Skype?
3. What do you like about business trips? What don't you like about them?
4. What is the most valuable thing you can get from a business trip?