

## Lesson 38: Business Trip (Arranging a Business Trip)

By Xandra

### 1. Dialogue

*First, repeat after your tutor. Then, practice each role.*

Koji is talking to his boss about a business trip to Indonesia.

Koji: Sir, I just want to **remind** you **of** your business trip to Indonesia.

Mr. Kent: When will it be?

Koji: Next week. Your flight is on Wednesday.

Mr. Kent: Have you booked a hotel room?

Koji: Yes, I have. An airport service will pick you up and drive you to the hotel.

Mr. Kent: Thank you for reminding me. I almost forgot about it.

### 2. Today's Phrase

*First, repeat after your tutor. Then, make a few sentences using Today's phrase.*

1. The teacher **reminded** the students **of** their homework again.
2. That song **reminds** me **of** my childhood.
3. I have to **remind** my mother **of** her doctor's appointment.

\* **remind A of B** / AにBを思い出させる

### 3. Your Task

*You have arranged a business trip for your boss (=your tutor). Give him the following information: 1) his flight to San Francisco is at 10:00AM on the 23rd of September, 2) his hotel is the Four Seasons Hotel, 3) his meeting will be held at the hotel's meeting room, 4) his flight back to Japan is on the 27th of September, at 11:00AM.*

### 4. Let's Talk

*Have you ever arranged a business trip? Tell your tutor about it.*

*Do you like arranging business trips? Why?*

*How do you prepare for your business trips?*

### 5. Today's photo

*Describe the photo in your words as precisely as possible.*



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