

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

By Xandra

### 1. Dialogue

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

Koji works as an assistant to Mr. Saito. His boss wants to have a meeting with Ms. Brown who is based in New York. He is calling Ms. Brown to check her availability.

Koji: Hello. I'm calling from the office of Mr. Saito. This is Koji. Can I speak with Ms. Brown, please?

Ms. Brown: Hello, Koji. This is Ms. Brown. How can I help you?

Koji: Ma'am, Mr. Saito will be in New York from the 18th of October. He asked me to arrange a meeting with you. I called to **inquire about** your availability.

Ms. Brown: I see. What about on the 21st?

Koji: The 21st is fine. Is 10:00AM a good time for you?

Ms. Brown: Yes, that would be fine.

Koji: He'll be staying at The Plaza Hotel. Is it okay for you to meet him there?

Ms. Brown: It's not a problem.

### 2. Today's Phrase

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

1. I'd like to **inquire about** the apartment on the second floor. Is it still available?
2. The reporters **inquired about** the Hollywood actor's health. But his relatives didn't give an answer.
3. I called the hotel and **inquired about** their room rates.

\* **inquire about** ~ / ~について尋ねる、問い合わせる

### 3. Your Task

A businessman from Chicago is coming to Japan for a business meeting with your boss. He's requested you to book him in a good hotel, and also to arrange for him to have a meeting with your boss in a good Japanese restaurant. You've decided to send him an email to inform him which hotel and restaurant you've arranged for him. You will also give him directions on how to get from the airport to the hotel. Tell your tutor what you'll say in the e-mail.

### 4. Let's Talk

What are the dos and don'ts when arranging a business trip?  
What are the necessary skills when arranging a business trip?  
It is easy to arrange a business trip? Why do you say so?

### 5. Today's photo

Describe the photo in your words as precisely as possible.



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