

Lesson 38: Business Trip (Arranging a Business Trip)

By Xandra

1. Dialogue

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

Mr. Saito is going to New York for a business meeting with Ms. Brown. Koji, Mr. Saito's assistant, is talking to Harry, Ms. Brown's assistant, on the phone.

Koji: Hello, Harry. This is Koji from Mr. Saito's office.

Harry: Hello, Koji. Did you receive my email about the location for Mr. Saito and Ms. Brown's meeting?

Koji: I did. Thank you for reserving the business room at the Four Seasons Hotel.

Harry: Is there anything else I can help you with?

Koji: Mr. Saito wants to know what the weather is like in New York.

Harry: Autumn has arrived, so it's chilly outside. I suggest that he pack a pair of gloves, a light coat and a scarf.

Koji: I got it.

Harry: Shall I arrange for an airport pick up service for your boss?

Koji: He doesn't need it. Mr. Saito will just **make his way** to the hotel. Let me just re-confirm the details with you. The meeting will be on the 21st of October at 10:00AM.

Harry: That's right. There's been no change so far.

2. Today's Phrase

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

1. Calling all seminar participants. Please **make your way** to the function hall.
2. The street was crowded because of a festival. It took a long time to **make my way** to the mall.
3. Many people didn't believe in his musical talent. But he **made his way** to the top anyway.

* **make one's way** / (苦勞して)進む、到達する

3. Your Task

You have arranged your boss' flight schedules and hotel bookings for his next business trip. Later, your boss tells you that the business meeting's been rescheduled to a week later. Call the travel agency (=your tutor) and change the flight dates. Next, call the hotel (=your tutor) and change the reservation dates as well.

4. Let's Talk

What are the important points to remember when arranging a business trip?

Talk about a business meeting you had in the past. Was it properly arranged? Why do you say so?

What are some of the hassles in making business trip arrangements?

5. Today's photo

Describe the photo in your words as precisely as possible.



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