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A Business Trip to New York sample
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A BUSINESS TRIP TO NEW YORK

Level 1 - A1/A2 Starter (1) Graded Reader from I Talk You Talk Press

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A Business Trip to New York
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Introduction

The words in **bold** are useful business trip phrases.

You might hear these phrases, and you can use some of these phrases when you go on a business trip.

Carlos is a businessman from Buenos Aires, Argentina. He works for an American drinks company. He is going on a business trip to the company head office in New York. He will stay for four nights.

1. Arrival and taxi

Now, Carlos is at the airport in New York. It is late in the afternoon. He is very tired. The flight from Buenos Aires was very long. He had to transfer in Mexico City. He picks up his suitcase and walks out of the airport. He sees a taxi stand. There are some people waiting for taxis. He stands in line and waits. A taxi comes. The driver helps him to put his suitcase in the taxi. He gets in the taxi.

“Where are you going?” asks the driver.

“To the Central Hotel on Thirty-fourth Street in Manhattan. How much will it cost?”

“It will be about fifty-eight dollars,” says the driver.

“OK,” says Carlos.

The taxi starts to move. He looks out of the window. He is tired, but he is also excited. It is his first time to visit New York.

The buildings are so tall! This is like in the movies! he thinks. There are many people in the streets, and there are many cars.

He arrives at the hotel, and the driver takes the suitcase out of the taxi.

“Here you are,” he says to the driver. He gives him the fare and a tip.

“Thanks,” says the driver.

Carlos picks his bag up and walks into the hotel.

2. Check-in

Carlos walks into the hotel lobby and goes to the reception desk.

“Good afternoon, Sir,” says the man at reception.

“Good afternoon. I have a reservation. My name is Carlos Castro.”

“Yes Sir, **just a moment...**” The man looks at the computer. “Ah, yes, Mr Carlos Castro. You are staying for four nights. Is that right?”

“Yes, that’s right.”

“OK, Mr Castro. **Could you fill out this form please?**”

“Sure.”

Carlos writes his name, address and passport number on the form. He gives it back to the man.

“Thank you, Sir. **Here’s your key. Your room number is** three five six. It’s on the third floor. The elevators are over there,” says the man.

“Thank you,” says Carlos. **“What time is breakfast served?”**

“It’s served from six am **to** ten am in the dining room. The dining room is next to the elevator.”

“OK, thanks. **Is there WIFI in the room?”** asks Carlos.

“Yes, of course. Every room has free WIFI.”

“OK, thank you.”

Carlos picks up his bag and walks to the elevator. He goes to the third floor and finds his hotel room. He goes into his room and switches on the lights.

3. Calling the office

Carlos puts his bag down and takes his smartphone and computer out of his briefcase.

I have to call the New York office, he thinks. He finds the office number on his phone and calls it.

“Hello, this is Carlos Castro from the Buenos Aires office. **Could I speak to the** International Manager Mr Khan, **please?”**

“I’m afraid Mr Kahn **is in a meeting at the moment,**” says the receptionist.

“What time will he be free?” asks Carlos.

“In about an hour. **Can I take a message?”** says the receptionist.

“Yes. **Can you please tell him that I called?** I have arrived in New York. **I will call back in** about an hour.”

“Yes, of course Mr Castro. **Thank you for calling.**”

“Thank you. Bye.”

Carlos switches on his computer. He is tired, but he has to practise his presentation for tomorrow. It is his first time to give a presentation in English. He opens the PowerPoint file and starts to practise his presentation.

He looks at his phone. An hour has passed.

I should call Mr Khan again, he thinks. He calls the office.

“Hello, this is Carlos Castro **speaking. Could I speak to** Mr Khan, **please?”**

“Yes, certainly. Just a moment please.”

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Carlos waits for about 10 seconds. Then, the receptionist says, "I'm sorry, Mr Castro, but Mr Khan **is on another line at the moment.**"

What is another line? thinks Carlos.

-----END OF SAMPLE-----

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