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Enjoy Your Business Trip sample  
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**ENJOY YOUR BUSINESS TRIP**

Level 3 (A2/B1) Intermediate (1)

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ENJOY YOUR BUSINESS TRIP

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COFFEE BREAK

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COFFEE BREAK

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Thank you

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### **Introduction**

So, you are going on an international business trip! Of course, you must be very excited. You will have the chance to experience office life in another country, and use your English. You will have the chance to meet new people, and to learn about their business culture. It will help you in your future career.

But perhaps you are also a little nervous. Perhaps you are worried about travelling to your destination, or making travel plans. Perhaps you are worried about giving a presentation, or participating in meetings in English. Will you be able to express yourself? Will you be able to communicate smoothly? If you are worried about these things, this book is for you.

In this book we give you advice, and many example sentences, conversations, words and phrases to help you communicate and make your business trip a success.

If you practice hard, you will be able to have a conversation, give an opinion, make a presentation, talk about new ideas, and talk about things that are a problem for you.

### **Format of this book**

Each unit starts with a question and an answer section. The questions are real questions from our adult students going on business trips.

The next section has sample sentences and sample conversations to give you the tools you need to communicate smoothly.

There are also “coffee break” columns with real life stories from people we know who travel overseas on business.

**We hope this book is useful to you, and we hope you have a wonderful business trip!**

## 1. Before you go

### **Q: Should I contact the overseas office before I go?**

**Advice:** If it is your first time to go to the office, or your first time to contact or speak to the people in the office, it is a good idea to send an email before you go. You can ask questions and it might make you feel less nervous. You will “break the ice”. (“Break the ice” means “get to know someone”.)

### **Example emails**

#### 1. Attending a meeting

*---Dear Ms Baker,*

*This is Roberto Angeli, the business development manager from the Rome office. I understand that you are in charge of the general meeting. As you know, I am coming to take part in the meeting. I will be in the company offices from 1st - 5th September. I have prepared all the documents for my presentation in the session on the 2nd. Is there anything else I should prepare?*

*I will arrive in Sydney at 4:30pm on 31st August. I will call you to let you know I have arrived.*

*I am looking forward to meeting you and everyone in the Sydney office.*

*Best regards,*

*Roberto Angeli ---*

#### 2. Going to work with someone you contact often and with whom you have become friendly.

*---Dear James,*

*I am coming to the Chicago office for a week! I hope it will be enough time for us to finish the plans for the new project. It will be great to finally meet you after so many months exchanging emails.*

*I will email you all the work I have done before I leave. Can you send me any new ideas you have? I will have time on the plane to look at them.*

*I'm arriving in Chicago on Sunday, May 9th and I've made a reservation at the Hotel O'Hare. From Google maps it seems like this is near your offices.*

*I'll come to the office around 10 am on Monday, May 10th.*

*Looking forward to seeing you and working with you,*

*Regards,*

*Michel---*

3. Going to visit another office.

*---Dear Mr Monkton,*

*My name is Angela Lau. I have been appointed as the manager for the new branch office in Hong Kong. Mr Furlong, the Manager for Apex International, suggested that I spend some time in one of the other branch offices.*

*He suggested your office in Bristol and I believe he has contacted you about my visit.*

*I want to learn as much as possible about how you run your office, so I am very grateful for the opportunity.*

*I'm looking forward to meeting you and your colleagues.*

*Yours sincerely,*

*Angela Lau---*

**Q. Should I take gifts?**

**Advice:** If someone in the office has helped you a lot, for example, making hotel reservations or local travel arrangements, it might be nice to take them a small gift, such as a box of sweets.

Perhaps if you have been working with someone a lot and you have become email friends you could take a gift either for them or for their children.

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