

# 11a A business trip

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- 1 You are planning to go on a business trip. Write the details below.  
The situation can be imaginary, or you can make it similar to your real-life job.

Where are you going? \_\_\_\_\_

How long are you going to stay? \_\_\_\_\_

Why are you going? \_\_\_\_\_

What is your itinerary (the places you will visit)? \_\_\_\_\_

Who will you meet? \_\_\_\_\_

How well do you know them? Have you written / spoken to / met them before? \_\_\_\_\_

- 2 Write two e-mails, on separate sheets of paper, using the situation you created in 1. If possible, use real people's names and a realistic content. The maximum length for each e-mail is 100 words.
- e-mail 1:** Write to the person you are going to meet. What do you need to tell them? Perhaps you need to let them know what you want to discuss. Do you want them to arrange anything for you?
- e-mail 2:** Write an e-mail to all your colleagues. Tell them about your plans and ask them if they want you to take / do / find out / bring back anything.
- 3 Work with a partner. Exchange e-mail 1, and read each other's situations from 1. Ask and answer questions about your two situations. In particular, talk about the kind of reply your partner expects. You will need this information in the next activity.
- 4 Work individually. Imagine that you are the person your partner is going to meet. Write a reply to your partner's e-mail. The maximum length for the e-mail is 100 words.
- 5 Exchange and read the e-mails. When you are ready, act out two roleplays using the situations that you and your partner created. In the first roleplay, student A is the visitor and student B is the host. Then swap roles for the second roleplay.

**Visitor**

You are the visitor (who created the situation). You arrived at your destination a few hours ago, you have checked in to your hotel, and now you have arrived at your host's office by taxi. The receptionist has shown you to the office. Knock on the door.

**Host**

You are the host, ready to receive the visitor. Welcome your visitor, offer them a drink and make some small talk (the journey? the hotel? the news in their country? the state of the market?). Have a short business discussion. End in a friendly way and offer to take your visitor to dinner this evening.