DISCUSSING A BUSINESS TRIP

Read the following conversation that two people have about a business trip.

Fill in the blank spaces with the appropriate word or phrase from the word bank that best completes each statement or question.

could visit a museum
another partner
I'm meeting
taking off
checking out of
When are you leaving
I'm attending
at 9:00 AM
on Thursday
picking it up

Bob: What are you doing next week?

Lucy: Next week I'm visiting Chicago for work.

Bob: Really? That's awesome! What are you doing there?

Lucy: _____ a couple of business meetings. I'm nervous about this trip.

Bob: Why?

Lucy: _____ the CEO of a potential partner for my company.

Bob: Wow! That would make me nervous too. _____ for Chicago?

Lucy: I'm leaving _____. My plane's _____ at 6:00 AM, but my company's having a team-building dinner the night before and I have to go.

Bob: So you're not getting any sleep, are you? At least you're getting some time to rest when you arrive, right?

Lucy: Actually, I'm not checking into the hotel right away. My plane's arriving _____ and I'm meeting the CEO at 10:00 AM. Then, I'm having lunch at noon at the hotel.

Bob: Is anyone picking you up at the airport?

Lucy: No. I'm going to rent a car. I'm _____ at the airport to leave for the meeting.

Bob: And what are you doing in the afternoon?

Lucy: I'm attending a tech showcase at 1:30 PM. Then, I'm meeting _____ at 3:00 PM.

Bob: When are you having free time, then?

Lucy: I guess on the plane back home! Well, maybe I could go sightseeing at 4:30 PM.

Bob: Or you _____. And when are you returning?

Lucy: My plane home is taking off at 7:00 PM that same day, so I'm _____ the hotel at 6:00 PM.

Bob: That looks like a busy trip! Good luck! I hope you survive!

Adapted from:

Johnson, C. (2006). *Intelligent Business Coursebook, Pre-Intermediate Business English*. Pearson Longman.

SKESL. (n.d.). *Conversations about Business Trip*. http://www.skesl.com/conversation/business/business-trip.aspx