

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.

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.skesh.com/conversation/business/business-trip.aspx>