

A business trip

1 Read the emails and answer the questions.

Hi Alex,



There's an important trade fair in Tokyo next week, but I can't go – I'm too busy. Karl from the Seoul office is attending and we need you to help him with our presentation. We also want you to meet customers and make new contacts.

I hope you can make the trip.

Best regards,

Rob

Hi Rob,



Thanks. I'd love to go!

Best regards,

Alex

- 1 Where is the trade fair?
- 2 When is it?
- 3 Why does someone need to go?
- 4 Who is going?

Arrangements

2 Work in pairs. Student A: Ask the questions (1-5). Student B: Look at the travel arrangements. Answer the questions.

- 1 When are you arriving?
- 2 What are you doing Monday evening?
- 3 Where are you staying?
- 4 What are you doing on Tuesday?
- 5 When are you departing?

TOKYO TECHNOLOGY MANUFACTURING TRADE FAIR

Arrive: Monday 4 April

Monday evening: Have dinner with Ms Kimura

Hotel: Hotel City Park (stay two nights)

Tuesday (a.m.): Meet Karl and practise presentation

Depart: Friday 8 April

A change in plans

- 3A**  4.06 Karl is now at the airport waiting to depart for Tokyo. Listen. What problem does he have?
- B**  4.07 An airline employee is explaining the arrangement to Karl. Listen. When is he arriving in Tokyo?
- C** Write a message from Karl to Alex to explain the situation.
- D** Read Alex's reply to Karl's message. What does Alex want to do?

Hi. Thanks for the message about your flight. That's bad luck. Can we have a quick online meeting this evening, when you get to your hotel? There's some new information that I want to discuss with you. And we need to arrange a new time to practise our presentation. Thanks!

- 4A**  4.08 Listen to the beginning of Alex and Karl's online meeting. Answer the questions.
- 1 What problem does Alex have?
 - 2 What problem does Karl have?
- B** What do you think Alex suggests for each problem? Complete the sentences with your ideas
- 1 Karl, try ...
 - 2 Try ... , Karl
- C** Continue the call. Alex and Karl need to arrange a meeting to practise their presentation.

Student A: Alex

Continue your online meeting with Karl. Look at your calendar. Find a time that you can both meet.

- Your presentation is on Thursday evening at 6.00 p.m. so you need to practise it together before then.

	Monday	Tuesday	Wednesday	Thursday	Friday
MORNING	Flight AF212, arrives 11.00 a.m.	Meeting with Karl CANCELLED	Meet customers		Flight AF799, departs 9.30 a.m.
AFTERNOON		Meet customers		Lunch with customers	
EVENING	Dinner			Give company presentation with Karl 6.00 p.m.	
HOTEL (FOUR NIGHTS)	Hotel City Park				

Continue the conversation.

Alex: *That's much better! I can hear you now. We need to arrange a meeting about our presentation.*

Karl: *Yes, we need to practise. I'm arriving on ...*

Student B: Karl

Continue your call with Alex. Look at your calendar.
Find a time that you can both meet.

- Your presentation is on Thursday evening at 6.00 p.m. so you need to practise it together before then.

Day	Monday	Tuesday	Wednesday	Thursday	Friday
MORNING		Flight EX499, arrives midday		Meet customers	Flight EX376, departs 8.30 a.m.
AFTERNOON			Attend a talk	Attend a talk	
EVENING	Flight EX499, arrives 9.00 p.m. CANCELLED	Attend a networking event		Give company presentation with Alex 6.00 p.m.	
HOTEL (FOUR NIGHTS)					

Continue the conversation.

Alex: *That's much better! I can hear you now. We need to arrange a meeting about our presentation.*

Karl: *Yes, we need to practise. I'm arriving on ...*

An update

5 It's Tuesday morning. Alex is at his hotel in Tokyo. Karl is at the airport, in Seoul. Use the information to complete the text messages.

Karl: At airport, wait for flight, have breakfast, plan our presentation. Also arrange lunch meetings with customers

Alex: At hotel, have breakfast, write emails. Also write some of our presentation.

Karl

I'm at the airport now. I'm waiting for _____

What are you doing?

Alex

I'm _____

Let me know when you arrive.