

Travelling on Business



Level B2

Student's version

1. Business Travel

Warm-up/Vocabulary Revision 1. Choose the best phrasal verb to complete each of the following sentences:

1. _____ (= be vigilant of) pickpockets when you're using the underground.

look out for

look out into

look after

2. This is my colleague. He'll _____ you while you are with us. (= he'll take care of you)

look after

look up to

look down on

3. Our company driver will _____ (= come get you) at the airport.

take you out

drop you off

pick you up

4. Once we have dealt with all the relevant issues, the driver will _____ (= leave you) at the airport.

take you out

pick you up

drop you off

5. You don't have to _____ (= wear fancy clothes) to go to this restaurant. Most people there dress quite casually.

dress up

dress down

crack up

6. We have to wait for the others to _____ (= to reach us *implies that they are moving more slowly*).

catch up

get up

check up

7. Unfortunately, the train broke down so you'll have to _____ (=to leave) here and wait for another one.

break off

get off

run off

8. When you go to the market area, make sure to _____. (= to go from shop to shop, comparing prices)

run around

shop around

come around

9. Don't worry about the validity of your security pass. We'll _____. = We'll resolve it.

put it out

make it out

sort it out

10. Thanks to an e-mail client on my smartphone it's easier for me to _____ (= to be up to date) with what's going on at the office even while I am travelling on business.

keep up with

come up with

take up with

Vocabulary Revision 2. Choose the word that fits each sentence best. There is only one correct answer.

- 1) A set of neatly **folded/wrinkled/collapsed/arranged** shirts is a necessity for a business traveler whose primary role is to attend and conduct meetings with existing and prospective partners.
- 2) Employees travelling on business are **given/provided/returned/ reimbursed** for actual expenses for single accommodation in a standard room. Such accommodation should be convenient and comfortable. The use of luxury accommodation is not permitted.
- 3) Companies with business interests overseas incur a variety of related expenses, from staff travel and international payroll to purchases from vendors in foreign **remuneration/currency/wage/bills**.
- 4) The hotel's conference **products/facilities/upgrades/issues** include a spacious conference room fitted with the latest technology to guarantee successful events and professional meetings.
- 5) Designed to ensure personal electronics function abroad, a travel **charger/extension cord/plug/adapter** is an essential international travel accessory.

- 6) Take along every possible connector. HDMI, DVI, AV out, Apple Lightning — whatever you might need to show presentation content from any of your **merchandise/assets/devices/adaptors**. Keep your content on a flash drive on a keychain as backup.
- 7) **Print-outs/Receipts/Reimbursements/Recipes** are crucial in validating expenses because they indicate the exact amount charged as well as the time and place of purchase.
- 8) Be prepared for high-tech settings. If you find yourself in a conference room with Apple TV, know how to take **advantage/upside/profit/part** of it to make your presentation better.
- 9) Travel expense **fraud/loss/departure/delay** cost companies about \$14 million in losses during a three-month period earlier this year.
- 10) Some things never change. When traveling, you need to optimize your baggage for space and **weight/height/length/depth**.

Grammar. Complete the text with appropriate forms of the verbs in brackets:

Dear colleagues,

Over the last few days we /1/_____ (**to receive**) numerous reports of suspicious transactions on our company account. Since the beginning of the month over 15 purchases /2/_____ (**to be**) made using our company cards. However, we /3/_____ (**not to send**) anyone on a business trip recently. This means that someone /4/_____ (**to use**) a company card fraudulently. Most of the transactions in question /5/_____ (**to take place**) between the 1 and 3 May which means that someone /6/_____ (**to use**) the card repeatedly during the extended weekend.

We sincerely believe all our employees to be honest and reliable. However, it is possible that while they /7/_____ (**to enjoy**) the long weekend, a thief /8/_____ (**to obtain**) the relevant card data. We /9/_____ (**to currently consider**) reporting the matter to the police, and we would be grateful for any information from people with access to the cards – maybe you /10/_____ (**not to pay**) enough attention during the relaxing weekend and /11/_____ (**to use**) the company card instead of

your own? We /12/_____ (**to witness**) similar situations before and /13/_____ (**not to want**) bother the police if the whole matter /14/_____ (**to be**) a misunderstanding.

We wish to assure all employees that the company /15/_____ (**to want**) to resolve the situation in a friendly manner and /16/_____ (**not to intend**) to penalize the people involved in the matter. Therefore we /17/_____ (**to wait**) for any information until 15 Friday without /18/_____ (**to take**) any official action. However, if we /19/_____ (**not to be updated**) by that time, we /20/_____ (**to have**) no choice but to refer the case to proper authorities for further investigation.

Regards,

Henry Ellis

Corporate Travel Manager

2. Travel Hacks



<https://www.youtube.com/watch?v=N0rOspAOgx8>

Can you offer any useful tips for people packing for a trip?

Comprehension 1. Watch the video and try to remember some travel tips from it. Are they the same as your suggestions? Do you think that the advice in the video is useful?

Comprehension 2. Watch the video again and complete the empty spaces:

If you're packing shoes you can _____ them in a shower cap.

A hoodie doubles up as a great _____. Place your laptop in the middle and _____ it _____ like this. _____ it all inside the hood and cross the arms over.

If you're packing for a quick _____ stay, you can fold some underwear in a t-shirt like this, lay some socks on top, and _____ it all _____. Then fold your socks over and tuck it all in.

If you're travelling by train and want to watch something on your phone you can slip it inside a sandwich bag, make a hole to _____ your _____ in, and fix it to the seat in front.

But if you haven't got a sandwich bag, you can take your sunglasses and use them as a _____ phone _____.

/.../

If your phone is _____ _____ _____ battery but you haven't got much time to _____ it, you can switch onto a flight mode.

3. The Art of Travelling Light



There are so many limits to travel now such as your luggage must not be over a certain weight or you're only allowed to carry one carry-on. But it's strange that any of us need any luggage at all these days. The other week I learned just how little I had to carry when I visited New York on business but the airlines sent my bag to Atlanta. My first reaction was "Disaster!" How will I manage? I have to have a change of clothes.

What will I do without my file of papers for a meeting? Well my hotel provided soap, toothbrush, towels and shampoo. I had to use the hotel's overnight cleaning service but it meant I didn't need to bring a change of clothes. And all my papers were in my laptop. So apart from the advice that you should take your laptop – or preferred piece of technology – on board here's my complete list of what you shouldn't bother with on your next trip [...].

Reading comprehension. According to the article are these statements true (T) or false (F)? If there is not enough information to answer 'True' or 'False', choose 'Doesn't Say' (DS).

- 1) Airlines say your luggage doesn't have to be under the weight limit.
- 2) According to the article travel restrictions include liquids.
- 3) The writer thinks we don't need to take luggage.
- 4) It isn't necessary to have a change of clothes.
- 5) The hotel printed the papers for the meeting.
- 6) It's a good idea to take your laptop on the plane.

4. Say Goodbye to Lost Luggage



<https://www.youtube.com/watch?v=9EItkSuHdIM>

Watch the video and decide if the following sentences are true or false.

- 1) 3,000 pieces of luggage get lost around the world every week.
- 2) Bag 2 Go is a joint initiative of three companies.
- 3) The designers' aim was to update the traditional bag tag.
- 4) The bag uses very innovative technology.
- 5) The tracking system used in Bag 2 Go requires that airports make some investments.
- 6) Each lost item of luggage costs airlines around a hundred euros to retrieve and return to its owner.
- 7) Bag2go can prevent luggage heading to the wrong destination.



5. Keeping Your Data And Devices Secure While Traveling By Jordan Forrest

<http://www.forbes.com/sites/united/2014/01/17/keeping-your-data-and-devices-secure-while-traveling/>

Whether you're traveling for business or jetting off to a relaxing vacation, having a device stolen or **compromised** can quickly turn even the best trip into an absolute nightmare. These simple tips can you help keep your gadgets and data safe on the road.

Install An Anti-Theft App

Losing a device is a nightmare, but you can improve your chances of **recovering** a **misplaced** or stolen device by downloading an anti-**theft** app like Prey, Prey's web-based control panel makes it easy to track the location of up to three devices based on GPS and Wi-Fi data. Prey users can also capture screenshots of unauthorized

device usage, identify local network information, and use a gadget's camera to take photos of the thief or their surroundings.

Back Up Your Data...

As the saying goes, an ounce of prevention is worth a pound of cure. By backing up important documents and data before a trip, you can rest easy knowing that even if your device is lost or stolen, your information is still secure and accessible.

One easy way to do this is by using a cloud storage solution like Dropbox. Saving your information to the cloud makes it **accessible** from most web-enabled devices anywhere on the planet. That's a much safer bet than keeping your must-have data only on the device in your pocket or luggage.

...And Double-Up on Security

If you already back up your data, consider adding some new security measures. Tools like TrueCrypt and BoxCryptor provide additional protection by automatically **encrypting** sensitive materials before being uploaded to the cloud. This prevents documents from being read by outsiders, even if a cloud provider's existing security measures have been compromised. /.../

Disable the Autofill Option

If your laptop or mobile device automatically remembers passwords and login information for sites you visit often, turn that **feature** off before leaving on your next trip. While autofill may make your life a little easier, the convenience isn't worth the **threat** to your privacy. Instead, compromise by downloading a third-party app, such as LastPass, which can help manage your passwords with a higher level of security.

Your pre-travel to-do list may already be long enough, but adding these steps can protect your valuable data and help you avoid unnecessary stress on your next trip. They're simple and quick, and they might just save your sanity the next time you're on the road.

Reading comprehension. What do the following apps/solutions do?

1) Prey

2) Dropbox

3) TrueCrypt/BoxCrypt

4) LastPass

Grammar. Try to paraphrase your answers using the following structures:

so that + will/can
in order for sb (not) to
with the aim of + ING
so as (not) to
in case + Present

Vocabulary. Match the numbered expressions with their definitions and use them in the sentences below. Change the form if it is necessary.

1. **to compromise**
2. **to recover**
3. **to misplace**
4. **theft**
5. **accessible**
6. **to encrypt**
7. **a feature**
8. **a threat to sb/sth**

- a) *to put something in the wrong place and lose it, especially temporarily*
- b) *an important part or aspect of sth*
- c) *a situation or an activity that could cause harm or danger*
- d) *to risk harming or losing something important*
- e) *easy for anyone to obtain and use*
- f) *the crime of stealing*
- g) *to get something again that you lost or that someone stole from you*
- h) *to put information into code*

- 1) When you delete a file, it isn't really erased – it continues existing on your hard drive, even after you empty it from the Recycle Bin. This allows you (and other people) to _____ files you've deleted.
- 2) I'm sorry for replying so late but I _____ my phone, and I just found it a second ago - I didn't realize you had been trying to get a hold of me.
- 3) All departure areas as well as the central arrival area and the airport train station are designed to be _____ for passengers with disabilities.
- 4) Data backups should be _____ to prevent access to data by unauthorized parties in the event that backup media is lost, misplaced, or stolen.

- 5) In the new iOS, you are only a double-tap away from the people you call most often. Tap the Home button twice and your Favorites menu is now on your multi-tasking screen. We found this to be the most practical _____ of the new iOS. Once you get the hand of it, there's no turning back!
- 6) Hackers _____ the PlayStation Network on April 19, stole personal data, and forced Sony to rebuild its network from the ground up.
- 7) The growing number of keystroke loggers, password - stealing Trojans and other types of malware is a serious _____ to corporate data and finances.
- 8) Identity _____ can result in your bank accounts being emptied; being chased by a debt collector for a debt that you did not incur; becoming unable to access your own credit cards; being arrested for crimes committed by people who have stolen your identity; or even receiving improper medical care because your medical records have been corrupted by an identity thief who stole access to your medical insurance.

6. Speaking topics/Discussion

Speaking topics. Study the information below and give a one minute speech about each point.

1 Suggest some reasons why people travel for business purposes.

Although business communication can be made by email and by telephone, there are many reasons why the modern business executive has to travel in connection with their work or profession.

2 Explain some of the differences between the leisure traveller and the business traveller.

Think about who pays for the trip, when business trips take place, the duration, the kind of destination, the amount of time in advance needed to plan the trip.

3 Consider the different requirements and the similarities of the business and the leisure traveller.

Suggest the sort of facilities and amenities needed for the modern day business traveller and compare this to the requirements of the leisure traveller.

Also discuss the facilities that may be wanted by both types of travellers.

4 Discuss how travel arrangements are organised for the business person.

Some large organisations have their own travel departments who plan and provide the travel documentation. Other organisations may use the services of the business travel department of travel agencies. Do you think that special training is required? Is it necessary for a business travel agent to have visited many countries so that they can advise clients about different travel destinations and the business culture of the country?

5 Consider job roles of a business travel agent and the personal qualities and skills required.

For a person travelling to an important business meeting or conference, it is essential that the trip is well organised and that facilities are selected that are both efficient, cost effective and create the correct image to impress their clients or other organisations. Travel plans that go wrong could cause great problems for the business traveller. Suggest the most important functions of this role and the qualities and skills that a good business travel agent should have.

Discussion. Look at the chart below. What does it tell you about the structure of business travel expenses?

Can you suggest any improvements to the way company money is spent? Maybe some parts of the budget should be allocated differently?

In which areas it is possible to make savings? If you were to cut cost, what actions would you take to achieve your goal?

