

CONVERSATION

A: Hey Mark, I'm assigning you on the Tully project. You'll have to go to California in two weeks.

B: What is my objective over there?

A: You have to review financial documents over there. If you find something missing, work with their accountants to get the documents you need to complete the analysis.

B: How large is this project?

A: It's pretty big, so take someone with you. I think you can finish in a week if two of you are working on it.

B: Do we have to arrive there at a certain time?

A: Not really, but you should get there before lunch to settle in. Then you can get in half a day.

B: Who should I contact when I get there?

A: I'll email you the details, but you should book your flight soon.

B: Will do. Do you have a recommendation on who should go with me?

A: Either Seth or Josh.

B: Ok. I'll find out who has more time.

A: Great. Keep me informed.



USEFUL EXPRESSIONS

- *I'm assigning you on...**
- *What is my objective over there?**
- *Do we have to arrive there in a certain time?**
- *Who should I contact when I get there?**
- *Do you have a recommendation on who should go with me?**
- *Keep me informed.**



LET'S TALK

- 1. Have you been into a business trip? If yes, tell something about it.**
- 2. How often do you go for a business trip?**
- 3. What are the common reasons for your business trip?**
- 4. What are the necessary preparations one should do before going into a business trip?**

LET'S PRACTICE

@ Your boss assigns you to a business trip. Ask for the following information about the business trip.

- a. Length of stay**
- b. Purpose/objective of the trip**
- b. Departure date**
- d. Ask for the per diem (daily allowance for food and other necessities)**