

# Your Last Business Trip

**1 Warm Up Work with a partner.**

- Tell your partner three things about your last business trip.



**2 Vocabulary Match the verb to the activity.**

**FLY STAY TRY MEET HAVE GIVE**

_____ a presentation	_____ some clients	_____ a meeting
_____ business class	_____ at a hotel	_____ the local food

**3 Language Work #1 Read the conversation and fill in the missing words.**

Scene: Cathy is telling Brian about her last business trip.



**Brian** So, Cathy, can you tell me a little about your last business trip?  
**Cathy** Sure! Let's see... I went to New York.  
**Brian** Really? When did you go there?  
**Cathy** Erm...I went about two months <sup>1</sup>.....  
**Brian** How long did you stay there?  
**Cathy** I stayed for two <sup>2</sup>.....  
**Brian** What did you do in New York?  
**Cathy** Well, I had some <sup>3</sup>..... with a client. I also toured a <sup>4</sup>.....

**Missing Words:** days factory ago meetings

**4 Language Work #2 Write answers to these questions.**

- Where did Cathy go on her last business trip?  
.....
- When did she go there?  
.....
- How long did she stay?  
.....
- What did she do there?  
.....

**5 Question Practice** How well do you remember? Write the questions in the blanks.

**Brian** So, Cathy, can you tell me a little about your last business trip?  
**Cathy** Sure! Let's see... I went to New York.  
**Brian** Really? .....?  
**Cathy** Erm...I went about two months ago.  
**Brian** .....?  
**Cathy** I stayed for two days.  
**Brian** .....?  
**Cathy** Well, I had some meetings with a client. I also toured a factory.

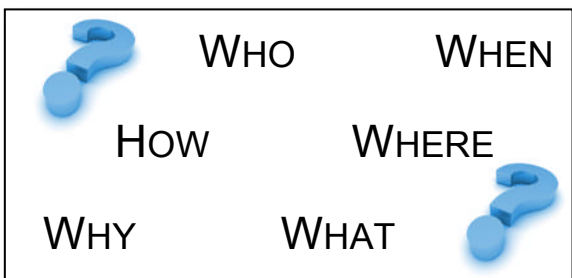
**6 Quiz Time** Read the questions below and write true answers.

- 1) Where did you go on your last business trip?  
.....
- 2) When did you go there?  
.....
- 3) Where did you stay?  
.....
- 4) Who did you go with?  
.....
- 5) What did you do on the business trip?  
.....
- 6) What else did you do?  
.....

**7 Speaking #1** Swap sheets with a partner. Answer your partner's questions.

**8 Speaking #2** Interview another partner about his/her last business trip.

Use some of the question words below to ask your partner questions. Make notes in the box on the right.



# Your Last Business Trip: Teaching Notes

<b>Target Structure:</b>	Past Simple for finished events
<b>Vocabulary:</b>	Business
<b>Level:</b>	Elementary
<b>Time:</b>	45 minutes
<b>Preparation:</b>	None

## Suggested Teaching Method

This worksheet is aimed at very low-level business-English students who need fluency practice. It's a great way to get students speaking, and has the additional bonus of being a useful review of the Past Simple, and irregular verbs.

- 1 Give one worksheet to each student. Students should ask the lead-in questions with a partner. Elicit a couple of answers from the group. This should be brief: you don't need to provide correction at this point.
- 2 This collocation / vocabulary exercise should be completed alone, and then checked in pairs. You can conduct additional oral practice of the Past Simple, if necessary. Drills work well: say a sentence in the present, and ask a student to repeat it, using the Past Simple. (e.g. 'I fly business class.' ⇒ 'I flew business class.' etc.)
- 3 Follow the instructions. Students should first read the conversation, and fill in the blanks with a word from the box. Students can check their answers in pairs, and practice the conversations together. Encourage the students to look up and make eye contact with each other when speaking.
- 4 Elicit the first question from a confident student. Then allow students to work alone. When finished, have students check in pairs. Go through the answers with the group.
- 5 Students should not refer to #3 when completing this exercise. Students can work alone, and then check their answers against the original conversation.
- 6 Encourage students to give true answers for this exercise. However, if your class doesn't have experience of business trips, imagining answers is fine. Give some example answers of your own.  
  
Students can then work alone, writing full answers in the spaces.
- 7 Assign pairs. Students can exchange sheets. Student 'A' should turn over the sheet. Student 'B' can then test 'A' by reading the questions, and checking the answers with what the student wrote on the sheet.  
  
When finished, students can switch.
- 8 Reassign pairs, so that students are all working with someone new.  
  
Have one student from each pair interview his/her partner. If they are confident, have them use just the question words in the box, and not refer to questions in previous exercises.  
  
Have them make notes in the box.  
  
When finished, students can swap roles.  
  
Finish the activity by eliciting some feedback on students' business trips.

The answer key is on the next page.

**Answer key (Other answers may be possible.)**

- 2      give a presentation                      meet some clients                      have a meeting  
      fly business class                      stay at a hotel                      try the local food
- 3      1)      ago  
      2)      days  
      3)      meetings  
      4)      factory
- 4      1)      She went to New York.  
      2)      She went about two months ago.  
      3)      She stayed for two days.  
      4)      She had some meetings with a client and toured a factory.
- 5      See the original conversation.

**Further Ideas**

We have lots of other Past Simple activities at Handouts Online. Enter "Past Simple" (with the quotation marks) to get the full list.

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