

Worksheet 4: A report on a business trip

1 Discuss the questions in groups.

- 1 Have you ever been on a trip for your work?
- 2 Where did you go?
- 3 Who did you meet there?
- 4 Was it a successful trip? Why? Why not?

2 Read the email. What is the main reason for Stuart's trip? Tick a, b or c.

- a to go to a trade fair in the region
- b to find trading partners in the region
- c to buy equipment from suppliers in the region

From: Stuart [stuart_jones@NEL.co.uk]
To: Brian [brian_wilder@NEL.co.uk]
Subject: Report of visit to Dubai and Muscat

Hi Brian

It's a beautiful evening here in Muscat and I'm writing this from the balcony of my hotel. So far the trip has been fairly successful. Let me summarise the first two days for you:

After I'd arrived in Dubai yesterday I went straight to a meeting with Asif Trading Co. I met the owner, Mr Asif, and he has an interesting business background in quite a few different countries in the region. He knows the markets well and he sells machine parts to lots of different industries. The market for generators is new for him. Unfortunately, he doesn't have a client list at the moment, but one advantage is that he's very enthusiastic about a partnership. I think we should work with him.

Later in the afternoon I visited the people at Raysut Electronics. They were very friendly, but sadly, the meeting wasn't very useful. I don't think they want a partnership.

This morning started badly. My flight from Dubai to Muscat was two hours late so I missed the meeting with Doruk. I telephoned him and left a message. Eventually, I had lunch at the hotel with two people from HGA. You thought they were a supplier but in fact they are an oil pipeline company and they want to buy components from us. Luckily, the meeting was excellent and I'm visiting their headquarters in Port Sultan Qaboos tomorrow morning.

That's all for now. Hopefully, I'll meet Doruk tomorrow afternoon. Hope the weather is OK with you.

Stuart

3 Stuart has updated his diary with his new schedule. Read the email again and complete his diary with activities A–G.

- | | |
|-------------------------------|---|
| A Meeting with Mr Asif | E Meeting with Doruk |
| B Flight from Dubai to Muscat | F Visit to HGA headquarters at Port Sultan Qaboos |
| C Visit to Raysut Electronics | G Meeting with people from HGA |
| D Arrival in Dubai | |

	Monday	Tuesday	Wednesday
Morning	<i>D Arrival in Dubai</i>		
Lunch			
Afternoon			

4 How does Stuart describe 1–8? Write adjectives from the email.

- 1 the evening in Muscat _____
- 2 the trip so far _____
- 3 Mr Asif's business background _____
- 4 the market for generators to Mr Asif _____
- 5 Mr Asif's feelings about a partnership _____
- 6 the people at Raysut Electronics _____
- 7 the meeting with the people at Raysut Electronics _____
- 8 the lunchtime meeting with HGA _____

5 Underline the -ly adverbs in the email. How many did you find?

6 Later in the week Stuart writes notes about his meetings on Wednesday and Thursday. Use the information to write another email from Stuart to Brian.

Wednesday

Visited HGA headquarters - interesting - they want to place a large order - an excellent morning

Met Doruk in afternoon - discussed the trade fair in Bahrain next month - a successful meeting

Flew to Kuwait city in the evening

Thursday

Meeting with partners - very enthusiastic - a good meeting

Visit to a supplier in Al-Khiran Pearl City - not very useful

I CAN

report on a trip in the past

describe a trip and meetings with different adjectives