

Unit 5

Make a business trip itinerary



Learning objectives

After learning this unit, you will be able to:

- note down specific information about a business trip, including dates, places and events
- list two to three key points you need to consider in making a business trip itinerary
- make a business trip itinerary

样章

Scenario

C&W Publications is a publishing house. In July, it is going to launch a new book called *The Art of Gardens* in Beijing. George Payne, the writer, has been invited to give a speech at the book launch. Michael Jones, the senior editor, has asked Li Yue, a new assistant, to make an itinerary for Professor Payne's visit to Beijing.

Discussion: Work in pairs and discuss the following question.
Imagine you are Li Yue. What preparations will you make before making the itinerary?

Language tip

itinerary, agenda, schedule 的中文意思相近, 但具体内涵有所区别:

- ◎ **itinerary** 指出行的行程安排, 通常会清楚地列出参观景点、差旅活动、具体时间、住宿地址、交通工具等内容。
- ◎ **agenda** 用来表示会议议题, 通常会列出会议计划讨论的问题, 但不一定会给出具体时间。
- ◎ **schedule** 指时间计划表, 通常会列出具体活动和时间。

Set the task

Michael is talking to Li Yue about a new book and its writer. Listen to their conversation and get a clear idea of the task given to Li Yue.



二维码
音频资源

Vocabulary

publishing house 出版社

launch /lɔːntʃ/ v. 出版, 发行
n. (新书的) 发行

senior editor 高级编辑

itinerary /aɪ'tɪnərəri/ n. 行程安排

University of Cambridge 剑桥大学

award-winning /ə'wɔːd-wɪnɪŋ/ adj. 获奖的

forward /'fɔːwəd/ v. 转发

样章

Understand the text

1 Listen to the conversation and choose the best answer to the following question.

What does Michael invite Professor Payne to do?

- A. Reply to his invitation email.
- B. Organise a book launch in July.
- C. Publish a new book on gardens.
- D. Give a speech at the book launch.

2 Listen again and fill in the blanks.

- (1) The theme of *The Art of Gardens* is the _____ between Chinese and Western gardens.
- (2) The book launch will be held on _____ at the _____ Hotel.
- (3) Professor Payne is a _____ professor and a famous expert at the University of Cambridge.

Language in focus

1 Complete the sentences with the correct form of the words in the box.

award-winning

forward

launch

itinerary

- (1) The _____ film will be shown in the cinema next month.
- (2) Tom often makes a detailed _____ before travelling.
- (3) Steven is organising a product _____ for the new type of electric cars.
- (4) He has _____ me the email about the programme.

It's + n. + to do...

这是一个典型的 it 作形式主语 (formal subject) 的句型。在英文句子中, 为了避免因主语过长而造成头重脚轻的现象, 会用 it 作形式主语, 将真正的主语成分置于句子后半部分。以对话中的一个句子为例:

It's a great honour to publish his new book in our publishing house.

还原主语后, 句子变为:

To publish his new book in our publishing house is a great honour.




2 Rewrite the following sentences using "it" as a formal subject.

- (1) To go to the beach on such a windy day is a bad idea.
- (2) To drink a glass of water when you wake up is a good habit.
- (3) To give up quickly without trying as hard as you can is a pity.

Prepare for the task

I. Reading A

The following is the invitation email from Michael to Professor Payne. Read the email and get useful information.

← →   

From: michaeljones@c&wpublications.com

To: g.payne@123.com

Subject: Invitation to the Book Launch

Dear Professor Payne,

- 1 I'm writing to invite you to give a speech at the launch of your new book *The Art of Gardens*. It is to be held on Saturday, 24th July at the Jianguo Hotel, Beijing.
- 2 We are hoping that you could give a one-hour speech at the event. As the launch is to promote sales of the book, it would be great if you could include a brief introduction to the book, its value and features, and your personal stories as the writer. During the launch, there will also be a speech by our vice-president, a Q&A session and finally a book-signing session. The launch will take about three hours. Audience at the event will include readers interested in Chinese and Western gardens, and some well-reputed news media.
- 3 During your stay in Beijing, we would like to show you around our new workplace and some famous places of interest. Please let us know if there are some places that you are interested in.
- 4 If you are available for the event, please let us know your preferred travel dates and airline. We will book the flights for you and arrange a car to pick you up. We look forward to hearing from you.

Kind regards,
Michael Jones
Senior Editor
C&W Publications

Vocabulary

promote /prə'məʊt/ v. 促进; 推动

session /'seʃən/ n. (从事某一活动的) 一段时间

well-reputed /wel-'rɪpjʊ:tɪd/ 获得好评的; 声誉好的

available /ə'veɪləbəl/ adj. 有空的

arrange /ə'reɪndʒ/ v. 安排

pick up 接载

样章

Understand the text

1 Skim the email and choose the main idea in the box for each paragraph.

- (1) Paragraph 1 _____
 (2) Paragraph 2 _____
 (3) Paragraph 3 _____
 (4) Paragraph 4 _____

- A. Purpose of the email.
 B. Information to be confirmed.
 C. Introduction to the book launch.
 D. Possible activities besides the launch.

2 Read the email again and complete the following table by filling in the blanks.

Main ideas	Details
Purpose of the email	<ul style="list-style-type: none"> • Invite Professor Payne to give a speech at the book launch held on 24th July at the Jianguo Hotel
Introduction to the book launch	<ul style="list-style-type: none"> • Aim: (1) _____ • Agenda: <ul style="list-style-type: none"> ✓ Speeches by vice president of C&W Publications and Professor Payne ✓ (2) _____ ✓ Book-signing • Duration: (3) _____ • Audience: readers interested in Chinese and Western gardens and (4) _____
Possible activities besides the launch	<ul style="list-style-type: none"> • Visit the new workplace • Visit some (5) _____
Information to be confirmed	<ul style="list-style-type: none"> • Whether to accept the invitation • Dates of Professor Payne's trip to Beijing • Preferred (6) _____ • Places to visit

3 Work in pairs and discuss the following question.

What factors do you think should be considered before booking a flight for someone? List at least three of them.

Language in focus

Complete the sentences with the correct form of the words or phrase in the box.

available session arrange well-reputed promote pick up

- (1) He wrote the new song during a recording _____.
- (2) I've _____ a dinner for him on Friday evening.
- (3) The train stopped to _____ passengers.
- (4) Mr Hanks is not _____ right now. He is in a meeting.
- (5) Wang Bo was one of the most _____ poets in the early Tang Dynasty.
- (6) Team games, such as basketball and football, can _____ friendship among people.

II. Reading B

The following is the reply email from Professor Payne to Michael. Read the email and get useful information.

← → [address bar] [refresh] [back] [close]

From: g.payne@123.com

To: michaeljones@c&wpublications.com

Subject: Re: Invitation to the Book Launch

Dear Mr Jones,

- ① Thank you for inviting me to the book launch. I'm delighted to give a talk on 24th July.
- ② I'm going to leave London on 21st July and fly back on 26th. As for the flight I'd like to take direct flights with British Airways between London and Beijing.
- ③ I'd like to visit your office first after I arrive, so we can have further discussion about the launch. After the launch, I would love to visit the Forbidden City. I've been there once, and was deeply impressed. It would be great if I could visit the *hutongs*, because I've heard that "Where there is a *hutong*, there is a story". If there's time, I'd also like to go shopping and buy something for my family.
- ④ As for the contents of my speech, I will take your suggestions and work on the details.
- ⑤ I hope this plan works for you. Please do get in touch if you have any further thoughts.

Best wishes,
Prof George Payne
University of Cambridge

Vocabulary

delighted /dɪ'laitɪd/ *adj.* 高兴的; 乐意的
Forbidden City 紫禁城 (指北京故宫)

impress /ɪm'pres/ *v.* 给……深刻印象
get in touch 取得联系

样章

Understand the text

1 Work in pairs and tick the information Professor Payne has provided in the reply email.

- ☐ Whether to accept the invitation
- ☐ Dates of his trip to Beijing
- ☐ Preferred airline
- ☐ Places to visit

2 Read again and decide whether the following statements about Professor Payne's plan are True (T) or False (F).

- (1) He plans to depart from London on 20th, July.
- (2) He prefers indirect flights with British Airways between London and Beijing.
- (3) He would like to visit Michael's company after the launch.
- (4) He has never been to the Forbidden City before.
- (5) He may need some spare time for shopping.

3 Work in pairs and discuss the following question.

Imagine you are Li Yue. What else do you think needs further discussion with Michael in order to complete the itinerary?

Language in focus

1 Replace the underlined parts with the correct form of the words or phrase given in brackets.

- (1) You can make contact with me through email. (get in touch)
- (2) My parents will be very happy if I can get this job. (delight)
- (3) I am very touched by his presentation at the meeting. (impress)

2 Complete the sentences by circling words in brackets that collocate with the italicised words.

- (1) I *prefer* apples (to, than) pears.
- (2) I'm very honoured to be *invited* (to, for) this show.
- (3) *As* (for, of) the host of the meeting, I'd recommend John.
- (4) He has been *living* (in, at) Beijing for more than ten years.
- (5) Remember to express your support when you *agree* (with, in) someone.

III. Listening A

To make the itinerary for Professor Payne, Li Yue has done some research, but still has something to ask Michael. Listen to the first part of their conversation for details.



二维码
音频资源

Intercultural tip

伦敦时间和北京时间

英国实行夏令时和冬令时。夏令时从每年3月的最后一个星期日开始,到10月的最后一个星期日结束,此后开始冬令时。夏令时期间,伦敦时间与北京时间相差7小时;冬令时期间,伦敦时间与北京时间相差8小时。

Vocabulary

departure /dɪ'pɑ:tʃə/ *n.* 离开;
起程

Understand the text

1 Listen to the conversation and choose the best answer to the following question.

Which of the following will Michael check with Professor Payne soon?

- A. The airline Professor Payne prefers.
- B. The flight Professor Payne will take.
- C. The details of Professor Payne's speech.
- D. The food Professor Payne will try first after he arrives.

2 Listen again and fill in the blanks.

- (1) British Airways has _____ direct flight(s) from London to Beijing.
- (2) Flight BA89 leaves London at _____ and arrives in Beijing at _____.
- (3) Li Yue may take Professor Payne out to a roast duck restaurant on _____.

3 Work in pairs and discuss the following question.

Do you think it is a good choice to take Professor Payne to a roast duck restaurant instead of a Western restaurant? Why/Why not?

样章

IV. Listening B

Now listen to the second part of their conversation for more details.



二维码
音频资源

Vocabulary

sightseeing /ˈsaɪtsiːɪŋ/ n. 观

光; 游览

Silk Street 秀水街

draft /dra:ft/ v. 起草; 草拟

Career tip



时差与日程

在为外宾安排日程时，需要考虑到时差因素，如行程的出发地和目的地之间的时差较大，建议在外宾抵达后为其留出一定的休息时间，不在当日安排活动。



饮食禁忌

在接待专家或客户时，需要特别注意其饮食习惯，对于饮食禁忌或偏好需要事先询问对方，如是否是素食者、是否有食物过敏史等。如接待工作涉及外宾，还需特别考虑文化因素对饮食的影响。



行程时间

在制作日程表时，需要根据交通状况安排行程时间，如预计行程会遇到工作日早晚高峰、交通管制等情况，一般需为行程时间留出富余量。

Understand the text

1 Listen to the conversation and choose the best answers to the following questions.

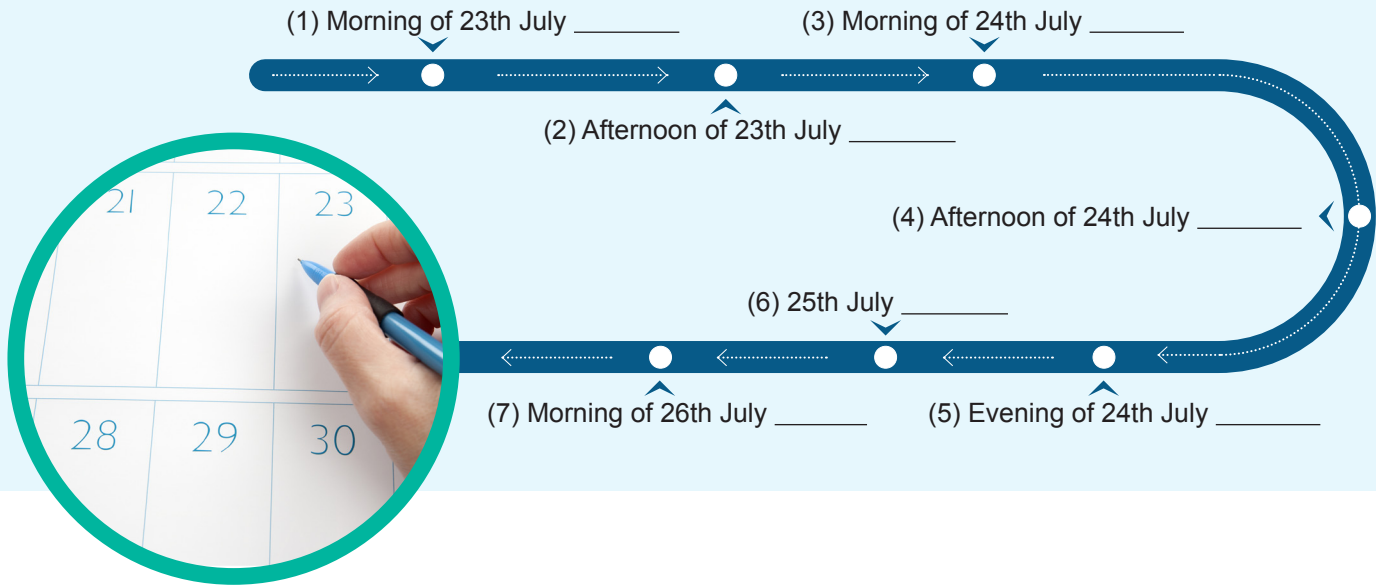
- (1) Why does Li Yue leave the afternoon of 23rd July free?
 - A. Professor Payne may need some time to prepare for the speech.
 - B. Professor Payne wants to go shopping by himself that afternoon.
 - C. Professor Payne wants to go sightseeing by himself that afternoon.
 - D. Professor Payne may need some rest after the visit to the company.
- (2) What is Li Yue most likely to do after the conversation?
 - A. Draft the itinerary.
 - B. Check the hotel with Professor Payne.
 - C. Book a table at a roast duck restaurant.
 - D. Order a taxi to pick up Professor Payne.

样章

2 Listen again and choose Professor Payne's activities in Beijing for each day.

- A. Visit the company
- B. Go to the launch
- C. Leave Beijing
- D. Visit the Forbidden City

- E. Prepare for the speech
- F. Shop at the Silk Street
- G. Visit Ju'er Hutong



Language in focus

1 Complete the sentences with the correct form of the words in the box.

sightseeing

departure

draft

- (1) We plan to send him a gift before his _____ from China.
- (2) Did you go _____ in the city during your business trip?
- (3) Mr Zhang _____ the report and sent it to Simon last Friday.

2 Complete the sentences by circling words in brackets that collocate with the italicised verbs.

- (1) Don't forget to *check* the (work, effort, time) carefully before booking a flight for your boss.
- (2) The plane will *arrive* (on, in, from) Tokyo in the evening.
- (3) The director spent a whole morning helping me *prepare* the (call, report, interview).
- (4) It is important to *pick* a good (time, voice, look) to talk with him.
- (5) I have *booked* her a (meal, flight, service) to Tokyo on Wednesday.

样章

Develop the strategies

After getting the specific information about Professor Payne's visit to Beijing, Li Yue starts to make the itinerary for him. To make it, Li Yue has searched some samples on the Internet.

1 Work in pairs and discuss the following questions.

- (1) What is the purpose of making an itinerary?
- (2) What information should be included in an itinerary?

2 Read the two samples below and do the following activities.

Sample 1

Itinerary of a Business Trip to Xi'an, China

Date	Time	Events	Details
27th March Sunday	23:30	Arrival at Xi'an Xianyang International Airport; Hotel check-in	TR2968 18:05 (Singapore)—23:30 (Xi'an) Pick-up by Tian Zhu
28th March Monday	14:00—16:00	Meeting with Mr Tang, vice-president	No. 2 Meeting Room
	18:00—20:00	Dinner with business partners	East Dining Hall
29th March Tuesday	9:00—11:00	Visit to Shaanxi History Museum	Transfer by car
	14:30—16:00	Visit to the City Wall	
30th March Wednesday	5:00	Hotel check-out; Departure to Singapore Changi Airport	TR2969 7:45 (Xi'an) —13:40 (Singapore) Drop-off by Tian Zhu

Notes

① Accommodation

Kaiyue Hotel

Address: 988 East Road, Yanta District, Xi'an, Shaanxi

Phone: 029-68XXXX34

② Contact with A&M Company

Tian Zhu

Mobile: +86 150XXXX2688

Email: zt@cae.cn.com

Vocabulary

Shaanxi History Museum 陕西历史博物馆

City Wall 城墙

accommodation / əˌkɒməˈdeɪʃən/ *n.* 住宿

样章

Sample 2

Itinerary to Chicago, US

Notes

- ① All times are local times.
- ② Accommodation at Loews Hotel
Address: 455 North Park Drive, Chicago, Illinois, 60611 Phone: 312-XXX-6600
- ③ Please bring both business formal and business casual.

Time	Activities
Day 1 10th August Tuesday	
11:15 am	Arrive at O'Hare International Airport, Chicago UA850 12:15 CST—11:15 CST
1:00 pm	Check in at Loews Hotel
Day 2 11th August Wednesday	
9:00 am—5:00 pm	Attend the art exhibition at the Art Institute of Chicago
7:30 pm (TBD)	Visit Chicago Theatre
Day 3 12th August Thursday	
10:00 am	Visit the University of Chicago
3:00 pm	Take a walk at Lincoln Park
8:00 pm	Visit Willis Tower
Day 4 13th August Friday	
9:30 am	Check out of Loews Hotel
12:50 pm	Depart from O'Hare International Airport, Chicago UA851 12:50 CST—16:35 CST (+1)

Career tip



着装礼仪

在制作商旅日程表时，记得要备注着装需求，即需要准备几套衣服，什么场合需要什么类型的着装。比如在正式场合男士需着商务西装套装，女士需着商务西装套装或套裙；在休闲场合，可着商务休闲装，总体整洁大方得体即可。

Vocabulary

exhibition /ˌeksɪˈbɪʃən/ *n.* 展览（会）

Art Institute of Chicago 芝加哥艺术博物馆

Chicago Theatre 芝加哥剧院

Willis Tower 威利斯大厦

样章

Structure of an itinerary

Work in pairs and discuss the following questions.

- (1) What are the similarities and differences between the two samples?
- (2) Which sample do you think is better for Li Yue? And why?

策略一

制作商旅日程表是职场中一项非常重要的技能。商旅日程表一般须包含五个基本要素：日期、时间、事项、地点、备注。日期需具体到某月、某日、星期几；时间指旅行出发时间、返回时间、具体事项时间等；事项包括商务旅行中进行的主要活动；地点指每项活动开展地点；备注指一些需要特别注意的事项，如联系人信息、住宿信息、交通方式、天气情况、需要随身携带的证件等。此外，如果日期、时间、地点等信息未定，也可备注为 TBD (to be determined)。

Use of proper expressions

Find out the English expressions for the following Chinese expressions from Sample 1 and Sample 2.

	Sample 1	Sample 2
(1) 抵达		
(2) 办理入住		
(3) 参观		
(4) 酒店结账		
(5) 离开		

策略二

商旅日程表中的信息必须简洁明了，因此活动事项一般用动词短语或者名词短语来表述。例如样表里提到的动词短语 arrive at, depart from, 名词短语 check-in, check-out 等。

Fulfil the task

In “Prepare for the task”, Li Yue has got detailed information about Professor Payne’s visit and made clear of his needs. In “Develop the strategies”, she has learnt the structure of an itinerary and proper expressions to convey concise and specific information.

Imagine you are Li Yue. You are going to make the itinerary for Professor Payne and send it to Michael. The following steps may help you with the task.

Step 1 Identify important information

Review detailed information about the business trip in “Prepare for the task”. Find out what information should be included in your itinerary.

Step 2 Choose a structure

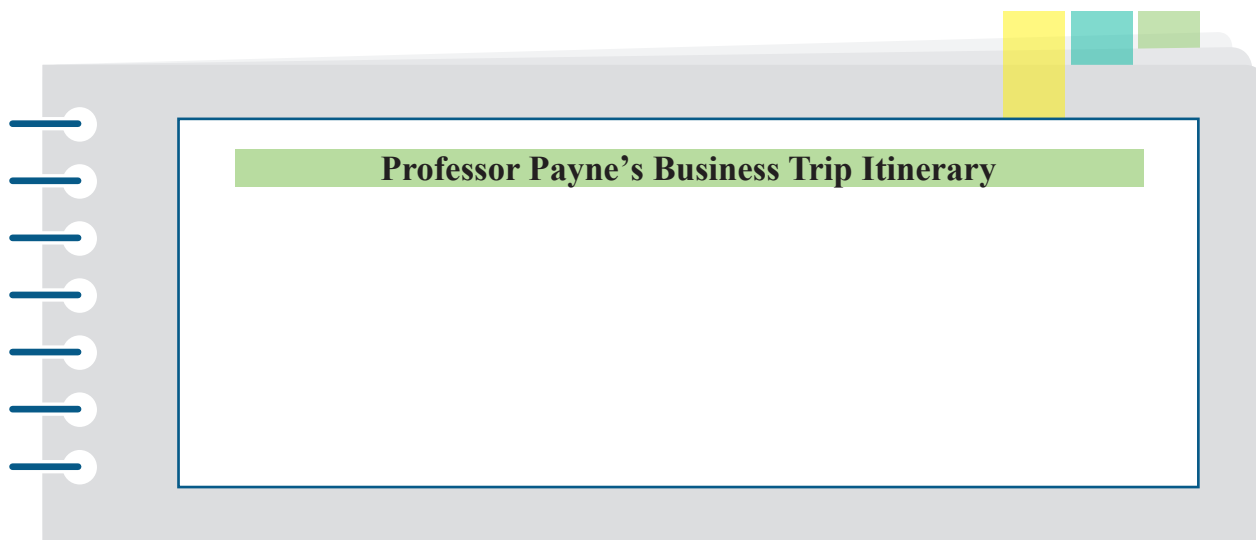
After identifying the important information, you can plan the structure of your itinerary. You may refer to “Develop the strategies” and choose a structure.

Step 3 Classify the information

After choosing the structure, you can classify the detailed information you have got from Step 1 into different items in the structure properly, such as date, time, specific activities, and location.

Step 4 Make your own itinerary

Now you can organise all the information together and make your itinerary. Make sure you cover all the necessary information and use the proper expressions.



Step 5 Revise and reflect

Now, you’ve finished making the itinerary. Before sending it to Michael, you may revise and reflect on your version based on the following questions.

- (1) Does your itinerary include all the important information?
- (2) Have you used proper expressions?
- (3) Is the itinerary concise and logical?

To extend

When making the itinerary, Li Yue has known that Professor Payne wants to visit the Forbidden City again. To better accompany him during his visit, Li Yue searched for more information about the Forbidden City. Read the following text and learn about some fun facts about it.

Interesting facts about the Forbidden City

Animal figures along the roof ridges

A row of animal figures is placed on the four ridges of the Forbidden City's palaces. In Chinese culture, it is believed that these figures can help to drive monsters away. The animal figures are usually in odd numbers, going up to nine. The bigger the number, the higher the ranking of the palace. However, there are ten animal figures on each of the roof ridges of the Hall of Supreme Harmony, the highest-ranking palace at the Forbidden City. The tenth figure is named Hang Shi. It looks like a standing monkey with wings on its back, holding a sword.



The huge stone carving

Behind the Hall of Preserving Harmony, there is a huge dragon stone carving between the stairways. The carving shows nine dragons playing with pearls amid clouds, with waves and mountains on its base. As the largest stone in the Forbidden City, it is 16.7 metres long, 3.07 metres wide and 1.7 metres thick, and weighs about 200 tons. The carving is made of a single piece of natural marble which was delivered from Fangshan District, around 70 kilometres southwest of Beijing. It is said that the delivery was done in winter, taking 20,000 workmen 28 days to complete. The workmen dug wells along the way, pumped water from them, and then splashed the water on the road. The quickly frozen road made the delivery more easily.



Vocabulary

ridge /rɪdʒ/ *n.* (屋) 脊

odd number 奇数

Hall of Supreme Harmony 太和殿

carving /ˈkɑːvɪŋ/ *n.* 雕刻物

stairway /ˈsteəweɪ/ *n.* 阶梯

marble /ˈmɑːbəl/ *n.* 大理石

dig /dɪg/ *v.* 掘 (洞); 挖 (土等)

pump /pʌmp/ *v.* 从地下抽出 (水、油等)

splash /splæʃ/ *v.* 往……上泼

样章

Understand the text

1 Read the text and choose the best answers to the following questions.

- (1) What can we know about Hang Shi?
 - A. It is a monster in Chinese culture.
 - B. It looks like a monkey with a sword on its back.
 - C. There are ten animal figures of Hang Shi in the Forbidden City.
 - D. It is on the roof ridges of the Hall of Supreme Harmony.
- (2) Why did the workmen dig wells along the way to the Forbidden City?
 - A. To store the natural marble.
 - B. To find the largest natural marble.
 - C. To move the natural marble more easily.
 - D. To clean the natural marble more easily.
- (3) Which of the following is true about the Forbidden City?
 - A. There are waves and mountains on the top of the huge stone carving.
 - B. The animal figures on the ridges of the palaces are usually in even numbers.
 - C. The number of animal figures on the ridges shows the ranking of the palace.
 - D. The huge stone carving is made of a marble delivered outside of Beijing.

2 Work in pairs and discuss the following question.

Do you know any interesting facts about the tourist sites in your hometown? Choose one of them and discuss with your classmates.



样章