

# Unit 5

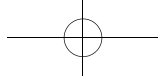
## Make a business trip itinerary



### 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 when making a business trip itinerary;
- make a business trip itinerary.



# 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, 但具体含义有所区别:

◎ **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 the new book and its writer. Listen to their conversation and get a clear idea of the task given to Li Yue.



## 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

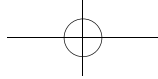
**itinerary** /aɪ'tɪnərəri/ n. 旅行计划

**comparison** /kəm'pærɪsən/ n. 比较

**University of Cambridge** 剑桥大学

**award-winning** /ə'wɔːd'wɪnɪŋ/ adj. 获奖的

**forward** /'fɔːwəd/ v. 转发



## 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. To reply to his invitation email.
- B. To organise a book launch in July.
- C. To publish a new book on gardens.
- D. To 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 \_\_\_\_\_ Hotel.
- (3) Professor Payne is a(n) \_\_\_\_\_ 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

comparison

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 car.
- (4) He has \_\_\_\_\_ me an email about the programme.
- (5) The article makes a(n) \_\_\_\_\_ between the two poems.

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

这是一个典型的 it 作形式主语 (formal subject) 的句型。在英语句子中, 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 sentences by 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 it 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 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 at the airport. We look forward to hearing from you.

Kind regards,  
Michael Jones  
Senior Editor  
C&W Publications

### Vocabulary

**promote** /prə'məʊt/ v. 促进; 增进

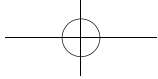
**session** /'seʃən/ n. (从事某一活动的) 一段时间

**well-reputed** /'welrɪ'pjʊ:tɪd/ 获得好评的; 声誉好的

**available** /ə'veɪləbəl/ adj. 有空的

**arrange** /ə'reɪndʒ/ v. 安排

**pick sb up** 接载(某人)



## Understand the text

### 1 Skim the text 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 again and complete the table by filling in the blanks.

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

### 3 Work in pairs and discuss the following question.

What 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 sb 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 it and get useful information.

← → [Address Bar] [Refresh] [Zoom] [Close]

**From:** g.payne@123.com  
**To:** michaeljones@c&wpublications.com  
**Subject:** Re: Invitation to the Book Launch

Dear Mr Jones,

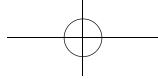
- 1 Thank you for inviting me to the book launch. I'm delighted to give a talk on 24th July.
- 2 I'm going to leave London on 21st July and fly back on 26th. As for the flight I'd like to take direct flights with British Airways between London and Beijing.
- 3 I'd like to visit your office first after 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 some gifts 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,  
George Payne  
University of Cambridge

### Vocabulary

**delighted** /dɪ'laɪtɪd/ *adj.* 高兴的; 乐意的  
**Forbidden City** 紫禁城 (故宫博物院)

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



## Understand the text

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

- Delighted to accept the invitation
- Dates of his trip to Beijing and back home
- 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

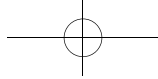
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**1 Replace the underlined parts with the correct form of the words or phrase in brackets.**

- (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 the words in brackets that collocate with the italicised words.**

- (1) Sandy will *be delighted* (to, for) see you after the long holiday.
- (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) There is something I *d like* (for, to) tell you.
- (5) He has spent the last two years *working* (on, at) a book about children.



## 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.



### Intercultural tip

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** /di'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 hotel Professor Payne will stay at.
- C. The details of Professor Payne's speech.
- D. The flight Professor Payne will take.

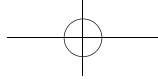
### 2 Listen again and fill in the blanks.

- (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 the evening of \_\_\_\_\_.

### 3 Work in pairs and discuss the following question.

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





## IV. Listening B

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



### Vocabulary

**sightseeing** /'saɪt,si:ɪŋ/ *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, 需要考虑时差因素, 如果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。如果接待工作涉及外宾, 还需特别考虑文化因素对饮食的影响。

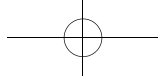


**行程时间** 在制作日程表时, 需要根据交通状况安排行程时间, 如预计行程会遇到工作日早晚高峰、交通管制等情况, 一般需要为行程时间留出富余量。

## 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. Arrange a taxi to pick up Professor Payne.



**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

(1) Morning of 23th July \_\_\_\_\_

(3) Morning of 24th July \_\_\_\_\_

(2) Afternoon of 23th July \_\_\_\_\_

(4) Afternoon of 24th July \_\_\_\_\_

(6) 25th July \_\_\_\_\_

(7) Morning of 26th July \_\_\_\_\_

(5) Evening of 24th July \_\_\_\_\_



**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 the words in brackets that collocate with the italicised words.**

- (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 for* the (call, speech, housework).
- (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.

# Develop the strategies

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

## 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 activity.

### Sample 1

#### Itinerary of a business trip to Xi'an, China

Date	Time	Event	Detail
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

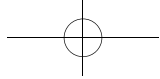
#### Notes

- ① Accommodation  
Kaiyue Hotel  
Address: 988 Qujiangchi East Road, Yanta District,  
Xi'an, Shaanxi Province  
Phone: +86 29 68××××34
- ② Contact with A&M Company  
Tian Zhu  
Mobile: +86 150××××2688  
Email: zt@cae.cn.com

#### Vocabulary

**Shaanxi History Museum** 陕西历史博物馆  
**the City Wall** (西安) 城墙

**accommodation** /ə,kɒmə'deɪʃən/ n. 住宿



## 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	Activity
<b>Day 1 10th August Tuesday</b>	
11:15 am	Arrive at O'Hare International Airport, Chicago UA850 12:15 – 12:15
1:00 pm	Check in at Loews Hotel
<b>Day 2 11th August Wednesday</b>	
9:00 am–5:00 pm	Attend the art exhibition at the Art Institute of Chicago
7:30 pm (TBD)	Visit Chicago Theatre
<b>Day 3 12th August Thursday</b>	
10:00 am	Visit the University of Chicago
3:00 pm	Take a walk at Lincoln Park
8:00 pm	Visit Willis Tower
<b>Day 4 13th August Friday</b>	
9:30 am	Check out of Loews Hotel
12:50 pm	Depart from O'Hare International Airport, Chicago UA851 12:50 – 15:25 (+1)

#### Career tip



#### 商务场合着装礼仪

出席商务场合应着装得体，比如在正式场合下，男士需着商务西装套装，女士需着商务西装套装或套裙；在休闲场合下，男女士均可着商务休闲装，总体整洁大方得体即可。

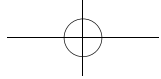
#### Vocabulary

**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



## 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)。

## Useful expressions of an itinerary

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		

策略一

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 his needs clear. In “Develop the strategies”, she has learnt the structure of an itinerary and proper expressions.

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 the 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.



### Professor Payne’s Business Trip Itinerary

## Step 5 Revise and reflect

Now, you’ve finished making the itinerary. Before sending it to Michael, you may revise and reflect on it 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 some fun facts about it.

### Interesting facts about the Forbidden City

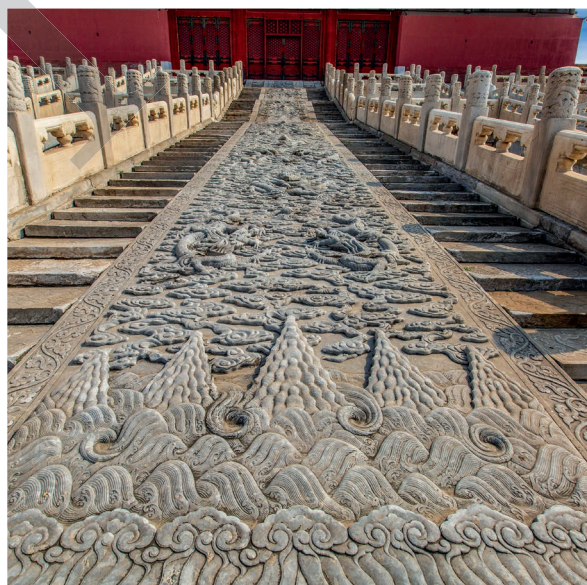
#### Animal figures along the roof ridges

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 in 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 bottom. 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 the centre 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

**odd number** 奇数

**Hall of Supreme Harmony** 太和殿

**Hall of Preserving Harmony** 保和殿

**carving** /'kɑ:vɪŋ/ *n.* 雕刻物

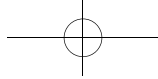
**stairway** /'steəweɪ/ *n.* 阶梯

**marble** /'mɑ:bəl/ *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



## 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. It is on the roof ridges of the Hall of Supreme Harmony.
  - D. There are ten animal figures of Hang Shi in the Forbidden City.
- (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 clean the natural marble more easily.
  - D. To move 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.

