

First Business Trip Overseas

Andy Boon



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by Andy Boon

Book 7

Pocket Reader Series

SAMPLE

Halico
CREATIVE EDUCATION

Pocket Readers Overview

The 10-book business reader series tells the story of your first year working in the product marketing department of *ABC Convenience Stores*. The series looks at skills and strategies for being successful in interviews, the first week on the job, giving presentations, taking part in meetings, writing emails, entertaining business clients, going overseas on business, dealing with office conflict, launching new products, and mentoring new staff.

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1. The Beginning

The story begins with you. In April, you started work in the product marketing department of *ABC Convenience Stores*. You had a good first week on the job (*See Book 2*). You did a successful business presentation (*See Book 3*). You chaired a successful business meeting (*See Book 4*). You attended a training workshop. You learned how to write better business emails (*See Book 5*). You also looked after and entertained two important overseas speakers from the U.S. (*See Book 6*).

You are sitting at your desk working. You are very busy. Ms. Tanaka calls you over to her desk.

“Hi. In October, I would like you to go to a **conference** in London,” Ms. Tanaka says.

“London? You mean, London, England? Me?” you say.

“Yes, London. Yes, London, England. Yes, you. There are many useful presentations at the conference. The speakers will talk about planning, launches, and campaigns. I want you to attend many presentations. I want you to take lots of notes. I then want you to come back and tell us what you learned,” Ms. Tanaka explains.

“Err... okay. I see,” you reply.

“I also want you to visit the ABC U.K. office before you come back. Send an email to Mary Benson there. I want you to meet with her. Find out about the U.K. market and new product launches,” Ms. Tanaka says.

You write this down and say, “Mary Benson? Okay.”

“We’ve booked your flight and entrance for the 2-day conference. You fly to London in the morning on Friday October 13th. The conference is Saturday 14th and Sunday 15th. You can meet with Mary on the Monday. Your flight back to Tokyo is Tuesday 17th. When you return, you will then give a presen-

tation to *ABC* staff on the Friday. Let's say 2:00 p.m. on October 20th. Is that okay?" Ms. Tanaka looks at you.

"Sure, no problem," you say. You write the dates down in your notebook.

"And..." Ms. Tanaka says.

"And?" you reply.

"We sent Mr. Ogawa to the conference in London last year. Please don't make the same mistakes as him!" Ms. Tanaka looks very serious.

"What mistakes?" you ask.

"You should speak to him about it,"

Ms. Tanaka replies. “He’ll tell you what happened and he’ll give you some good advice about what NOT to do!”

“Okay, thanks. I’ll talk to him,” you say.

SAMPLE

2. Last Year's Trip: Mr. Ogawa's story

You continue with your work. You decide to wait until lunchtime to talk to Mr. Ogawa. You finish your work at 12:15 p.m. You go to the kitchen area. You heat up your food in the microwave. You see Mr. Ogawa eating his lunch at a table in the kitchen area.

“Hey! Can I join you?” you ask.

“Again?” Mr. Ogawa smiles. “Did Ms. Tanaka ask you to talk to me? She asked you to go to the conference in London and visit the ABC U.K. office, right?” he asks.

“Yes, she did,” you reply. “How did you know?”

“Well, as you know, I went last year. But, I made so many big mistakes. Ms. Tanaka was angry with me. She doesn't want me to go on an overseas trip again. So, it looks like it's your job now,” Mr. Ogawa says.

“Could you give me some advice then?” you ask.

Mr. Ogawa smiles, “Sure. Don't do what I did!”

“What did you do?” you ask.

“Let me tell you,” Mr. Ogawa says. You get ready to listen to Mr. Ogawa's story.

2.1 At the Airport

Mr. Ogawa begins his story:

“Last year, I left my apartment to get the train to the airport. I had a suitcase. I also had a **carry-on** bag for the plane. My flight was at 10:00 a.m. I live about 90 minutes from the airport. So, I got a train at 6:30 a.m. to get me there for 8:00 a.m. Two hours before my flight.”

“You went to the wrong airport again?” you say.

“No, not this time,” Mr. Ogawa says. “My flight was from Narita Airport. I got there on time. I got to the check-in counter at about 8:15 a.m.

4. Language Focus and Tasks

4.1 Vocabulary #1

Read the following sentences. What do you think the words in **bold** mean?

1. I would like you to go to a **conference** in London and see many presentations.

2. You are allowed one **carry-on** bag on the plane.

4.2 Vocabulary #2

Read the definitions to the words in Task

4.1 Did you guess the meanings of the words correctly?

Conference:	(Noun) A big meeting that lasts more than one day in which people present on different topics related to one main theme.
Carry-on:	(Adjective) Describes a bag that somebody is able to take with them on a plane.
Boarding pass:	(Noun) A document that you need to show to be able to get on your flight.
On top of that:	(Idiom) Additionally, Also, Furthermore, As well as that...
Immigration:	(Noun) The area at an airport in which people show their passports and documents to be able to enter a country. An immigration officer checks passports and documents.

4.3 Useful Language

1. At the Airport Check-in Counter

- Can I see your ticket and passport?
- Do you have any bags to check today?
- Here is your boarding pass. We will start boarding at [TIME].

2. Meeting People Unexpectedly

- Wow! Fancy meeting you on the plane. Good to see you again. Are you going to the conference?
- Wow! We're in the same hotel! Small world!
- I didn't expect to see you here!

4.4 Reflection Questions

1. What mistakes did Mr. Ogawa make on his overseas business trip?
2. How was the new employee's overseas business trip more successful?
3. Talk to a friend. What other mistakes could you make when going overseas on a business trip?
4. Talk to a friend? What other things could you do to make your overseas business trip a success?

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