



APEX ENGLISH · A2 BUSINESS

Unit A2-5A

Planning a business trip that actually works

Business travel

Student Edition · Classbook + Workbook

UNIT A2-5A

Planning a business trip that actually works

Business travel · A2+ · 55-65 min · Business English



"A well-planned trip is half the meeting."

— Sales team folklore

Objectives

- Talk about future business travel using present continuous, going to and will accurately.
- Understand a real conversation between a traveller and a travel manager about a complex itinerary.
- Write a short professional message (90-110 words) proposing changes to a colleague's trip plan.

Class Book

Warm-up · Quick starter

Solo · about you · 3 min

Think about your last work trip (or a trip you'd like to take). Answer these 3 questions in your head — no writing needed.

Ask the teacher — notes to bring to class

-
- What went well — and what went wrong?
-
- Who paid, and who approved the expenses?
-
- Would you do the same trip again? Why / why not?
-

Lead-in · Predict the traveller's biggest headache

Predict · MCQ before the reading · 6 min

Before you read the article below, predict the answers to these questions. Then check as you read.

Reading · Why business trips fall apart

10 min

Ask any experienced business traveller and they will tell you the same thing: the flight is almost never the problem. What ruins a trip is usually much smaller — a badly planned connection, an approval that arrives too late, a hotel that is technically 'in the city' but forty minutes from the client.

Studies show that more than half of all business trips are changed at least once after being booked. Meetings move, colleagues fall ill, clients postpone. A traveller who doesn't build flexibility into the plan will spend the trip on the phone with the travel desk instead of preparing for the meeting.

Booking early is still the single biggest lever for cost. Flights booked fourteen days in advance are, on average, thirty per cent cheaper than those booked in the same week. But early booking only works if the traveller knows how to change the ticket without losing everything — which means understanding the fare rules before, not after, buying the ticket.

The final trap is the hotel. Companies love a low nightly rate, but a cheap hotel in a bad location can cost more in taxis than the room saves. A short walk to the client is worth twenty euros a night, every time.

The best travellers, in the end, aren't the ones who never have problems. They're the ones who plan for problems — and still make the meeting on time.

Comprehension check

1. According to the text, the biggest cause of stress on a business trip is usually...

- ☐ A. the flight itself
- ☐ B. small logistical problems around the flight
- ☐ C. the meeting content
- ☐ D. the return journey

Ask the teacher — notes to bring to class

-
2. The article suggests that booking a flight two weeks in advance...
- ☐ A. is a waste of time
 - ☐ B. typically saves around 30% on the fare
 - ☐ C. always guarantees a refund
 - ☐ D. is only worth it for international trips
3. The main problem with 'cheap' hotels, according to the text, is that...
- ☐ A. they have poor breakfast
 - ☐ B. the total cost may end up higher because of transport
 - ☐ C. the Wi-Fi is unreliable
 - ☐ D. they refuse corporate bookings
4. The best business travellers, in the author's view, are those who...
- ☐ A. never have any problems
 - ☐ B. anticipate problems and plan for them
 - ☐ C. always book last-minute
 - ☐ D. avoid business trips altogether

True, False, or Not Given?

Base your answer only on the text.

1. The text says more than half of business trips are modified after booking.
- ☐ A. True
 - ☐ B. False
 - ☐ C. Not Given
2. The article claims that the flight is usually the main problem on a trip.
- ☐ A. True
 - ☐ B. False
 - ☐ C. Not Given
3. The text recommends specific airlines for business travel.
- ☐ A. True
 - ☐ B. False
 - ☐ C. Not Given
4. According to the text, a short walk to the client is worth paying more for the hotel.
- ☐ A. True
 - ☐ B. False
 - ☐ C. Not Given

Ask the teacher — notes to bring to class

Discursive writing · Reflect on the text (120–150 words)

Choose *ONE* question and write a short discursive answer. Support your view with a concrete example.

1. The article argues that a cheap hotel in a bad location often costs **MORE** than a slightly more expensive one nearby. Do you agree? Justify with a real or realistic example.

2. How much flexibility should a travel policy allow employees when booking flights and hotels? Give at least **ONE** argument for tight rules and **ONE** for freedom.

Vocabulary · Business travel essentials

8 min

Roles

Term	Meaning
itinerary	the full plan of a trip (flights, hotels, meetings)
layover / stopover	a stop between two connecting flights
expense report	the document listing what the company reimburses
per diem	a daily allowance for meals and small costs on a trip
corporate rate	a discounted price negotiated with hotels or airlines
boarding pass	the document that lets you get on the plane

Smalltalk

Term	Meaning
to check in (online)	to confirm your seat before arriving at the airport
to reschedule a flight	to change the date or time of a booked flight
a red-eye	an overnight flight that arrives early morning
jet-lagged	tired because of a change in time zones
carry-on / hand luggage	the small bag you take into the cabin
to claim expenses	to ask the company to pay you back for trip costs

Practice

Ask the teacher — notes to bring to class

Complete each sentence with ONE word or phrase from the lists above.

1. Can you send me the full ___ for next week's Berlin trip?
2. We booked a two-hour ___ in Frankfurt to be safe with the connection.
3. Please submit your ___ within five working days of the trip.
4. The company pays a ___ of 45 euros a day for meals and taxis.
5. This hotel has a ___ with our company — around 15% off.
6. I always ___ online — I hate queues at the airport.

Collocations · verbs for business travel

Match each verb with the correct completion.

Term	Meaning
book	a flight / a hotel
miss	a connection
reschedule	a meeting
claim	expenses
check	in online

Odd one out — which word doesn't fit?

Choose the word that doesn't belong.

1. itinerary · schedule · agenda · invoice
 - ☐ A. itinerary
 - ☐ B. schedule
 - ☐ C. agenda
 - ☐ D. invoice
2. layover · stopover · connection · warranty
 - ☐ A. layover
 - ☐ B. stopover
 - ☐ C. connection
 - ☐ D. warranty

Ask the teacher — notes to bring to class

3. carry-on · hand luggage · cabin bag · discount

- ☐ A. carry-on
- ☐ B. hand luggage
- ☐ C. cabin bag
- ☐ D. discount

Grammar · Talking about future plans (present continuous · going to · will)

14 min

1. Present continuous for fixed arrangements

Use for future plans that are already scheduled (ticket bought, meeting agreed). · I'm flying to Madrid on Tuesday. · We're meeting the client at 10.

2. 'going to' for intentions and decisions already made

Use for plans not yet fixed as an arrangement. · I'm going to book the hotel this afternoon. · We're going to try a new supplier next quarter.

3. 'will' for spontaneous decisions, offers and predictions

Use for decisions made at the moment of speaking, offers, and predictions with no evidence. · I'll take the earlier flight. · I'll send you the itinerary. · Traffic will probably be heavy.

Ask the teacher — notes to bring to class

Exercise A — Choose the best future form

Complete with present continuous, 'going to' or 'will'.

1. My flight ___ (leave) at 6:40 tomorrow — I already have the boarding pass.

2. Don't worry about the taxi — I ___ (call) one right now.

3. We ___ (visit) the Frankfurt office next month, but the exact date isn't fixed yet.

4. The client ___ (meet) us at reception at 9am — she confirmed by email.

5. I think traffic ___ (be) terrible on Friday afternoon.

6. I ___ (book) the hotel this evening — I just need to check the budget first.

Ask the teacher — notes to bring to class

Exercise B — Rewrite in a more professional register

Rewrite each sentence in a way you'd send to a colleague by email.

1. I want change my flight.

2. Maybe I go by train, not sure.

3. You want me pick you up?

4. Tomorrow we have meeting with client at 9.

Ask the teacher — notes to bring to class

Exercise C — Form the question

Write a natural business question about the future.

1. (when / you / fly / to Berlin)

2. (who / going to / meet / the client / at the airport)

3. (what time / your flight / arrive)

4. (you / need / hotel / for Thursday night)

Ask the teacher — notes to bring to class

Exercise D — Discursive writing (60–80 words)

Describe your travel plans for the next three months (real or invented). Use ALL THREE forms: present continuous (at least one fixed arrangement), 'going to' (one intention) and 'will' (one prediction or offer).

1. Your paragraph:

Describe the picture



Look at the picture. Imagine you are this traveller. Write 5–6 sentences about your trip using all three future forms (present continuous · going to · will). Include one fixed arrangement, one intention, and one prediction.

Target language: I'm flying / meeting / leaving... · I'm going to... · I'll probably... · The client is expecting me at... · I think... will...

Listening · A last-minute change to the itinerary

10 min

Marina (traveller, Voice A) calls Rui (travel manager, Voice B) the evening before a two-city trip. Her Monday meeting has been moved and she needs to change flights and a hotel.

Before you listen

- What changes to a booked trip do you think are usually easiest — and hardest?
- What information will Marina need to give Rui before he can help her?

Gist

Ask the teacher — notes to bring to class

1. What is the main reason Marina is calling Rui?

2. Does Rui fully solve the problem on this call?

Detail

1. How much extra will the flight change cost?

2. What does Rui offer instead of a full hotel change?

3. By when will Rui send the new itinerary?

Listen and complete

Complete each gap with ONE or TWO words.

1. Marina's Monday meeting has been moved to ____.

2. The flight change will cost around ____ euros extra.

3. Rui will extend the hotel by ____ night at the corporate rate.

4. The new itinerary will arrive by ____ the next morning.

Useful phrases for changing plans

Match each phrase to its function.

Term	Meaning
I'm afraid something's come up...	signal a change with a soft opening
Would it be possible to...?	ask for a change politely
Let me check availability and get back to you.	buy time to find an option
I'll send you the new details by email.	confirm the next concrete step
Just to double-check...	verify a detail before confirming

Speaking · Plan, change, confirm

Ask the teacher — notes to bring to class

10 min

Prepare a short 60-second talk, then role-play a live conversation with your partner.

Writing · Propose changes to a trip plan (90-110 words)

10 min (or homework)

A colleague has sent you a draft itinerary for a joint trip next month. Write a short professional reply that (a) confirms one part of the plan, (b) proposes ONE concrete change with a reason, and (c) suggests a next step. Use at least one example of each future form (present continuous · going to · will).

Workbook

Planning a business trip that actually works — Workbook

1. Vocabulary in context

Complete each sentence with ONE word or phrase from the box. Two items are extra.

1. Could you send me the full ___ for next week's Berlin trip by Friday?
2. We booked a two-hour ___ in Frankfurt to be safe with the connection.
3. Please submit your ___ within five working days of the trip.
4. The company pays a ___ of 45 euros a day for meals and small costs.
5. This hotel has a ___ with our company — around 15% off.
6. The client moved the meeting to Tuesday, so I'll have to ___ my flights.

2. Future forms · present continuous, going to, will

Rewrite each direct sentence in a professional way, using the future form suggested in brackets.

1. I want change my flight. (going to)
2. Tomorrow I have meeting with client at 9. (present continuous)
3. Maybe I book the hotel later, I decide now. (will)

Ask the teacher — notes to bring to class

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4. We plan to visit the Munich office next month, but no date yet. (going to)
-
5. Traffic on Friday afternoon: probably heavy. (will)
-
6. The client meets us at reception at 9 — confirmed. (present continuous)
-

3. Which sentence is more natural in a business travel email?

Choose the more professional / natural option.

1. You want to propose a change to a booked itinerary.
- ☐ A. Would it be possible to move the return flight to Wednesday morning?
 - ☐ B. You must change my ticket for Wednesday morning.
 - ☐ C. Change flight please Wednesday.
2. You want to confirm you'll take care of a small task.
- ☐ A. I'll send you the new itinerary by 9am tomorrow.
 - ☐ B. Maybe I send new itinerary later.
 - ☐ C. Itinerary tomorrow morning, ok?
3. You want to soften a warning about extra cost.
- ☐ A. The change will cost you 85 euros. Deal with it.
 - ☐ B. I'm afraid the fare difference and change fee come to around 85 euros.
 - ☐ C. Change is 85, that's the price.
4. You want to check a detail politely before confirming.
- ☐ A. Just to double-check — you'd like to keep the same airline, correct?
 - ☐ B. Same airline, yes no?
 - ☐ C. You keep airline?
5. You want to make a soft prediction about a meeting.
- ☐ A. I think Thursday will be a long day, so a light lunch is probably best.
 - ☐ B. Thursday day long, small lunch.
 - ☐ C. You must eat light Thursday.

4. Find and fix the mistake

Each sentence has ONE mistake. Rewrite it correctly.

Ask the teacher — notes to bring to class

1. I will to book the hotel this afternoon.

2. My flight leave at 6:40 tomorrow, I have already the boarding pass.

3. We are going visit the Frankfurt office next month.

4. What time your flight arrives?

5. Don't worry — I call a taxi right now.

6. The client will to meet us at reception.

5. Listening — a last-minute change to a flight

Bruno calls his travel manager, Rita, the day before a trip to ask for a change. Listen (or read the transcript) and answer.

1. What TWO changes does Bruno need to make?

2. How much will the change cost the company?

3. What does Rita ask Bruno to do after the call?

4. By when will Rita send the updated itinerary?

6. Writing — propose changes to a trip plan (90-110 words)

Ask the teacher — notes to bring to class

A colleague has sent you the draft itinerary for a joint client trip. Write a short professional reply that (a) confirms one part of the plan, (b) proposes ONE concrete change with a reason, and (c) suggests a next step. Use at least one example of each future form (present continuous · going to · will).

7. Reading & discursive reflection

Re-read the classbook article 'Why business trips fall apart'. Then answer in 100-130 words.

1. The article claims that most trip problems come from small logistical mistakes — not from the flight itself. Do you agree? Justify with a concrete example.

Ask the teacher — notes to bring to class
