

МІНІСТЕРСТВО ОСВІТИ І НАУКИ УКРАЇНИ

Національний університет «Запорізька політехніка»

МЕТОДИЧНІ ВКАЗІВКИ

**до самостійної роботи з іноземної мови в галузі
та ділової іноземної мови
на тему 'Business travel'
для студентів усіх форм навчання**

Методичні вказівки до самостійної роботи з іноземної мови в галузі та ділової іноземної мови на тему ‘Business Travel’ для студентів усіх форм навчання / Укл.: Брутман А.Б., Василенко Г.В. – Запоріжжя: НУЗП, 2025. – 38с.

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Пояснювальна записка

Іншомовна підготовка фахівців нефілологічних спеціальностей стала однією з важливих складових частин сучасної вищої освіти. Самостійна робота з іноземної мови в галузі туризму і гостинності та ділової іноземної мови займає значне місце в аспекті професійної підготовки майбутніх фахівців гуманітарної сфери взагалі і туристичної сфери зокрема, оскільки іноземна мова, щонайперше англійська, є невід'ємною частиною їх професійної компетентності.

Основною метою навчання іноземної мови для спеціальних цілей у вищій школі є набуття студентами комунікативних навичок, що дозволить реалізувати їхні знання та вміння для розв'язання конкретних комунікативних завдань в реальних життєвих і професійних ситуаціях. Іноземна мова (англійська) також є засобом спілкування з представниками інших націй, отже в освіті продовжує розвиватися і надалі культурологічний підхід до навчання в рамках концепції діалогу культур з метою формування іншомовної грамотності студентів і їх міжкультурної обізнаності.

Ця методична розробка включає тематичну збірку статей з Інтернет джерел останніх років про бізнес туризм, зокрема про ділові подорожі, відрядження, причини бізнес турів та їхні особливості, послуги та зручності для ділових людей у бізнес готелях. До текстів статей складено завдання практичного спрямування, які включають: читання і узагальнення змісту прочитаного, запитання за змістом тексту, завдання на розуміння змісту прочитаного тощо. Увагу також зосереджено на засвоєнні ділової і професійної лексики. З цією метою включено вправи на виявлення, розуміння, вживання та засвоєння ключових слів, сталих словосполучень, термінів.

Заявлена тема методичних вказівок 'Business Travel' є актуальною, оскільки чверть прибутку в галузі надходить саме від ділового туризму. Крім того, ділові відрядження, подорожі у справах компанії чи організації мають місце в будь-якій сфері професійної діяльності, що свідчить про можливість їх використання під час навчання студентів інших спеціальностей. Методичні вказівки можуть бути рекомендовані для використання в самостійних домашніх завданнях, або частково на заняттях і вдома під час вивчення ділової іноземної мови та іноземної мови в галузі туризму і гостинності.

1. Read the text and answer the questions:

How can Automation and AI help companies and TMCs support travellers more effectively? Why is the human touch still important in customer service, even with advancements in technology? What role does duty of care play in ensuring traveller safety and satisfaction?

Waking up to a New Era of Business Travel

All areas of the travel industry have faced serious short-staffing challenges over the past three years. Coupled with more demands for more support (especially urgent ones) this is a big strain on TMCs. To tackle this, TMCs and agencies benefit from technology that offers richer insights for the traveler, with the right range of choices available in the corporate booking tool. Individuals have different needs and concerns, and functionality that takes that into account is so important. This also allows our customers to deliver greater duty of care by considering crime levels and traveler safety without the traveler having to scramble for research.

While 77% of respondents have used chatbots, roughly the same amount want the option of live chatting with a human. Source: 2023 Travelport research.

Automation and AI can help companies and TMCs support travelers more proactively, so they don't need to do it themselves. When something goes wrong, customers need tools to communicate directly with travelers in advance and give them choices to help plan for all eventualities. Many want self-service capabilities, so they feel in control of their trip when the world around them isn't. These days, people expect a range of contact options and things like live chat, so problems get resolved immediately, without having to wait for a callback. And as always, the human touch is critical: many want a real-life agent always standing by to help if plans change. Surprisingly, this is even more important for younger travelers.

<https://www.travelport.com/business-travel-trends-2024>

Fill in the gaps with the words: *short-staffing challenges; duty of care; Automation and AI; live chat; the human touch; self-service capabilities.*

1. Many travellers want, so they feel in control of their trip when the world around them isn't.
2. Many want options, so problems get resolved immediately, without having to wait for a callback.

3. This also allows our customers to deliver greater, by considering crime levels and traveler safety.
4. All areas of the travel industry have faced serious over the past three years.
5. can help companies and TMCs support travelers more proactively, so they don't need to do it themselves.
6. And as always, is critical: many want a real-life agent always standing by to help if plans change.

2. Read on for essential tips on how to work remotely; summarize the text. Please, pay attention to the words and phrases in bold and explain their meaning. Answer the questions to the text.

The Secret to Working from Anywhere, According to Digital Nomads

In the wake of the COVID-19 pandemic, thousands of people have transitioned to remote work year. Working from home (or abroad) can be a tough adjustment for those used to the structure of an office job, but digital nomads can help. **Digital nomads** are the laptop-toting, world-traveling entrepreneurs who chose the remote lifestyle before a pandemic made it the norm.

"Working from anywhere isn't just for freelancers or solopreneurs — entrepreneurs and employees can work from anywhere, too," says Avin Kline, a longtime digital nomad and founder of eScale, an e-commerce marketing and web design agency. That's never been truer than this year, when legions of employees became **remote workers** practically overnight. Many major companies announced permanent remote work policies — some optional — and offices around the world became ghost towns.

Luckily, with more and more destinations — from Barbados to Aruba to Dubai — offering **workcation** perks and visas for travelers who wish to stay long-term, employees and the self-employed are realizing they can have their cake (reliable work and a steady income) and eat it, too (exploring the world on the regular).

Meet the Travelers Who Are Taking Advantage of Long-term Remote Work Visas in Paradise.

"It's not a lifestyle for everyone — you have to know that upfront," says Scott Eddy, a full-time traveler and the host of Lifetime's *Video Globetrotter* series. "But there's tremendous upside, if you can get it right."

Whether you've chosen the **remote work lifestyle**, or are simply looking for tips on how to make your current **work-from-home situation** more pleasant, productive, and efficient, these veteran digital nomads have you covered.

1. Create a spot in your home solely for work.

Chase Dimond, an email marketing specialist who has worked from home for five years, stresses the importance of a work-life divide. "I've found it to be extremely beneficial to have a spot in my house that's specifically dedicated to working," he shares. "I'm more productive when I repeatedly use a spot that I know is only for work. In the past, I used to work from my dining table or couch and would constantly get distracted, since I would use those same spots for other things. It was hard to draw the line between work and other activities."

Aaron Nosbisch, a longtime digital nomad and digital advertising specialist, agrees. "Find a dedicated space for work, and avoid using the same [place] for recreation or other activities, especially sleeping," he advises. Another way to turn on your work brain without environmental signals like a commute and cubicle is to create a routine with your own triggers — yes, self-induced Pavlovian conditioning — to activate a productive, focused headspace. Try putting on a certain playlist, rubbing a citrusy or minty essential oil onto your wrists, or shutting doors and windows to block out distractions.

If you plan on working while traveling, you'll need to factor this in as your secure accommodation. Don't rely on coffee shops and other public areas for working, since you can't control the environment and it's not a sustainable solution. And don't book a studio or one-bedroom, especially if you're traveling with a partner who's also working from home. It's worth shelling out more money for ample room and separate workspaces, whether that's in your Airbnb or — even better — temporarily joining a coworking space and meeting **like-minded people**.

2. Top-notch Wi-Fi is a non-negotiable.

"Get one of the better Wi-Fi plans possible," says Dimond. "I initially opted for the basic plan, which worked fine for a while, but once everyone else started working from home and all the kids in the neighborhood started taking classes online, the basic plan no longer cut it." Others nearby can affect your internet speed, and now, with more people relying on web connectivity for their everyday lives — both personally and professionally — it might be time for an upgrade.

"The bandwidth and usage on my basic plan were causing me to have very slow internet — sometimes even no internet — because all my neighbors were on similar plans and we were all (unintentionally) borrowing from each other's bandwidth," explains Dimond. "I upgraded to one of the higher-tiered plans and haven't had any issues in a long time."

If you're working on the road, squaring away your Wi-Fi situation is a vital first step. You can't rely on Wi-Fi from coffee shops or libraries, especially now that many businesses are closed, operating on different hours, discouraging extended stays, or not permitting dine-in altogether. So, make it a point to check with your hotel or Airbnb that the internet is speedy and reliable. Before booking, don't hesitate to ask for proof, like a screenshot from an internet speed test, confirming that Wi-Fi won't be a limiting factor while you work on the road.

3. Make exercise a habit.

"Stay disciplined with working out," recommends Nosbisch. "Physical exercise and mental wellness are directly tied together. It's easy to slack when you're nomadic, so find exercises or routines you can utilize no matter where you are and what the weather is like."

Mark Miller, who has worked remotely for nine years, agrees. "Make sure you regularly set aside time for non-work-related physical activity. Get your heart rate up above 120 BPM every day for at least 30 to 45 minutes."

Eating healthy is another essential element of being productive, but it can be especially difficult while traveling to unfamiliar places. Combat this by meal planning breakfast and lunch, so you don't get hungry, distracted, and desperate during the workday.

4. Invest in proper equipment and equip yourself with the right tools.

Part of the joy of being a digital nomad is that you don't need much more than the basics: a computer and phone should cover it. But if you're going to do this for a while, or if your line of work requires **reliable, high-performance technology**, you should invest in tools that simplify your life.

Consider what software you use, too. "Build your 'technology stack' and stick to it," Nosbisch recommends. "All the different online tools can be overwhelming, so identify what works best for you — and what integrates best with the other software in your stack — and stick to it."

Upgrading your remote work experience doesn't have to mean dropping loads of cash, either: You can make small investments that make a big difference. Nosbisch says that Krisp, a noise-canceling app, is an

excellent tool for cutting out background noise while working from coffee shops or coworking spaces. You can get 120 minutes per week for free or pay about \$5 per month for unlimited use.

Another popular tool is Slack, a platform that streamlines communication across teams. "Fully committing to using Slack communication across our teams made the transition to working from home much easier," says Nick Shackelford, cofounder of Structured Social. "Clear channels with clear objectives allow for our team of 50-plus to stay in contact with ease."

If you'll mostly be working out of a home office, you can do even more to establish a workspace conducive to success. Eddy advises buying a good camera, lighting, and headphones, since video calls are now more important than ever.

Shackelford recommends a standing desk. "A standing desk, or just having the ability to stand and work, helped me transition and work from home or any Airbnb," he says. "The ability to quickly change to a standing setup gives the right amount of focus shift."

Miller advises buying good gear, especially if you're going to be moving around. "Start with a rock-solid bag — backpack, messenger bag, or whatever flavor you like — and make sure it can hold all you need, but not a ton *more* than you need," he says. "Find one that has security features for life on the road, like cables in straps to keep them from being cut and RFID-blocking pockets to keep passports and credit cards safe."

He also notes **the importance of being self-sufficient** — and that includes not having to scour for an outlet at critical moments. "To be mobile and agile, make sure you have a really strong battery pack — enough for a laptop, phone, headphones, and whatever else you might need to charge," he says. A Wi-Fi hot spot isn't a bad idea, if you're visiting places where it's difficult to arrange or ensure solid coverage. And whether you're working from home or abroad, noise-canceling headphones are a must.

5. Keep time zones in mind.

You may not have considered this if you're new to working from home, but depending on your situation, you may need — or want — to stick to the time zone of your home, office, boss, or clients, or else you'll need to rearrange your days accordingly. "If you're going to work from anywhere in the world, you have to be willing to work on your client's time zone as much as possible, even if that means 3 a.m. calls" says Miller.

Kline agrees. "Make sure your clients, team, or boss don't feel out of sync or at a disadvantage because you're traveling," he stresses. Kline and his family have lived around the world while running U.S.-based businesses and are currently situated in Florence, Italy.

"Running a company based on the East Coast, I've kept my work schedule on Eastern time wherever I am in the world," he continues. "I even keep my computer clock and calendar on Eastern time, so that I'm mentally in step with the people I work with. I'm intentional about making sure that my travels never need to put my team or clients at a disadvantage."

And when you're heading to a new spot, don't forget to factor in the toll that crossing time zones takes on your body. "Do not underestimate **jet lag**, nor the need to give yourself a bit of time to adjust when on the move," says Miller. "Make sure to bake in a day on both sides of any trip to adjust to the new world you're visiting."

6. Time management is everything — and so is unplugging.

Eddy stresses that time management must be self-enforced at the strictest level, if you're going to be successful at working on the move. "Without having the office structure around you on a daily basis, it's very easy to slack off, so having strict deadlines is always a good idea," he says. "Having a to-do list and setting alarms on your phone can help you stay organized."

Holding yourself to a regular work routine can be especially hard when you're in a new place and eager to explore (after all, isn't that the point of being a digital nomad?), but it's worth ensuring that your lifestyle choice will prove sustainable.

"Show up to work every day, no matter what crazy adventures you're experiencing," Kline advises. "Kick off the work day at the same time every day — this could be a quick team call or just showing up to the computer — because being in semi-vacation mode isn't sustainable and can be exhausting. Make the decision to show up to work every day, whether you feel like it or not, and then when you're off, be off and enjoy your surroundings. For me, this often means working regular hours Monday through Thursday and taking a half-day on Friday. Then, I completely shut off work for a long weekend."

Flose LaPierre, writer and creator of Write to Heal, a trauma-informed writing workshop that aims to encourage healing through therapeutic writing practices, offers similar advice. "Unglue yourself from your inbox," she says. "Us digital nomads love our freedom, so it's

important we take advantage of it. If you're choosing this life, start cutting the cord and don't be afraid to let clients know when you'll be off-line."

She also recommends letting your computer tell you when it's time to stop working. "Charge your computer until it's at 100%, then unplug. Once it dies, close the screen and enjoy where you are," she says. "The best part of being a digital nomad is the opportunity it offers to connect with other humans."

<https://www.travelandleisure.com/travel-tips/how-to-work-from-anywhere-remotely>

1. What are digital nomads, and how did the COVID-19 pandemic impact remote work trends?
 2. Why is having a dedicated workspace at home important for productivity?
 3. What are some strategies digital nomads use to ensure reliable Wi-Fi while traveling?
 4. How does exercise contribute to maintaining a productive remote work lifestyle?
 5. What essential tools and equipment do digital nomads recommend for an efficient work setup?
 6. Why is it important to consider time zones when working remotely from different locations?
 7. What time management strategies can help remote workers stay productive?
 8. How can digital nomads balance work and leisure while maintaining a sustainable lifestyle?
- 3. Read the article about the trends in business travel and define the statements as True or False.**

9 Global Business Travel Trends of 2024

As the business world evolves, so does the way professionals travel. Here's a snapshot of the top trends shaping global business travel in 2024:

1. The Demand for Business Travel is Back

Business travel is expected to reach pre-pandemic levels by 2024 as more and more companies resume in-person meetings and events. According to GBTA's Business Travel Index Outlook report, business travel spending will reach \$1.4 trillion in 2024 and nearly \$1.8 trillion by 2027. In 2023, the industry has started to steady itself, primarily driven by

the resurgence of face-to-face meetings and events and the gradual return of international business travel. Moving into 2024, we expect this momentum will continue to grow rapidly.

2. Bleisure Gets Bigger: Blending Business and Leisure Travel

Modern business travelers' preferences are changing as they seek to combine business trips with leisure activities, such as extending their stay for a weekend getaway. This trend is largely driven by a demographic shift toward a younger workforce. Younger employees are increasingly seeking opportunities to combine work-related travel with leisure activities, reshaping corporate travel dynamics. This "bleisure" trend offers traveling employees a sweet deal, with flexible travel schedules and a chance to unwind. This means guests are booking rooms for longer than their events will run, which is great for hotels.

3. Increased Focus on Sustainability

Organizations and business travelers are becoming more aware of their environmental impact and are looking for sustainable travel options, such as flying carbon offset and staying in eco-friendly hotel room amenities. Some trends in sustainable business travel include: 1) sustainable hotels; 2) sustainable transportation options; 3) paperless travel; 4) updated sustainable travel policies; 5) use of corporate travel sustainability reports.

4. Increased Use of Technology

Technology is going to be incredibly important for business travel in the future, playing a role in the entire meetings and events process. Venue sourcing platforms will help planners efficiently find and compare event spaces based on their needs without needing to conduct site visits for every option. Virtual reality and augmented reality (VR/AR) are expected to become more widely used in business travel in 2024 for virtual site visits and training programs.

Corporate travel management platforms will optimize booking, provide traveler tracking, and give companies full visibility into their business travel spending. Further, businesses will rely heavily on end-to-end corporate travel technology for managing logistics, gaining insights, ensuring duty of care, and controlling costs.

AI and machine learning will power new business travel solutions that can analyze data to recommend hotels, predict flight delays, and more. The business travel industry will continue to become increasingly technology-driven, with innovative solutions for venue sourcing, travel management, trip planning, expense rep

5. Growth of Secondary Markets

One major business travel trend for 2024 will be growth into emerging markets, especially in Asia and Africa. The global business travel market is estimated to grow from \$711.1 billion in 2021 to \$2,997.2 billion by 2030, with a compound annual growth rate of 13.3%. Rapid expansion into emerging Asian and African markets will be a key driver propelling this growth. India, Indonesia, and other Asian countries are among emerging business travel destinations. To serve this demand, business travel services are ramping up offerings in these markets, and alternative accommodations like home rentals are seeing huge growth to support business travelers. Companies will need to adapt their travel programs and supplier partnerships to tap into these new regions.

6. Business Travelers Want Connectivity and Personalization

When it comes to technology, planners and travelers expect personalized experiences. In a tech-enabled world, guests of all ages want innovative and seamless digital solutions to simplify their travel and customize their stays.

This starts with the booking process. According to a recent survey, 80% of travelers say it's essential to book trips fully online. To that end, hotels should enable guests to easily view and filter amenities and services that will be available upon arrival.

On the road, 76% of global travelers appreciate travel apps that reduce friction and stress. Another 80% say utilizing personal devices seamlessly with on-property technology is key, from Wi-Fi to streaming apps.

Beyond messaging, travelers want mobile technologies they use daily, like touchless payments from phones or smartwatches, or tapping credit cards. The ability to leverage their own devices and platforms provides the personalized experience and connectivity travelers now expect.

7. Loyalty Programs Must Evolve Beyond Points to Experiences

Business travelers in 2024 crave more than just practical perks from their trips; they seek enriching experiences and meaningful rewards. Loyalty programs need to offer real benefits, enhancing travel beyond basic upgrades and conveniences. Travelers want rewards that contribute to a memorable journey and strengthen their connection with the service provider. Practical benefits like late checkouts and room upgrades are expected; the true appeal lies in unique experiences, from exclusive events

to complimentary services, adding a layer of luxury and personal value to their journeys.

8. Business Travel Will Shift to Purposeful, ROI-Focused Trips

In 2024, business travel will become more purposeful and ROI-focused. The days of casual briefcase trips are over. Now, every trip undergoes a careful evaluation of return on investment and return on expectation. Travel for clear ROI – like closing deals or contracts – will be more easily approved, while relationship-building trips will face more scrutiny.

With staffing shortages and supply chain issues, travel is less comfortable than before. Adding to this is the rising number of flight delays. All of this adds to travelers' stress and threatens to undermine meeting experiences. Particularly at hotels, staffing shortages can significantly impact the guest experience. In 2024, hotels will focus on empathy training and service to deliver exceptional experiences despite industry pressures.

Overall, brands that invest in people and purpose of travel will give business travel a new lease on life. ROI and "return on experience" will determine corporate travel policies, and only trips that justify the time and cost will get the green light.

9. Wellness Will Become Critical for Business Travelers

In 2024, wellness will play a crucial role in business travel programs. The pandemic has made travelers and companies prioritize health and immunity more than ever, and services at every price point must meet this demand with authentic, holistic wellness offerings. From destination activities to hotel amenities to safety protocols, wellness cannot be an afterthought. It must be woven into every aspect of the business trip experience. While safety remains paramount, companies are also factoring the "pleasure" aspect of travel into policies, recognizing activities supporting mental health and enjoyment benefit employees.

<https://www.cvent.com/en/blog/events/business-travel-trends>

Define the sentences as True or False. Correct the false statements.

1. Business travel spending is expected to decline in 2024.
2. The "bleisure" trend refers to combining business trips with leisure activities.
3. Companies are not considering sustainability in business travel decisions.

4. AI and machine learning are expected to enhance business travel experiences by predicting flight delays and recommending hotels.
5. The demand for business travel is decreasing in Asia and Africa.
6. Business travelers expect connectivity and personalization in their travel experiences.
7. Loyalty programs in 2024 will only focus on points-based rewards.
8. Business trips will be evaluated more carefully for their return on investment.
9. Hotels are focusing less on guest experience due to staffing shortages.
10. Wellness is becoming a crucial factor in business travel programs.

4. Read the article and answer the questions.

Remote Work isn't Killing Business Travel – It's Transforming it.

The days of in-person client meetings may be waning, but employees are setting out on corporate trips for new reasons. During pandemic-era lockdowns, companies were forced to find virtual alternatives to once-essential business trips. As video calls became standard, technology provided a reasonable stand in for face-to-face client meetings.

When the world reopened again, many leaders realised that much of their pre-pandemic business travel was no longer necessary or financially sensible. Why pay the expense, when Zoom calls now got the job done, and in many cases were safer than in-person interaction?

The business travel industry took a big hit as a result. This year, in their earnings reports, many airlines – especially US budget carriers – reported steep financial losses, due in part to a decline in corporate trips. Yet some experts believe that as people settle into the practical realities of hybrid and remote work, business travel is due for a resurgence – and a makeover.

An August 2023 report from the Global Business Travel Association showed that the worldwide business-travel industry is expected to surpass its pre-pandemic spending level of \$1.4tn (£1.1tn) in 2024 – two years earlier than some industry analysts originally predicted.

May data from American Express Global Business Travel, an international B2B travel platform, may help explain why. In collaboration with Harvard Business Review, Amex GBT researchers surveyed 425 US professionals, and found companies are changing *why* their workers are

travelling. Instead of the pre-pandemic focus on sales-driven outings, business trips are now centred on what the report defines as "non-customer travel": companies are meeting up internally.

For businesses operating in a hybrid pattern or full-remote set-up, this travelling for face-to-face interaction has become vital. "In the pandemic, many people relocated, which has shifted the demographics of organisations," says Patricia Huska, chief people officer at American Express Global Business Travel.

While virtual meetings can often suffice, the Amex GBT data shows it can be an imperfect substitute, with 70% of respondents agreeing a primarily remote-work model can make employees feel disconnected, and 88% saying that meeting in-person is critical for building positive, long-term relationships among workers.

"Connections between employees are easily stretched, so bringing people together through travel regenerates bonds, strengthens culture within organisations and creates enthusiasm," says Huska.

This is something Deirdre Mc Gettrick, founder of uFurnish, a UK-based online furniture platform, has seen first-hand. Since the pandemic, her team of 16 employees has been working fully remotely, and now travel twice a year for company-wide meetings.

"In January, we all go away for one week to a hotel abroad, and use this time to reflect on the year just gone and set up the priorities and goals for the year ahead, both as a company and within individual departments," says Mc Gettrick. "Then in September, we do a shorter trip in the UK, which is a work-free event, and purely about coming together as a team for a bit of fun with activities like beer tasting or clay-pigeon shooting."

She says these off-sites have a "huge impact" on both business morale and team motivation. "It's an opportunity to bring people together and give them a chance to bond with those they are going to be working alongside as well as people across the business they might not usually come across. It means when people are communicating throughout the year, it's much easier to do."

The remote working set-up with in-person off-sites is a model that has been working well for McGettrick and her team – so much so they hope to do more in the coming year. "We would like to do three next year, with the third off-site in May to help regroup between the January and September trips, alongside celebrating the wins and process the learnings from Q1, our busiest period of the year."

The Amex GBT report highlights other important benefits of business travel as well. Six in 10 respondents said they believe business travel is a key component of professional development, and half agree their leaders believe the same. "Employees are noticing that employers are not just looking at the dollar amount of the trip, but instead seeing the value in investing in them," says Huska. She adds, "When you take away offices, there is a void and travel is a way to fill that void." With hybrid work clearly here to stay, business travel – albeit a new iteration – certainly has a role to play.

<https://www.bbc.com/worklife/article/20240103-remote-work-business-travel> (By **Elizabeth Bennett**, Features correspondent).

1. Why did many companies reduce business travel during the pandemic?
2. What impact did the decline in corporate trips have on the airline industry?
3. How is business travel expected to change according to the Global Business Travel Association's report?
4. What is the primary reason companies are now sending employees on business trips?
5. Why do some businesses see in-person meetings as essential for remote or hybrid teams?
6. How does Deirdre Mc Gettrick's company use off-site meetings to benefit their employees?
7. What role does business travel play in employee professional development, according to the Amex GBT report?
8. How does travel help fill the void left by the reduction of traditional office spaces?

Read and translate the following sentences. Explain the meaning of the highlighted words and phrases in English.

1. Many companies have adopted a **hybrid work** model, allowing employees to split their time between home and the office.
2. Despite the rise of virtual meetings, **business travel** remains essential for building strong professional relationships.
3. While **virtual meetings** are convenient, they can sometimes lack the personal connection needed for effective collaboration.
4. Companies are now planning **corporate trips** not just for client meetings but also for internal team bonding.

5. Attending conferences and workshops during business trips can significantly contribute to an employee's **professional development**.
 6. Regular team retreats help boost **employee motivation**, creating a stronger and more engaged workforce.
 7. Face-to-face interactions through business travel help reinforce **company culture**, making employees feel more connected.
 8. Many businesses have realized that **remote work** is sustainable, but occasional in-person meetings are still necessary for team cohesion.
- 5. Read the article about business travel experiences and choose the right answer to the questions after the text.**

I Tried One of Those 'Work from Hotel' Packages in Cape Town — Here's What It Was Really Like

Katie Jackson.

When I tell my therapist about my latest issue, I'll call it an identity crisis. He's 9,000 miles away, but I can picture him perfectly. He'll shift forward in his chair, scribble something in his black Moleskin, and ask me to elaborate. I'll tell him to sit back. This is going to take a while.

When I landed in Cape Town I was a pilgrim, just passing through after a business trip in Botswana. Since there are no direct flights from Botswana to the U.S., I had a short layover in South Africa. However, after a quick check of the weather back home, it wasn't long before I transitioned from pilgrim to tourist. It was dumping snow (enough to build a snowman and his entire family tree) in Montana. I wouldn't have to pay a change fee to delay the last leg of my trip. Why not see some of warm and sunny Cape Town while I was already here?

The first thing I did was hike up Lion's Head. The setting sun provided theatrical lighting for my first panoramic views of The Mother City. To my left, paragliders launched themselves from Signal Hill. Instead of advertising businesses, their sails read, "This is Living" in giant block letters. To my right, Table Mountain — Cape Town's most iconic feature — dwarfed the skyscrapers below. A local hiking with me pointed at what appeared to be the tallest buildings on the horizon. "We call them the tampon towers," he said. I failed to stifle a laugh. They did look like tampons. Still, the city's most controversial building is the stadium

constructed for the 2010 FIFA World Cup. It's either a masterpiece or a monstrosity, depending on who you ask.

I checked a lot of Cape Town boxes in just a few days. I saw the penguins at Boulder Beach, surfed Muizenberg, people watched from Café Caprice, toured The Robben Island Museum, got a massage at The Twelve Apostles Hotel and Spa, and even cycled Chapman's Peak. Despite the pandemic, everything in Cape Town seemed open. Plus, the weather was great. Not even the idea of cage diving with great whites unsettled me as much as the idea of returning home to Montana's never-ending winter. Why couldn't I stay in Cape Town for another week? Like millions of other Americans, I was working from home anyway.

No group has grown more in the past year than the work-from-home crowd. According to a Pew Research poll, the number of Americans working from home has tripled from 20 percent to more than 70 percent. For employees whose offices have closed, working from home is the only option. Or is it? I started noticing hotels target guests who can work remotely a few months ago. But it wasn't until my layover in Cape Town that I took the bait.

I don't remember the exact moment I traded my Cape Town tourist hat for my remote worker hat. However, I know it was at The President Hotel. I didn't choose the property for its history (more than 250 years' worth, if you count the days it was The Queen's Hotel) or the fact it was reopened by the late Nelson Mandela. Initially, I chose it for its location. It's just a few blocks from the beach in trendy Bantry Bay. I extended my stay once I learned about its "Work from Hotel" package (starting at \$900/month).

This new package — offered in partnership with Cape Town Tourism — is more than a play on words. It's a lifestyle. After two weeks of leading it I already feel like Eloise. The only difference between me and the lucky little girl who called The Plaza Hotel home is the fact that I have to work. Fortunately, the hotel makes it easy. I have an espresso machine in my room and unlimited coffee. I have a landline, a real desk, Chromecast with Google TV, and keyless Bluetooth door entry. Then there's the uncapped free Wi-Fi. It's so fast I never have anxiety about scheduling Zoom meetings. I also have access to a conference room and business center. At home I have to drive to Staples if I need to copy, print, or scan.

At home I also spend my work breaks catching up on cleaning. Here there's a diligent housekeeper who makes my bed, launders my linens, and

empties the trash. As a result, I spend my breaks at the hotel's pool, spa, and fitness center. After 5 p.m. I can usually be found in The Senate Bar. It has a stiff gin and tonic on tap. I can't tell if I'm proud of my happy hour perfect attendance record or if I'm embarrassed I can't pass up a cocktail BOGO.

I do have self-control, however, when it comes to the hotel's buffet breakfast and 24/7 room service. I don't take advantage of either because Cape Town is famous for its independent food scene. The only restaurant chain I recognize here is KFC. I avoid it at all costs, even crossing the street if I have to. It's silly (OK, irrational), but I'm afraid of running into an American I know who has expectations of me. In the U.S. I'm a homeowner, church-goer, dog mom, neighbor, aunt, and countless other titles not attached to my name in Cape Town. Here I'm just a remote worker taking advantage of a hotel package designed for digital nomads.

Or am I? The longer I stay here the more I revert back to being a tourist. I can't help it. The Work from Hotel package comes with an iVenture card granting me free entry into major attractions, and the city is bursting at the seams with cool things to do. Doing them all justice would require living here. However, I can't live in Cape Town. My life is in Montana. So basically I'm a pilgrim. Or am I? I'm not here for religious reasons; I'm working remotely.

I'm not 100 percent sure what my therapist will say next week when I tell him I'm not sure if I'm a pilgrim, a tourist, or a remote worker. But I think he'll find my identity crisis amusing — a first world problem I'm #blessed to have. He'll probably say I'm not the only one with this "problem," especially as the world starts to re-open to Americans. Most importantly, I think he'll tell me it's OK to be all three. (Katie Jackson).

[TRAVEL + LEISURE EDITORIAL GUIDELINES](#)

1. **Why did the author decide to extend her stay in Cape Town?**
 - a) Because of the pleasant weather and the availability of remote work opportunities.
 - b) Because she was invited to stay for free at The President Hotel.
 - c) Because she had family living in Cape Town.
2. **What was the first thing the author did upon arriving in Cape Town?**
 - a) She went to the beach and relaxed.
 - b) She hiked up Lion's Head for a panoramic view.
 - c) She immediately started working remotely from her hotel.

3. **Why did the author mention the Pew Research poll?**
 - a) To highlight how remote work has become increasingly popular.
 - b) To show that more Americans are traveling for work now.
 - c) To explain why Cape Town has so many hotels.
4. **What was a key feature of The President Hotel's 'Work from Hotel' package?**
 - a) Free flights to and from the U.S.
 - b) A fast and unlimited Wi-Fi connection.
 - c) Complimentary guided tours of Cape Town.
5. **How did the hotel make remote work easier for the author?**
 - a) It provided essential office amenities such as a desk, landline, and conference rooms.
 - b) It assigned a personal assistant to handle all her meetings.
 - c) It offered private lessons on how to work remotely.
6. **Why does the author avoid eating at KFC in Cape Town?**
 - a) She is a vegetarian and does not eat fast food.
 - b) She prefers experiencing Cape Town's independent food scene.
 - c) She once got food poisoning from a KFC restaurant.
7. **What is the main dilemma the author faces?**
 - a) She is unsure whether she should continue living in Cape Town or return to Montana.
 - b) She is unsure how to classify herself—as a pilgrim, a tourist, or a remote worker.
 - c) She is struggling to adapt to Cape Town's climate.

Read the sentences and explain the meaning of the words in bold type.

1. The rise of **remote work** has allowed many professionals to travel while maintaining their jobs.
2. Known for its stunning landscapes and vibrant culture, **Cape Town** attracts both tourists and digital nomads.
3. She initially arrived in South Africa for a **business trip**, but she decided to extend her stay.
4. Many hotels now offer a **work-from-hotel package** to cater to remote workers seeking a change of scenery.
5. **Digital nomads** often move between different countries, working online while exploring new places.
6. After living in multiple countries, he experienced an **identity crisis**, unsure of where he truly belonged.

7. Even though she was working remotely, she couldn't resist exploring the city like a **tourist** on weekends.
8. Attending international conferences is a great way to combine **professional development** with travel.

6. Read the tips and do the exercise.

5 Business Travel Tips for CEOs and Leaders.

- **Establish a Definite Schedule and Plan**

Creating a detailed itinerary is essential if you plan a business trip with a valid reason. This step can help you avoid unnecessary issues that may result in more than just monetary loss. The absence of a well-defined itinerary might lead to delays, causing you to be late for your meeting, potentially losing a crucial business deal.

Related: 6 Ways to Make Your Next Business Trip More Productive

Consider booking with the travel booking websites to ensure you adhere strictly to your schedule. Additionally, having a backup plan is advisable if there are any hitches with your lodging or if there's a sudden rescheduling from the other party.

- **Dress the Part**

It's essential to project a professional and traditional image in your appearance. No matter how relaxed your company's atmosphere may be, it's crucial to dress formally for client interactions. If you appear in casual attire for a meeting, your clients may not regard you with seriousness. However, when traveling, business casual clothing is suitable. A single outfit can be adequate for a one-day journey, but multiple outfits will be necessary for prolonged trips.

- **Always Prioritize Safety**

Putting health and safety first, as well as planning for potential emergencies, will be beneficial in your new environment. Identifying all possible exit routes, protecting your personal items, and being mindful of what you eat can increase your sense of control and comfort during your travels.

Related: 4 Tips for Affordably Mixing Pleasure Into Your Next Business Trip

Taking these precautions essentially combines several business travel tips into one. It's advisable to check the weather predictions before setting off on your journey, familiarize yourself with airport storm shelters, and stay alert to and rehearse evacuation procedures at your hotel and meeting venues.

- **Carry Just What's Essential**

The belongings you take with you can either enhance your comfort and ease of movement, or hinder it. If you plan a five-day visit to Paris, ensure you have additional luggage room for relaxed attire and gadgets like your laptop.

Conversely, if you're heading out of town for a potential weekend gathering, it's advisable to pack lightly. Although being prepared is beneficial, overpacking can lead to unnecessary complications throughout your journey.

- **Take Pleasure in the Small Details**

It's unrealistic to maintain a serious demeanor throughout your entire business trip. This is a chance for you to step away from the confines of your workspace and explore the broader world. Once your scheduled tasks are completed, immerse yourself in the local culture as much as possible by trying out local cuisines and indulging in self-care.

Procure souvenirs from local stores and engage in dialogue with the residents. Be open to all experiences across your path, and you may return with more than just business contracts and investment arrangements.

- **Endnote**

These pointers should ideally improve your next travel experience when it's time to take a trip again. Bear in mind, regardless of the extent of your planning and preparation, it's impossible to prepare for every eventuality, so be resilient and handle unexpected situations as they occur.

Fill in the gaps with the words: *business travel tips, unexpected situations, detailed itinerary, professional and traditional image, potential emergencies, overpacking, and local culture.*

1. Creating a before a business trip can help avoid delays and missed meetings.
2. To make a good impression during client interactions, it's important to project a
3. Prioritizing safety means planning for and being mindful of your surroundings.
4. Checking weather predictions and familiarizing yourself with evacuation procedures are important
5. While packing is essential for travel, can make your journey more complicated.
6. Once work is done, take some time to experience the by trying local cuisine and exploring the city.
7. No matter how much you prepare, you should always be ready to handle during your trip.

7. Read the article and define the statements below as True, False or Doesn't say.

Reimagining business travel, without all the baggage

Since travel came to a screeching halt in March 2020, many have predicted that business travel might never recover, given the advances of video conferencing and the embrace of work from home policies.

But global business travel spending is expected to surpass 2019 levels this year, according to the Global Business Travel Association's Business Travel Index released in August — that's two years sooner than GBTA was forecasting the previous year. A Mastercard survey of travel decision-makers, also released in August, found that nine out of 10 believe business travel is still critical for driving growth, and more than half expect to spend more than \$1 billion on travel in 2025, up from 11% pre-pandemic.

That's music to the ears of airlines and convention hotels, but technological advances, changing expectations and new pressures have also altered the business travel landscape in ways that may ease the journey for road warriors and frequent flyers – and the corporate teams who manage their travel. Here are five trends shaping business travel in 2024.

'Bleisure' is here to stay

Remote work is here to stay, and some companies have even instituted “work from anywhere” benefits, giving employees the

opportunity to stretch out vacations abroad or visits to family. It also means corporate travelers can extend business trips by a few days, giving them a chance to explore more than just the convention hall or hotel amenities. The days of two-day international business trips may soon be in the rear-view mirror, as employees enjoy the perks of flexible office policies. But a distributed workforce can create new challenges when it comes to monitoring spending a person working from home might have different expenses than a traditional office worker, like buying subscriptions, office furniture and computer equipment, which can make it more difficult for companies to predict and account for spending.

Business travel, consumer experience

For companies, combining business and travel is not always smooth sailing managing expenses and reimbursements can get complicated. And for employees, the ease of paying with a tap or a click in their daily lives is missing from travel and entertainment payments, as anyone who labored over an expense report can attest. That's why many companies are moving to virtual cards for travel expenses. These cards are created instantly for specific purposes a business trip, a client dinner at a conference, travel arrangements for a promising recruit with customized spend controls, such as the amount, time period and type of purchase where the cards can be used, producing detailed data for tracking, reporting and automated reconciliation. They can even be issued directly to mobile wallets, creating contactless travel experiences.

These heightened consumer expectations could also make companies expand the benefits on their commercial and corporate T&E cards better travel insurance, concierge support, telemedicine offerings and access to airport lounges, for example.

AI at your service

Another extension of the "consumerization" of business travel? The AI tools taking hold in the leisure travel sector, including virtual travel agents that can customize itineraries and lock in low fares, are likely to make waves in corporate travel as well. These bots can tailor travel based on T&E policy, budget and employee preferences. And with the cost of business travel rising CWT's Global Business Travel Forecast for 2024 shows a 3% rise in average cost per attendee per day for meetings and events, and a 3.6% increase in hotel rates corporate travel teams can use AI for better price predictions, more proactively managing their budgets. It can also help these teams build more dynamic policies and even adjust spending

limits by analyzing past spend on a much more granular level. AI tools can simplify the arduous expense report process for both employees and finance teams by automating the capture and review of repetitive and predictable expenses. Nine in 10 travel decision-makers plan on investing in AI and machine learning to improve processes and personalize travel for their employees, according to the Mastercard survey.

Tracking the impact of travel

Many corporations are making concerted efforts to lower their carbon footprint. Nine in 10 travel decision-makers in Mastercard's survey said they are more focused on tracking environmental, social and governance efforts greenhouse gas emissions from company travel, for example. Carbon emissions tracking tools that show carbon footprint of business trips and seat selections can drive more environmentally conscious travel decisions. With sustainability at the top of corporate agendas, we can expect companies to seek out ways to help them achieve their sustainability goals. Mastercard's T&E Consulting Services, for example, helps corporations re-evaluate their T&E policies and procedures, assess supplier performance and improve for the future.

The rise of the chief travel officer

At many organizations, the responsibility for corporate travel is split between human resources, finance, procurement, technology and even security teams. Even if they're using the same tools and platforms, there's often a disconnect when it comes to long-term strategy and decision-making. As business travel becomes more automated, larger companies may benefit from a chief travel officer someone who can work across the organization to streamline processes, discover efficiencies and make the most of these emerging tools, enterprise solutions and corporate card benefits, including travel risk management services, concierge support and telemedicine offerings.

The resurgence of business travel illustrates the enduring value of in-person interactions the building of relationships, the sparking of innovation, the deepening of trust that comes from sitting across the table or sharing a meal. Technology may have enabled the rise of virtual work, but technology is also making business travel smarter and more seamless than ever before.

<https://www.mastercard.com/news/perspectives/2024/the-future-of-business-travel/>

Define the statements below as True, False, or Doesn't Say.

1. Business travel spending is expected to surpass 2019 levels in 2024.
2. The Mastercard survey found that only a small percentage of travel decision-makers believe business travel is critical for growth.
3. Employees are now required to take only short business trips without any leisure time.
4. Virtual cards are becoming more popular for managing business travel expenses.
5. AI tools in business travel can help employees book lower fares and manage expenses more efficiently.
6. The text mentions that some companies provide free flights for employees who work remotely.
7. Nine in ten travel decision-makers are focusing on tracking sustainability efforts related to corporate travel.
8. The role of chief travel officer is mandatory in all large companies.
9. Business travel is expected to decline further due to the rise of virtual meetings.
10. Companies are using AI to track employees' locations while they travel.

Read the definitions and match the right terms: *chief travel officer; business travel; virtual cards; expense report; AI (Artificial Intelligence); sustainability.*

1. The act of traveling for work-related purposes, such as attending meetings, conferences, or client visits.
2. A type of digital payment card issued for specific transactions, often used to manage business travel expenses with set spending limits and tracking features.
3. A combination of business and leisure travel, where employees extend work trips to include personal vacation time.
4. The simulation of human intelligence in computers or software, used in business travel to automate bookings, predict expenses, and personalize travel experiences.
5. The practice of making environmentally conscious decisions, such as reducing carbon emissions from business travel to lessen environmental impact.

6. A corporate role responsible for managing and streamlining a company's travel policies, expenses, and risk management strategies.
7. A document submitted by employees to track and request reimbursement for business-related travel costs, such as transportation, lodging, and meals.

8. Read the article and answer the questions.

Five Reasons Why Business Travel is Still Important for Business

In today's interconnected world, where virtual meetings and digital communication dominate, the value of face-to-face interactions might seem diminished. However, the significance of business travel remains strong and irreplaceable. Amidst the advanced technology that allows us to connect instantly from across the globe, there's an intangible essence to in-person interactions that can't be replicated virtually. In this blog, we'll explore five compelling reasons why business travel, often referred to as a **business trip** continues to play a crucial role in the success of modern enterprises.

In a rapidly evolving landscape, businesses strive to stay ahead of the curve and foster growth. Amidst this drive, business trips stand out as a strategic tool that offers unique advantages. The rapid advancement of communication technology has undoubtedly made the world smaller, but it's essential to recognize that it hasn't erased the value of human presence and personal connections. Let's delve into why business travel is not just relevant but essential in today's business environment.

Building Stronger Relationships

While online communication tools have bridged geographical gaps, they can't replicate the depth of connections forged through face-to-face interactions. **Business travel** allows professionals to meet clients, partners, and colleagues in person, fostering trust, rapport, and mutual understanding. The handshake, the eye contact, and the genuine conversation all contribute to relationship-building that's hard to achieve over a screen.

Sealing the Deal

When it comes to finalizing deals or negotiating contracts, nothing beats a meeting conducted in person. The nuances of negotiation, body language, and personal touch can make a significant difference in the outcome. Traveling to meet potential clients showcases commitment and dedication, often tipping the scales in favor of a successful partnership.

Enhanced Collaboration

While virtual collaboration tools are essential, they can't fully replicate the dynamic energy of a brainstorming session or a collaborative workshop. Business trips allow teams to come together for intense collaborative sessions that spark creativity, innovation, and effective problem-solving. These moments of synergy often lead to breakthroughs that can drive a business forward.

Understanding Diverse Markets

In a globalized economy, understanding different cultures and markets is paramount. **Business travel** offers the opportunity to immerse oneself in local customs, traditions, and business practices. This firsthand experience provides valuable insights that can't be gained from market research alone. Traveling to different regions allows businesses to tailor their strategies to local preferences, ultimately leading to more successful ventures.

Cultivating Personal Development

Business trips aren't just about work; they also provide professionals with the chance to broaden their horizons. Experiencing new cultures, cuisines, and environments can be personally enriching. Travel forces individuals out of their comfort zones, encouraging adaptability and resilience. These qualities can then be applied to professional challenges, fostering growth on both personal and business fronts.

As businesses recognize the continuing importance of business travel, the role of travel agencies and online travel agents becomes crucial. These entities serve as valuable partners, ensuring that every aspect of a business trip is well-managed and optimized for success. From arranging cheap business class flights to coordinating group travel, companies like Satguru Travel offer tailored solutions that cater to the specific needs of corporate travelers.

A dedicated travel agency understands the intricacies of **business tourism**, and a business travel consultant can curate seamless itineraries that maximize productivity and comfort. Such business travel solutions go beyond mere logistics; they contribute to the overall success of a trip by allowing professionals to focus on their objectives while leaving travel arrangements in capable hands.

In conclusion, despite the rise of virtual communication, business travel remains a cornerstone of successful enterprises. From fostering relationships to sealing deals, enhancing collaboration to understanding

diverse markets, and cultivating personal development, the benefits of business trips are undeniable. In this digital age, where business transactions often span time zones and continents, the significance of a firm handshake, an engaging conversation, and shared experiences can't be understated. As long as face-to-face interactions continue to hold unique value, the importance of business travel will remain unwavering.

<https://satgurutravel.com/5-reasons-why-business-travel-is-still-important-for-business/>

Choose the right answer to the questions.

- 1. Why is business travel still important despite advancements in virtual communication?**
 - a) It helps build stronger relationships and trust that virtual meetings cannot replicate.
 - b) It is a cheaper alternative to video conferencing.
 - c) It is mandatory for all business professionals.
- 2. How does business travel contribute to finalizing deals?**
 - a) In-person meetings allow for better negotiation, body language reading, and trust-building.
 - b) Deals can only be legally signed in person.
 - c) Virtual meetings are banned in many industries.
- 3. What is one major benefit of business travel for companies operating globally?**
 - a) It allows professionals to gain firsthand experience of different cultures and markets.
 - b) It eliminates the need for market research.
 - c) It helps companies avoid legal requirements in foreign countries.
- 4. Why do companies rely on travel agencies for business travel?**
 - a) Travel agencies manage logistics, ensuring smooth and productive business trips.
 - b) Companies are legally required to book travel through agencies.
 - c) Travel agencies provide free flights to corporate travelers.
- 5. How does business travel enhance collaboration?**
 - a) It enables teams to participate in dynamic brainstorming sessions and workshops.
 - b) It forces employees to work longer hours.
 - c) It reduces the need for teamwork by making employees work independently.

6. How does business travel contribute to personal development?

- a) It exposes professionals to new cultures, environments, and challenges, promoting adaptability.
- b) It guarantees career promotions after each trip.
- c) It allows employees to take vacations while working.

7. What role do business travel consultants play in corporate travel?

- a) They help companies create optimized itineraries for maximum productivity.
- b) They provide legal advice on international business laws.
- c) They replace managers in handling business deals.

9. Read the article, paying attention to the words and word combinations in bold type. Answer the questions.

Objectives of a business trip

Do you know how to correctly state the objectives of a **business trip**? It is useful to state the reason for the employee's travel so that travel expenses and **per diems** can be reflected in the accounts to reduce the cost of travel. To do this, it is important to take into account a number of points. What are they? Practicing accountants cite a variety of them and highlight the following:

a) An employee's business trip must be clearly in the best interest of the company. The purpose of the business trip is formulated in a way that makes it clear: the "trip" is beneficial to the company, contributes directly or indirectly to the **profitability** of the company, increases the volume of business, improves the quality of goods and services. An employee of an organization cannot be sent on a business trip with the task of "resting", "recovering" or "healing". Annual leave or leave for health reasons is provided for this purpose.

b) The purpose of the trip must not conflict with the **job description**. For example, an accountant cannot be sent on a business trip to negotiate with clients.

The purpose of a business trip must be consistent with the duration of the "trip" and its itinerary. If the purpose of a business trip is, for example, to attend an exhibition, an employee of the organization is required to "travel" in the opposite direction within one day after the end of the event.

c) It is best to avoid general formulations. It is important to state the exact reason why an employee of the organization is sent to work away from the permanent place of work. Otherwise, auditors may have doubts about the legality of the **tax accounting**.

d) The purpose of the trip must be formulated in such a way that it is possible to draw an unambiguous conclusion as to whether or not the assigned task has been fulfilled. After the trip, the employee must submit a report on the results, attaching documents confirming the completion of the task. Incidentally, there may be a situation when the purpose of the trip is not achieved. In this case, the employer requires the employee to submit an "**explanatory note**" stating the reasons why the task could not be performed. If you have this document, the travel expenses may be accepted for tax purposes.

e) If the purpose of the trip is extensive and consists of several tasks, it is also important to list the individual tasks of the trip, the completion of which must also be confirmed.

To keep track of tasks and things to do on your trip we offer you a free resource. **A business travel agenda** digital, which will be of great support to your organization.

Examples of business trip objectives

The purpose of the trip must be stated. Which, in practice, is often formally stated in a document. And verbally or in the form of one or more written instructions, the purpose of the trip is explained in detail to the employee. However, by law, the purpose of the trip must be stated. **business travel** and this formality must be respected. The objectives may vary, here is a partial list of examples of objectives: a) **negotiation**; b) purchase of goods, raw materials, etc.; c) advertising and presentation of a product or service; d) **market research** and marketing objectives; e) participation in or organization of events, conferences, etc.; f) training or exchange of experiences.

There are also universal objectives: the development of the company's activities. In this case, it is essential that you explain the tasks in detail to the employee. For example, negotiations can be aimed at both customer acquisition and the acquisition of new partners or investors. The above are some of the most common examples of objectives, but there are also very specialized tasks: audit of branches; franchise; **audit** and other verifications; maintenance of branches and divisions in the regions.

The purpose of the trip is written in a concise and dry manner. It is not necessary to explain the details and characteristics of the trip in the order. However, travel recommendations and the employee's specific objectives should also be formulated in writing. It can even be a simple e-mail or a service document containing specific tasks and objectives. In this document, the tasks should be fully reflected, as it is through them that the objectives set will be met. An oral presentation can also be made, but legal obligations must be taken into account.

<https://www.vyootrip.com/en/objectives-of-a-business-trip/>

Answer the questions.

1. Why is it important to clearly state the objectives of a business trip?
2. What are some examples of business trip objectives mentioned in the text?
3. Why should the purpose of a business trip align with an employee's job description?
4. What should an employee do if the purpose of a business trip is not achieved?
5. How can a business travel agenda help employees during their trip?

Read the definitions of business trip terms and match the right words to them; choose from the words in bold type.

1. A formal document outlining the responsibilities, duties, and required skills for a specific position within an organization.
2. A journey taken by an employee on behalf of their company for work-related purposes, such as meetings, negotiations, or training.
3. The process of recording and managing financial transactions in a way that complies with tax regulations and laws.
4. A daily allowance given to employees to cover expenses such as food and transportation while traveling for business.
5. The ability of a company to generate profit from its business activities, often used to measure financial success.
6. A written document in which an employee provides reasons or explanations for why a specific task or objective was not completed as expected.
7. A systematic review and examination of financial records, processes, or business operations to ensure accuracy and compliance with regulations.

8. The process of collecting and analyzing information about consumers, competitors, and industry trends to make informed business decisions.
9. A discussion between two or more parties aimed at reaching an agreement on business deals, contracts, or purchases.
10. A structured plan or schedule that outlines the tasks, meetings, and objectives for an employee's business trip.

10. Read the text and answer the questions.

Business Hotels

Business hotels can be found readily across Japan, providing economical and no-frills accommodation to travelers. The charge is typically between 6,000 and 12,000 yen per night for a single room, and many hotels also have a few twin or double rooms for typically 8,000 to 15,000 yen. Although rooms are relatively small, they are usually clean and well kept, and feature an attached bathroom with toilet, sink and a small tub.

Basic amenities such as soap, shampoo, toothbrush and toothpaste, razors, cotton buds, shower caps and towels are normally provided. Most rooms also come with a television, an air conditioner, a telephone, a hairdryer, an empty refrigerator and a water boiler with complimentary green tea bags.

Wireless internet access is commonly available for free in the rooms. Pay-TV is frequently available; typically the guest can purchase a prepaid card at a machine placed along the corridor, and then slot it into a card reader in his room to gain access to the channels.

In most business hotels, there is a common room located every two or three floors where vending machines and coin-operated washing machines are placed. Coin-operated drying machines are also often available. Should an iron be needed, it is sometimes placed in this room. Otherwise, make the request to the service counter, and if available, it would usually be brought to your room.

Some business hotels adopt a self check-in and check-out system through machines placed in the lobby. Upon checking in, the guest makes payment for the room and receives his room key in the form of a card. Upon checking out, the guest inserts the room key into the machine, which consequently informs the guest should there be any additional charges.

Upon making payment (if any), the guest receives a receipt and the checkout process is complete.

Some business hotel chains, such as Route Inn, APA Hotel, Super Hotel, Daiwa Roynet Hotel, Dormy Inn and Toyoko Inn, operate dozens of hotels across Japan, often in convenient locations near railway stations or expressway exits.

https://www.japan-guide.com/e/e2025_business_hotels.html

1. What is the typical price range for a single room in a business hotel in Japan?
2. What basic amenities are usually provided in business hotel rooms?
3. How can guests access Pay-TV in some business hotels?
4. What facilities are commonly found in the common rooms of business hotels?
5. How does the self check-in and check-out system work in some business hotels?
6. Where are business hotels in Japan commonly located?

11. Read the article and define the statements as True or False.

The 8 essentials of a great corporate hotel

When it comes to planning a business trip, you'll likely be focused on the trip's itinerary: conferences, board meetings, or team building activities. With all this going on, what's often overlooked is choosing the right hotel to stay in. Your hotel will act as a base during your trip, and the right choice can **contribute to a productive, comfortable and convenient stay** for corporate travelers. The wrong choice can result in a business trip to remember, *for all the **wrong** reasons*. In this article, we're going to share our top tips for selecting the perfect corporate hotel—equipping you with the knowledge to make the right decisions. From how to secure special rates to joining hotel loyalty programs, we've got you covered.

What is a corporate hotel?

A corporate hotel is **accommodation specially designed for company stays**, catering to specific business needs with facilities such as convention centers, event catering services, and meeting rooms. Corporate hotels are usually located near the business district of a city, served by great transport links, allowing business travelers to focus on their work while enjoying comfortable and convenient accommodation.

As well as these business-oriented amenities, corporate hotels often boast features such as ergonomic workstations, executive lounges, fitness centers, and dining options that cater to different time constraints. From easy car rentals to speedy check-ins, they're designed to minimize 'faff' time and ensure that business travelers don't miss a minute on minor details.

There are multiple hotel chains around the world specifically catering to corporate guests. Names such as Sheraton, Marriott, Hilton, InterContinental and Crowne Plaza might ring a bell? One of the perks of corporate travel is that, particularly if you're working with a travel agency or consultant, is that many will help you access hotel discounts for big corporate groups.

The 8 must-haves of a great corporate hotel

When it comes to choosing the right business hotel for your corporate travelers, there are some specific features to bear in mind. Below, we've listed our top criteria for what makes a *great* corporate hotel.

1. Location, location, location

A good place to start when looking for the ideal corporate hotel is *location*. Consider the following points:

Where are your business meetings taking place?

Can you find a business hotel near the same location?

How long is the commute between them?

Proximity to public transport is a big plus

The hotel should be strategically located, usually near major business hubs, airports, train stations, or convention centers for easy accessibility and convenience in commuting to meetings or events

Avoid noisy streets or bar hotspots

2. Comfortable accommodation: rest equals success

A good night's sleep is crucial to top performance in the boardroom or conference room. The best way to know what you're dealing with is by reading previous—*recent*—customer reviews.

The hotel should provide top-quality accommodation with comfortable beds, ample workspace (including a sufficient desk in each hotel room), soundproofing, and reliable wifi connection.

It's all in the detail: for long-haul trips, where business travelers may be experiencing jet lag, you might want to check that each room offers blackout curtains. If you're traveling during the warmer months, air conditioning is a *must*.

3. 24/7 Concierge services: there when you need it

An efficient front desk and high-quality concierge services are the markers of the best hotels for corporate travel. Services such as airport pick up and drop off, meeting and event planning, and personal errand assistance provide much-needed convenience for your business travelers, leaving them to focus on their work at hand.

A great concierge will help you book restaurants, call cabs, receive guests, and much more. Add in efficient laundry services, and you've minimized all possible hassle for your corporate travelers!

4. High-level security: to keep your travelers safe and sound

A top-quality corporate hotel should provide high protection for personal belongings to avoid theft and other concerns. Features to look for are 24-hour security, surveillance systems, well-lit areas, in-room safes, and secure access to floors and rooms.

A few other important safety measures include fire safety regulations, evacuation plans, and strict access control to hotel rooms. You could even check for room-card-only access to elevators and stairwells from various entrance points.

5. Business-friendly services: for a hassle-free trip

The corporate hotel you choose should offer specific facilities and services designed for business travelers, such as a well-equipped business center, meeting or conference rooms with audio-visual equipment, and 24-hour room service.

Each room should also have a well-lit, plug-accessible desk where travelers can work from. More and more hotels are offering coworking spaces, which might be an ideal facility for your team. Other helpful business services might include:

- Access to printers
- International phone options
- In-room stationary
- Whiteboards
- Projectors

6. Lightning-fast internet connection: day and night

One thing most of us learned during the pandemic is that there's nothing more frustrating than your connection dropping in the middle of an important call.

It's pretty much a given these days that a hotel will offer free wifi, particularly business hotels, but if your travelers are going to be making

important calls while in the hotel, it's important to check in advance that the wifi is high speed—*and at no extra cost.*

7. Great dining options: no one works well on an empty stomach

The hotel you're looking for should ideally offer a range of dining options, room service and an on-site restaurant. If you're planning to host a corporate event in your hotel, confirm in advance catering options for private dining or business meetings. Most corporate hotels, particularly luxury hotels, will offer this service.

We're not necessarily talking deluxe Michelin-star style food, but as a bottom line remember that *healthy minds do better work!* When business travelers are constantly on the go, and attending indulgent business dinners, it can be hard to stay healthy, so it's worth checking that your corporate hotel offers healthy options.

It's also definitely worth ensuring that they have vegan options, and can cater to various allergies and intolerances.

Book your ideal corporate hotel today

Even with a list of facilities and services to look out for, booking a corporate hotel for your business travelers can be a complicated, time-consuming process. With specialized corporate travel management companies such as TravelPerk, all you'll need to do is specify your requirements, sit back and enjoy a truly seamless, and hassle-free business trip.

<https://www.travelperk.com/blog/corporate-hotel-essentials/>

Define the statements as True or false.

1. Corporate hotels are specifically designed to cater to business travelers.
2. Most corporate hotels are located in quiet residential neighborhoods away from business districts.
3. A good corporate hotel should have a high-speed internet connection at no extra cost.
4. Business hotels usually lack meeting rooms and business centers.
5. Concierge services in corporate hotels can assist with booking restaurants and transportation.
6. Corporate hotels do not offer any security features to protect guests' belongings.
7. Some corporate hotels provide coworking spaces for business travelers.

8. Room service and on-site dining options are generally unavailable in corporate hotels.
9. Healthy food options, including vegan meals, are an important feature of corporate hotels.
10. TravelPerk is a corporate travel management company that helps businesses book corporate hotels.

Fill in the gaps with the right words: *corporate hotel; location; ergonomic workstations; concierge services; security features; business-friendly services; lightning-fast internet; dining options; coworking spaces; healthy options.*

1. Business travelers expect that allow them to make important video calls or participate in online meetings without interruptions.
2. The of a corporate hotel is critical, as it should be near business hubs, airports, and transport links for easy access.
3. Business hotels often feature, which provide a comfortable workspace and support good posture while working.
4. A is a hotel designed specifically to accommodate business travelers with amenities like meeting rooms and event spaces.
5. at corporate hotels can assist with booking transportation, making restaurant reservations, and handling other personal tasks.
6. It's important to ensure that a business hotel offers on the menu, especially for travelers with dietary restrictions.
7. Corporate hotels should have such as 24-hour security, surveillance systems, and in-room safes to ensure the safety of guests.
8. at business hotels include well-equipped business centers, conference rooms, and access to printers and projectors.
9. Many business hotels offer a variety of, including room service, on-site restaurants, and catering for corporate events.
10. Some business hotels now provide, ideal for teams who need a collaborative space outside of traditional meeting rooms.