

**Last week you went on a business trip. Answer these questions.**

	<b>YOU</b>	<b>YOUR PARTNER</b>	<b>YOUR PARTNER</b>
◆ Where did you go?	_____ _____	_____ _____	_____ _____
◆ Why did you go there?	_____ _____	_____ _____	_____ _____
◆ What day did you leave?	_____ _____	_____ _____	_____ _____
◆ How long did you stay?	_____ _____	_____ _____	_____ _____
◆ Who did you meet?	_____ _____	_____ _____	_____ _____
◆ Where did you stay?	_____ _____	_____ _____	_____ _____
◆ Where did you eat?	_____ _____	_____ _____	_____ _____
◆ Was it successful?	_____ _____	_____ _____	_____ _____
◆ What did you do in your free time?	_____ _____	_____ _____	_____ _____
◆ What day did you come back?	_____ _____	_____ _____	_____ _____

*Business trips* Worksheet **20****ACTIVITY**

Whole class, individual, pairwork, groupwork: writing, speaking

**AIM**

To talk about business trips.

**GRAMMAR AND FUNCTIONS**

Past simple

**VOCABULARY**

*diary, business trip, meet, successful*

**PREPARATION**

Make one copy of the worksheet for each student.

**TIME**

20 to 30 minutes

**PROCEDURE**

1 Put the following diagram on the board:

Monday	Tuesday	Wednesday	Thursday	Friday

2 Ask what is. (*a diary*)

3 Ask them to imagine that it is the diary of someone famous. Elicit suggestions: *S Sharon Stone, Jacques Chirac.*

4 Choose one suggestion and write the name above the diary on the board.

5 Ask what the person did last week. Write suggestions in the diary.

6 Use the diary to drill questions and answers:  
*What did she do on Wednesday? She had lunch with Arnold Schwarzenegger.*

7 Elicit questions based on the finished diary and drill them.

8 Put the students into pairs to practise the questions and answers.

9 Tell the students to imagine that they went on a business trip last week.

10 Give out the worksheets.

11 Explain the task. Ask the students to invent information to answer the questions. The students should use the questions on the worksheets.

12 Ask the students to circulate, and have conversations about the trips they 'took' last week. Tell them to talk to more than one other person - for example, three in a class of eight. With a good class, make them leave the worksheet on the desk and work from memory.

13 When the activity finishes, ask some students about trips taken by others in the class.

**FOLLOW-UP**

Students write memos to their bosses saying what they did on the trip - and if it was a success.