

Look at the pictures





Unit 3
Business
Travel

Warming up: What to Pack
The Ultimate Travel Packing List

Teaching Objectives



Pre-departure



Travel System



What to Pack

01

Pre-departure



Pre-departure



ID



Transportation



Hotel



Expenses

Pre-departure

ID

- Personal identification
- Passport/ Visa

Transportation

- Airline tickets
- Bullet-train tickets
- Long-distance tickets

Hotel

- Reservation & Itineraries
- Guide Books & Maps
- Hotel/Tour Contact Info

Expenses

- Cash
- Credit card



Health
Insurance

02

Travel System



4-Step Traveling System



Main Bag



Packing Solutions



Travel Necessities



Day Bag

1 Main Bag



Choose Your Main Luggage

Versatile; Lightweight; Big



4-wheeled
luggage



Duffel Bag



Backpack



Carry-on



2 Packing Solution

- . Pack your bag
- . Organize your stuff
- . Maximize packing space

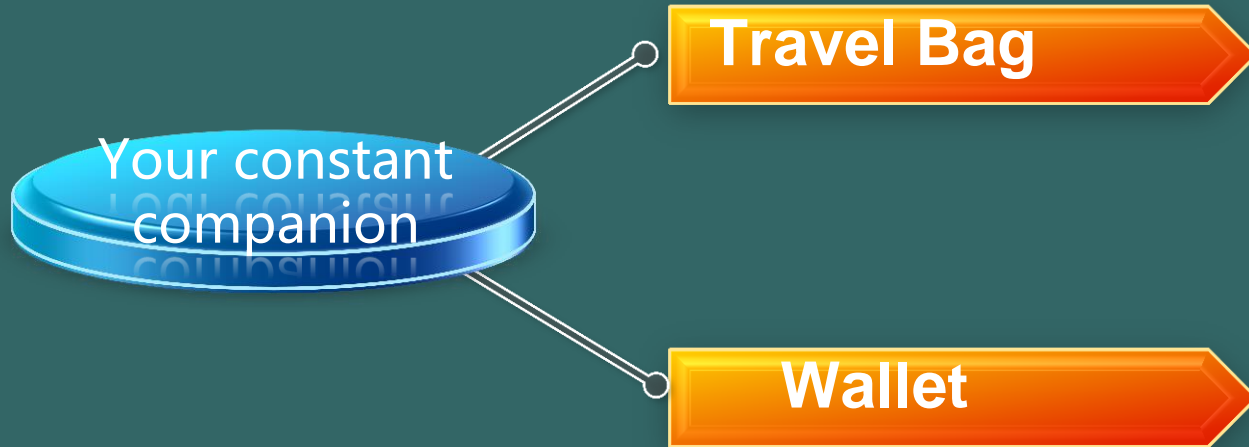


3 Traveling Necessities

- Choose the right travel accessories.
- Stay comfortable and secure.



4 Day Bag



03

What to Pack



What to Pack: Business Trip Checklist

Personal Items		
Cell Phone (Charger)		Underwear
Radio		Jacket/Coat
MP3 or Media Player		Pants
Books or Magazines		Hat
Toothbrush & Toothpaste		Slippers
Shampoo		Socks
Umbrella		Sunglasses
Wrist Watch		First Aid Kit
Business Suits		Medicines
Other Items—Fill in Yourself		

What to Pack: Business Trip Checklist

Business Items	
Business Cards	Camera
Laptop Computer	Batteries (Charger)
Notebook/Notepad	Briefcase
Pens/Pencils	Train/Flight Tickets
Portable Printer	Personal ID
PDA (Personal Digital Assistant)	Credit Card
Digital Recorder	Travel Itinerary
Document Back-ups	Cable for Internet Access
Catalogs	Business Gifts
Other Items—Fill in Yourself	

Put into use



Task: The Above two tables list a lot of things to carry on a business trip. Discuss with your partner and choose five most important items from each category. Then add some other items that you think are necessary.

Other Items—Fill in Yourself

Luggage Trunk, Shoes, Contact Lenses, Ties, Make-up, Razor, Product Samples, etc.



What to Pack for a Weekend Sailing Trip?

Assignments

Assignment



You're heading out on a weekend sailing trip! Sailing is not only great fun—it's also a whole new way to experience travel. Space is generally limited on even the largest sailboat, so you'll be packing one carry-on bag for the occasion.



Suggested answer



A duffel bag
clothes
slippers
toiletries, etc.

Daily necessities

01

Sun-screen Series

02



Sun-screen lotion,
sunglasses,
cover-ups
a straw hat



a wet/dry bag
a specific case for your electronics
a few Ziploc bags

Water-proof Series

03

Others

04



a pair of non-marking deck shoes;
an extra battery or a portable
charger, a deck of cards

The image features a teal background with white geometric lines. A central red hexagon with a yellow border contains the text "THANK YOU" in white, uppercase letters.

THANK YOU