

Business Travelling

Hi, this is Nathalie from the Advanx Language School, and I want to talk to you about the topic of travelling, more specifically, business travelling. If you work in a larger company or even a small start-up, it is very likely that at some point you will need to travel to another country for work. There are some things you should have in mind when travelling to make sure you don't offend your business partners abroad.

First of all, it's always a good idea to learn some basic phrases in the language of the country you're visiting. This shows your respect for the local culture and is an easy way to get some credit from your local business partners! Maybe even learn a funny sentence, like "another round of beer, please", as this will surely make for a good laugh at the dinner table. But try to avoid false friends, otherwise you'll be laughed at. For example if you wish somebody "a good appetite", it could be misunderstood as saying that you think that the other person eats too much.

Don't criticize the country you're visiting in front of locals, as this will seem very disrespectful. If you're in an Asian country for example you might not be very fond of the local cuisine, but it's better to keep it to yourself and avoid conflict. But if you like the cuisine, feel free to praise it and tell your local business partners how much you like their food! Also, why not try out something new? Ask locals about the typical local food and try it, maybe you'll be surprised by the new and different tastes!

Read about local do's and don'ts, to make sure you don't do or say anything that might offend the locals. In every country there are different habits and customs, and it's always a safer bet if you inform yourself beforehand. Did you know for example, that if you ask for salt at the table in Egypt, locals will get very offended? Or did you already hear about the fact that you shouldn't use red ink in Japan, as it was used only to write down names of people who had passed away? These little things can cause big conflict, so it's always good to know it before travelling!

When going on a business trip, you will most likely go there by plane. There are some things you can do to have a relaxed journey. Check-in to your flight before going to the airport, on your computer or on the app of the airline. Make sure to confirm if you can use your phone as a boarding pass or if you need to print it out in paper. If you're taking a suitcase with you, it

would come in handy if you weighed it at home to avoid unpleasant surprises at the baggage drop off. Bring an empty bottle of water and fill it up right after passing the security check! The air in airports is always quite dry, so it's important to stay hydrated!

Another important thing to have in mind when going on a business trip is the time difference. Inform yourself beforehand in what time zone your destination is, and make sure to double check if your phone updated the time automatically. There is nothing more embarrassing than arriving late for a meeting because you had the wrong time.

Jet Lag can also be quite tricky when travelling. If you fly to a country outside of Europe, your natural rhythm might be thrown completely overboard. To combat the jetlag and get used to a new time zone easily, there are some simple tricks:

- If you arrive in the afternoon or evening, you can use the advantage and go to bed at night to adjust directly to the new time zone
- Should you arrive in the morning, try to stay awake during the day and only go to sleep at night
- No napping during daytime!
- Go for a walk during the day and spend as much time as possible outside in the bright light so your body can adjust to the natural rhythm
- At night, make your bedroom as dark as possible to make sure you can really sleep
- Avoid drinking alcohol in the first few days
- Do some exercise during the day to get your energy levels up

Now you know all the important things you need to have in mind when going on your next business trip!

Please have a look at the script below and do the following exercises. As always, you can download your certificate if you answer all questions correctly. Thank you for listening to me today. For more information, please send an email to podcasts@advanx.de. See you later. Bye.