

Activity | 2 | Writing an Itinerary

Business English II

Software Development Engineering



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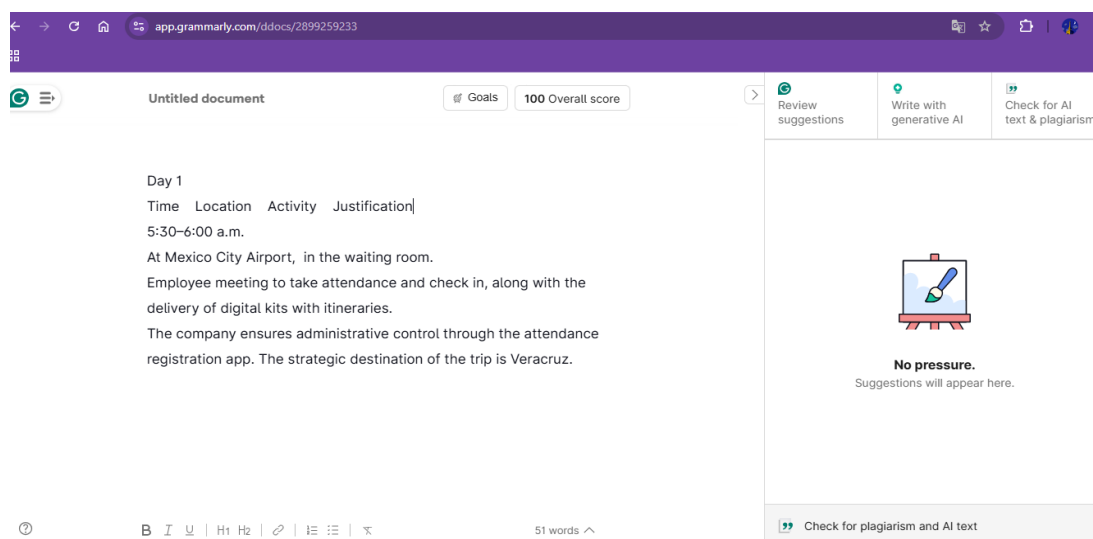
Development:

Context: Creating an itinerary is a very important aspect of a successful business trip, so all the activities are adequately assembled. An itinerary usually has information such as the hotel name or address of the place you will stay in, the reservation numbers, the meeting times and places, and any other important arrangements like meals.

Activity: Write down the itinerary of activities you will do during your business trip. The itinerary must contain the names of the places and hours in which each of the activities will take place.

Figure 1

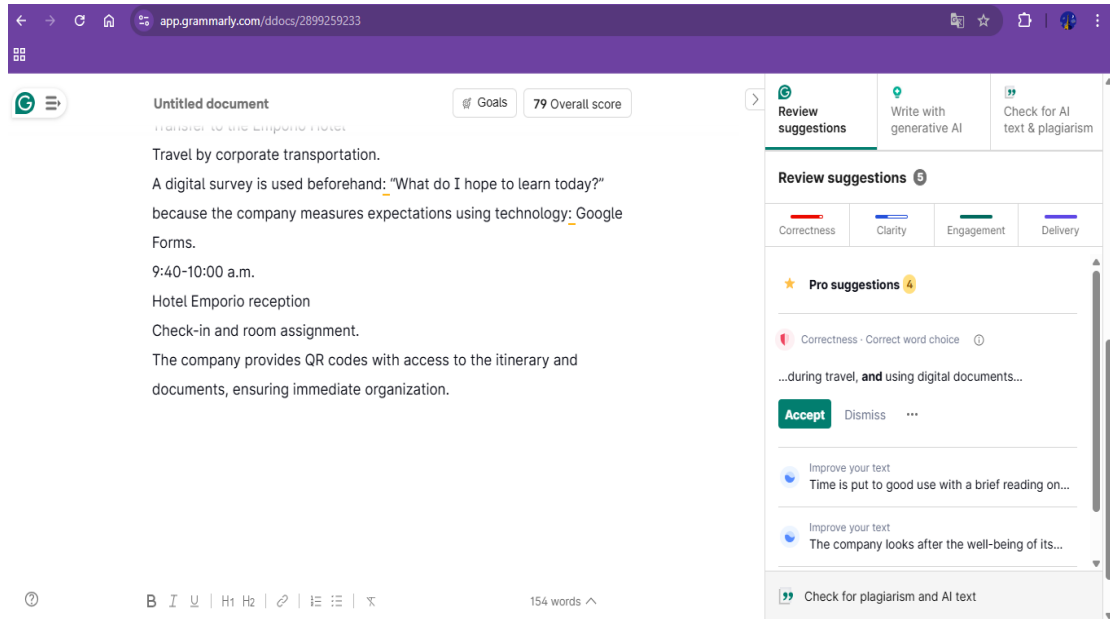
Creating a Document in Grammarly



Note: The image shows the start of work in a free Grammarly account, where a new document is created to write the text. This exemplifies the use of digital tools to support the preparation of professional presentations in English.

Figure 2

Style Correction in Grammarly:



Note: The image reflects error correction and style suggestions in Grammarly. This process enables you to refine your linguistic accuracy and clarity of speech, thereby reinforcing the quality of your communication in international presentations.

Figure 3
Demonstration of the Itinerary:

Day 1			
Time	Location	Activity	Justification
05:30 – 06:00 a.m	At Mexico City Airport, in the waiting room.	Employee meeting to take attendance and control attendance, along with the delivery of digital kits with an itinerary.	The company ensures administrative control through the attendance registration app. The strategic destination of the trip is Veracruz.
06:00-07:00 am	At Mexico City Airport, in the boarding lounge.	Check-in and review of digital documents.	The company practices logistical discipline, using digital check-in to streamline the process with airline apps.
07:00-08:10 a.m	On the plane, en route.	Flight from Mexico City to Veracruz.	Time is put to good use with a brief reading on port history, ensuring productivity during travel, and using digital documents on tablets provided by the company.
08:10-08:40a.m	On the plane, en route.	Light breakfast on board (fruit and juice).	The company looks after the well-being of its employees by implementing a digital menu log that keeps them energized.
08:40-09:10 a.m	At Veracruz Airport - Arrival	Official reception and welcome.	The company ensures orderly transportation, reinforcing logistics and punctuality through geolocation in transportation apps.
09:10-09:40 a.m	Transfer to the Emporio Hotel	Travel by corporate transportation.	A digital survey is used beforehand: "What do I hope to learn today?" because the company measures expectations using technology: Google Forms.
09:40-10:00 a.m	Hotel Emporio reception	Check-in and room assignment.	The company provides QR codes with access to the itinerary and documents, ensuring immediate organization.
10:00- 11:00 a.m	Hotel Terrace	Initial dynamic activation exercises.	The company obtains data on initial motivation, reinforcing discipline, leadership, and self-management with digital forms.
11:00-12:00 p.m	Hotel Executive Room	Welcome meeting with a presentation on the importance of the Port of Veracruz.	The company contextualizes the trip with digital presentations using Power BI, reinforcing active listening and communication.
12:00-12:30 p.m	Transfer to the Naval Museum	Executive transportation.	The company encourages prior reflection, taking advantage of the time to digitally review introductory notes with tablets and presentations.
12:30-01:00 p.m	Naval Museum Mexico	Guided tour on maritime trade and economic security.	The company connects history with a tourism-technology model, reinforcing strategic vision and critical thinking with augmented reality and translation apps. Veracruz demonstrates its importance as an economic hub.
2:30-03:00 p.m	Transfer to La Parroquia	Travel by company transport.	A quick activity called "3 initial lessons" is carried out on mobile phones, allowing the company to gather immediate impressions.
3:00-04:00 p.m	La Parroquia Restaurant	Lunch: arroz a la tumbada (rice with beans), fish fillet, café lechero (coffee with milk).	The company strengthens ties with local businesspeople using a CRM to record contacts, reinforcing networking in the cultural environment.
04:00 – 05:30 p.m	Veracruz Boardwalk	Guided tour with an economic and tourist focus.	The company understands tourism as an economic driver with mobile surveys (Kahoot), reinforcing creativity and critical thinking.
05:30 – 07:00 p.m	Meeting room at the hotel	Workshop: Veracruz as a logistics and tourism hub.	The company obtains applicable proposals with Trello and shared Google Docs, reinforcing teamwork and strategic analysis.
07:00 – 08:00 p.m	Hotel Restaurant	Dinner: fish en papillote with rice.	The company reinforces integration and professional coexistence by using the digital comment log and food to build internal trust.
08:00 – 09:30 p.m	Hotel Conference Room	Group presentation of lessons learned.	The company receives applicable feedback using Canva and PowerPoint, reinforcing leadership, communication, and presentation skills.
09:30 – 10:30 p.m	Hotel lobby	Networking with local businesspeople.	The company expands its network of strategic contacts with business card scanning apps and digital CRM, reinforcing negotiation and social skills.
10:30 – 11:00 p.m	Hotel Executive Room	Final feedback of the day with the digital survey: "What did I learn today and how do I apply it?"	The company measures the impact of the trip, reinforcing self-management and commitment, using Google Forms and a collaborative dashboard.

Note: This is a detailed corporate itinerary for a business trip, organized by day (Day 1 to

Day 7), including schedules, locations, activities, and justifications for each day.

This itinerary includes everything from departure at Mexico City airport to arrival and activities in Veracruz.

The activities are mainly meetings, group dynamics, workshops, expert panels, historical tours, and meals. Each activity has a justification (e.g., administrative control, integration, motivation, leadership strengthening, etc.).

Here is a summary based on the information contained in the link to the itinerary:

Day 1 – Transfer and welcome in Veracruz:

During the morning, Attendance is taken, and documents are checked at Mexico City Airport.

During the flight: Light breakfast and reading/reflection activities.

Arrival in Veracruz: Official reception, transfer to the Emporio Hotel, and check-in.

At noon: Initial activation activities on the hotel terrace and welcome meetings in the executive lounge to present the objectives of the trip.

The objective is administrative control, logistical discipline, staff well-being, initial motivation, and contextualization of the trip.

Day 2 – Integration and strategic content:

Morning: Roll call and distribution of digital materials at the hotel, followed by warm-up exercises and an initial discussion.

Breakfast: Traditional Veracruz dishes.

Transfer: Trip to the Fortress of San Juan de Ulúa.

Guided tour: Reflection on control, defense, and historical learning.

Transfer to WTC Veracruz: Panel of experts on economic security in emerging markets.

Lunch: Villa Rica Malecón Restaurant.

Afternoon: Practical workshop on organizational control in the WTC executive room.

The objective is to strengthen strategic knowledge and collaborative learning.

Day 3 – Globalization and smart tourism

Morning: Roll call and distribution of digital kits in the hotel lobby. Group activation on the terrace to discuss learning expectations and breakfast featuring typical Veracruz dishes.

Transfer: Departure to the City Museum for a guided tour on trade liberalization and globalization.

Midday: Transfer to the Veracruz Convention Center; workshop on “Globalization and smart tourism.”

Lunch: Mocambo Restaurant with a regional menu.

Afternoon: Conference on “Trade Liberalization and Competitiveness in Emerging Markets” and a brief cultural tour of the Malecón with a reflection on the effects of globalization.

The objective is to link theory and practice to understand how globalization and smart tourism can be applied to business projects.

Day 4 – Culture, creativity, and the local economy

Morning: Roll call and distribution of digital materials at the hotel; activation on creativity in business and Veracruz-style breakfast.

Guided tours: Agustín Lara House Museum and other cultural spaces to analyze how music and culture are economic drivers.

Transfer: To the Boca Forum for the workshop “Creativity, music, and digital business.”

Lunch: Local restaurant serving traditional dishes.

Afternoon: Conference on “Culture as an economic resource in the digital age”; walk

through Boca del Río to reflect on cultural tourism.

Closing: Internal session in the meeting room to integrate proposals and network with cultural actors.

The aim is to recognize culture and creativity as competitive advantages and inspire innovative projects.

Day 5 – Sustainable tourism and applied technology

Morning: Roll call and digital materials at the hotel; discussion on the impact of tourism on the local economy and traditional breakfast.

Transfer: to the Veracruz Aquarium for a guided tour on biodiversity and tourism as an economic driver.

Midday: Transfer to the Marine Fauna Museum and workshop on “Sustainable tourism and technology as allies.”

Lunch: Los Canarios Restaurant with a regional menu.

Afternoon: Conference on “Smart tourism and the local economy” at the hotel's Business Center; tour of the Malecón with a focus on tourism and the economy.

Closing: Internal session to design proposals for sustainable corporate tourism and presentation of conclusions in the conference room.

The objective is to integrate sustainability and technology to propose tourism initiatives that benefit the community and the company.

Day 6 – Customs and business leadership

Morning: Roll call and delivery of digital materials in the hotel lobby.

Activation and breakfast: Motivational activity and breakfast of Swiss enchiladas with

fruit and Veracruz coffee.

Transfer: Visit to the Old Maritime Customs House to reflect on regulations and formality in processes, followed by transfer to the port area: Conference on “The importance of customs regulation.”

Lunch: El Gaucho Restaurant (grilled meat, salad, fresh water).

Afternoon: Practical workshop “Simulation of customs processes” at the Emporio Hotel Business Center.

The objective is to reinforce leadership, networking, innovation, and strategy in business processes.

Day 7 – Reinforcement and final practice

Morning: Repetition of the administrative control scheme, activation, and a typical breakfast.

Transfer and visit: Return to the Old Maritime Customs House and the port area to consolidate learning.

Conference: Importance of customs regulations and their impact on business.

Lunch: El Gaucho Restaurant.

Afternoon: Practical workshop simulating customs processes at the Emporio Hotel Business Center to close the learning cycle.

The objective is to consolidate leadership, motivation, networking, and practical application of knowledge.

Overall, each day alternates between administrative tasks, training sessions, cultural experiences, typical meals, and practical workshops, following a corporate framework that combines logistics, well-being, and strategic learning. It is a business travel program that

describes step by step what a group of employees will do:

Airplane transfers and corporate transportation.

Meetings and workshops are held in hotels, the WTC Veracruz, historic centers, and ports.

Breakfasts, lunches, and team-building activities.

Guided tours with business reflections.

Link to access the itinerary:

<https://docs.google.com/spreadsheets/d/1FMedZu8eYheidMpWxMMhLIs40hs7Kfdb/edit?usp=sharing&ouid=101290965203059932669&rtpof=true&sd=true>

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