



THE BUSINESS MEETING



Scan to review worksheet

Expemo code:
1677-F6CD-Q347

1 Warm-up

How often do you attend business meetings?

2 Reasons for meeting people in business

Complete the sentences below with a suitable word.

choose interview negotiate performance prepare review

1. Jack is leaving the company so we need to _____ a new job candidate.
2. Rosie is making a lot of mistakes these days. I think we need to arrange a meeting to discuss her _____.
3. We're planning a meeting to _____ our company's policies. They're not working well enough.
4. Hi John, I'd like to meet you sometime to _____ for next week's conference.
5. We received a lot of offers from different suppliers. Let's arrange a meeting to _____ the best one.
6. Yesterday, I met the sales manager of Y-Tech Ltd. to _____ a deal for 500 computers.

3 The business meeting

Audio



You're going to listen to a meeting between three business partners, Marianne, Steven and Nick. They're going to discuss how to improve their company's financial situation. First, read the statements on the next page. Then, listen to the recording and put 'T' (True) or 'F' (False) next to each statement.



1. Steven wants to increase the company's advertising budget. _____
2. Nick wants to move the company office to a cheaper location. _____
3. Marianne agrees with Nick's idea. _____
4. Only Steven agrees with Marianne's idea to create a company blog. _____
5. Everybody agrees with the final decision. _____
6. They plan to arrange another meeting. _____

4**Useful expressions**

Now read the dialogue and put the underlined phrases into the correct categories on the next page.

Marianne: Good afternoon everybody, I'm glad you could make it. As you all know, we need to improve our financial situation and that is what I'd like to discuss with you today. Do you have any ideas? Steven?

Steven: Well, I think we are spending too much money on online advertising. I think we should reduce our advertising budget and concentrate on social media marketing.

Marianne: Hmm....that's an interesting idea. What do you think, Nick?

Nick: Yes, I agree with that. We're definitely spending too much money on advertising.

Marianne: Any other ideas? Nick?

Nick: Why don't we think about moving our office to a different location? The cost of renting an office in this location is very high.

Marianne: I don't think that's a good idea. We need a good location. It helps us attract new clients. What do you think, Steven?

Steven: Well, it's true, our office is expensive. But I think Marianne is right. We need a good location.

Marianne: OK. What do you guys think about creating a blog to attract more clients?

Steven: That sounds like a great idea. In the long-run, it will be much cheaper than advertising.

Nick: You're right, Steven. It will be better for the future of the company and help us to save money.

Marianne: Right, let's make a decision. We're going to reduce our advertising budget by, say 50%, and start a company blog. Do you all agree?

Steven: Sounds good.

Nick: Yes.

Marianne: OK, I'm going to ask our graphic design company to propose some designs for the blog. Then we'll arrange another meeting to choose the best design. Thank you for coming.



- 1. Inviting ideas/opinions: _____

- 2. Suggesting an idea: _____

- 3. Agreeing: _____

- 4. Disagreeing: _____

- 5. Checking agreement: _____

- 6. Making a decision: _____

5 Role play

Work in small groups. Choose one person to be the 'chair' of the meeting. Select a topic from the list below and practice a business meeting dialogue. Share/discuss ideas and make decisions, using language from this lesson.

- 1. You want to reduce costs.
- 2. You want to attract new customers.
- 3. You want to improve profits.
- 4. You want to choose the best city for a new office.
- 5. You want to change your company name (choose from three options).
- 6. You want to improve the health of employees (e.g. by offering free gym membership, free fruit on Fridays, exercise balls, stress management classes, etc.)



Transcripts

3. The business meeting

- Marianne:** Good afternoon everybody, I'm glad you could make it. As you all know, we need to improve our financial situation and that is what I'd like to discuss with you today. Do you have any ideas? Steven?
- Steven:** Well, I think we are spending too much money on online advertising. I think we should reduce our advertising budget and concentrate on social media marketing.
- Marianne:** Hmm....that's an interesting idea. What do you think, Nick?
- Nick:** Yes, I agree with that. We're definitely spending too much money on advertising.
- Marianne:** Any other ideas? Nick?
- Nick:** Why don't we think about moving our office to a different location? The cost of renting an office in this location is very high.
- Marianne:** I don't think that's a good idea. We need a good location. It helps us attract new clients. What do you think, Steven?
- Steven:** Well, it's true, our office is expensive. But I think Marianne is right. We need a good location.
- Marianne:** OK. What do you guys think about creating a blog to attract more clients?
- Steven:** That sounds like a great idea. In the long-run, it'll be much cheaper than advertising.
- Nick:** You're right, Steven. It will be better for the future of the company and will help us to save money.
- Marianne:** Right, let's make a decision. We're going to reduce our advertising budget by, say 50%, and start a company blog. Do you all agree?
- Steven:** Sounds good..
- Nick:** Yes.
- Marianne:** OK, I'm going to ask our graphic design company to propose some designs for the blog. Then we'll arrange another meeting to choose the best design. Thank you for coming.



Key

2. Reasons for meeting people in business

Students work individually and check their answers in pairs. This exercise recycles the language they learned in the worksheet 'Arranging a business meeting' (Ex1).

1. interview 2. performance 3. review 4. prepare 5. choose 6. negotiate

3. The business meeting

Play the audio file or use your mobile device to scan the QR code (make sure you have a QR code reader app and can access the Internet on your device).

1. F 2. T 3. F 4. F 5. T 6. T

4. Useful expressions

Inviting ideas/opinions: Do you have any ideas? Any other ideas? What do you think, Steven? What do you guys think about ...?

Suggesting an idea: I think we should ... Why don't we ...? What do you guys think about ...?

Agreeing: that's an interesting idea; I agree with that. That sounds like a great idea. You're right. Sounds good..

Disagreeing: I don't think that's a good idea.

Checking agreement: Do you all agree?

Making a decision: OK, I'm going to ...

5. Role play

Monitor the activity and note common errors. Write any key vocabulary on the board.