



## This week...

Mark and Peter are planning the end-of-year staff party for their department.

## Lesson Objectives...

- Planning a staff party
- Deciding on details

## Business English Conversation

## Advanced Class



Do you enjoy going to end-of-year staff parties?

What is that man giving to his colleague?



A

What are they celebrating?

|              |  |
|--------------|--|
| <b>Mark</b>  | <b>We have been given the task to</b> plan the end-of-year staff party this year.                      |
| <b>Peter</b> | Let's try to make it better than last year.  |
| <b>Mark</b>  | Do you have any ideas to make it more enjoyable?   |
| <b>Peter</b> | <b>Why don't we have it</b> at a hotel and get some entertainment?                                     |
| <b>Mark</b>  | We can have a buffet style meal and set up a stage with karaoke as well.                               |
| <b>Peter</b> | We could also make it like a talent show for the employees, offering prizes for the winners.           |
| <b>Mark</b>  | That sounds like fun. <b>I am sure many of the staff</b> have hidden talents that we don't know about. |
| <b>Peter</b> | <b>I will go ahead and find out</b> how much it will cost to hold an event such as this.               |
| <b>Mark</b>  | OK. Let's talk about it again in a couple of days.   |

Why don't we have it in  
one of the conference  
rooms?

1. We have been given the task to .....
2. Why don't we have it .....?
3. I am sure many of the staff .....
4. I will go ahead and find out .....



**Student A** and **Student B** have been given the task to plan the end-of-year staff party. They are talking about where they should have it and what they should do.



**Student A:** Tell **Student B** that you have been given the task to plan the end-of-year staff party this year.

**Student B:** Give a suggestion to **Student A** where you should hold the event.

## Key Phrases

- We have been given the task to plan the end-of-year staff party this year.
- Why don't we have it at ....?
- I will go ahead and find out how much it will cost.
- Let's try to make it fun.
- Do you have any other ideas to make it enjoyable?
- We could also ....
- *Other*

## Staff Party Ideas

- buffet style meal at a hotel
- reserve a private room at a restaurant
- go to a dinner/show
- karaoke
- staff talent show
- go bowling
- *other*



1. Employees shouldn't feel obligated to attend staff parties.
2. Staff parties should be held at the office.
3. It is difficult to plan a staff party.



- Have you ever planned a staff party before?
- What would your ideal staff party be like?
- Do you attend end-of-year staff parties every year?



- attend - *How many people do you think will **attend**?*
- cost - *We have to work out how much it will **cost**.*
- details - *Let's discuss the **details** tomorrow.*
- enjoyable - *The party last year was very **enjoyable**.*
- entertainment - *Do you think we need to book some **entertainment**?*
- event - *It is hard to organize a company **event**.*
- plan - *We have to **plan** the staff Christmas party this year.*



## Opening a Meeting

The first few minutes of a meeting often set the tone for the remainder of it. If it doesn't have a strong start, your team members may lose focus. How the meeting leader handles the opening minutes can make a huge difference in the effectiveness of the conversation. Next week we will look at how to open a meeting.