

Staff Party



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

Basic Class



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

What is that man giving to his colleague?



B



A



What are they celebrating?

*Create a short story using the following format

1. Who
2. Where
3. When
4. What's happening?

*Create simple sentences
using the vocabulary

1. ideas
2. entertainment
3. offer
4. cost

Do you have any
ideas for our end-
of-year staff party?



1. **We have to plan** the staff Christmas party this year.
2. **Why don't we have it** in the conference room?
3. **I will go ahead and find out** if the place is available.
4. **Let's talk about it again** tomorrow.

- Words
- Phrases

Mark	We have to plan the end-of-year staff party this year.
Peter	Let's try to make it better than last year.
Mark	Do you have any ideas to make it more fun?
Peter	Why don't we have it at a hotel and get some entertainment ?
Mark	We can have a buffet style meal and set up a stage with karaoke as well.
Peter	We could also make it like a talent show for the employees.
Mark	That sounds like fun. We can offer prizes for the winners.
Peter	I will go ahead and find out how much it will cost .
Mark	OK. Let's talk about again in a couple of days.

1. We have to plan
2. Why don't we have it?
3. I will go ahead and find out
4. Let's talk about it again

Please select the most appropriate response for each item below:

1. A: Where do you think we should have the staff party this year?
B: Why don't we have it at hotel?

no article / an / a

2. A: Have you ever planned a staff party before?
B: Yes. I had to plan staff party last year.

the / an / no article

3. A: How much do you think it will cost?
B: I'm not sure. I will check with catering company.

the / no article / an

4. A: Do you know how many people will attend?
B: I think there will be about twenty employees.

no article / the / a

5. A: Let's talk about details tomorrow afternoon.
B: Sure. I will meet you in your office at 3 pm.

no article / the / a

6. A: Why don't we have the party in our conference room?
B: That's good idea.

the / no article / a

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: We have to plan the end-of-year staff party this year.

Student B: Let's try to make it better than last year.

Key Phrases

- 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 fun?
- 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*

- Have you ever planned a staff party before?
- What would your perfect 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**.*
- ideas - *Do you have any **ideas** for our end-of-year party?*
- 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.