



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

Super Class



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

What is that man giving to his colleague?



B



A



Mark	We have been given the task to plan the end-of-year staff party this year.
Peter	Let's try to make it better than last year.
Mark	Yeah. The party last year was a little boring. Do you have any ideas to make it more enjoyable?
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 take it one step further and make it like a talent show for the employees, offering prizes for the winners.
Mark	That sounds like fun. I am sure many of the staff have hidden talents that we don't know about.
Peter	I will go ahead and find out how much it will cost to hold an event such as this.
Mark	OK. Let's talk about again in a couple of days.



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.

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 take it one step further and
- *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*



Talk about one of the following topics for one minute:

1. The importance of holding staff parties.
2. The problems associated with planning a staff party.
3. Traditional end-of-year staff parties in Japan.

*Other students in the class, ask one question each to the presenter after the speech

- 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?

I had **a whale of a time** at the staff party last year. I hope this year will be just as good!



a whale of a time – to enjoy something very much

- I can't wait for the staff party, it's going to be **a whale of a time**.

life and soul of the party – the person who is the main source of fun, energy, and enthusiasm at a social event

- Jerry is the **life and soul of the party** at all of our staff events.

party pooper – someone who spoils other people's enjoyment of social activities

- I know you don't want to be here, but please don't be a **party pooper**!



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.