## **Lunch Meeting**





### This week...

Akio and Chris are setting up a time and place to have a lunch meeting to discuss the details of a contract.

### Lesson Objectives...

- > To arrange a lunch meeting
- Deciding on a time and place

#### **Business English Conversation**

### **Advanced Class**

| lunch | $\mathbf{N}$ | leeting  |
|-------|--------------|----------|
|       | IV           | iceting. |

### Warm Up – Topic Question





# How often do you have lunch meetings with your colleagues or business associates?

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#### Lunch Meeting

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### **Picture Description**







| Akio  | Let's arrange a meeting for next week to discuss the contract.   |
|-------|--|
| Chris | How about Tuesday at 11 am?  |
| Akio  | That works for me. Do you want to meet in my office or yours?  |
| Chris | Why don't we have a lunch meeting instead?   |
| Akio  | Even better. There's a nice Italian place down the road from my office and it's not too busy at lunch. |
| Chris | Sounds good to me. Shall I drop by your office on the way?   |
| Akio  | Come by at 11:45 and we can walk there together.   |
| Chris | Great. Would you mind if I brought along my business partner?  |
| Akio  | No problem at all. See you then.   |
|       | Advanced Class   |

Lunch Meeting

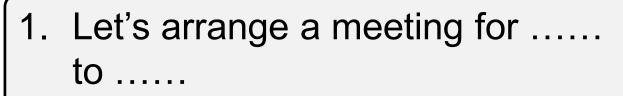
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### **Sentence Building**



#### Do you want to meet in

the morning or the afternoon?



- 2. Do you want to meet .....?
- 3. Come by at .....
- 4. Would you mind if .....?



#### **Role Play – Lunch Meeting**



Student A and Student B are arranging a time and place to have a lunch meeting.



Student A: Tell Student B you would like to arrange a meeting to discuss the contract. Student B: Suggest to Student A that you have a lunch meeting.

#### Key Phrases

- Let's arrange a meeting next week to discuss the contract.
- What time is good for you?
- There's a nice .... down the road from my office.
- Come by at ....
- Why don't we have a lunch meeting?
- Any time works for me.
- Sounds good to me.
- Shall I drop by your office on the way?
- Other

#### Place

- Thai café
- Italian restaurant
- French restaurant
- Indian restaurant
- Buffet at 5 star hotel
- Izakaya
- Other

#### Lunch Meeting

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- 1. It's unprofessional to meet and talk business over food.
- 2. A working lunch builds rapport with your colleagues and clients.
- 3. Lunch meetings can often be a waste of time.



- Where do you think would be a good place to have a working lunch?
- During a busy period, should employees be expected to work through lunch?

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| arrange        | - | Let's arrange a lunch meeting for tomorrow.    |
|----------------|---|--|
| discuss        | - | How about we discuss the details over lunch?   |
| drop by        | - | Please drop by my office at noon.              |
| instead        | - | I want to have a meeting at my office instead. |
| on the way     | - | Could you go to her office on the way?         |
| rapport        | - | He has a good rapport with his clients.        |
| unprofessional | - | His attitude is very unprofessional.           |