

# 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**

## Warm Up – Topic Question



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

# Picture Description

What is that woman saying?



B



A

What is that lady ordering?

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

Do you want to meet in the morning or the afternoon?



1. Let's arrange a meeting for ..... to .....
2. Do you want to meet .....?
3. Come by at .....
4. Would you mind if .....?

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*

## Agree or Disagree



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?



- 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**.*