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

Basic Class

Warm Up - Topic Question





Do you sometimes have lunch meetings with your colleagues or business associates?

Picture Description



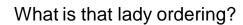
What is that woman saying?





*Create a short story using the following format

- 1. Who
- Where
- 3. When
- What's happening?



Words



*Create simple sentences using the vocabulary

- 1. discuss
- 2. lunch
- 3. meet
- 4. together

Let's **meet** at the restaurant at 12 pm.



Phrases



- 1. Let's have a meeting next week to talk about the new project.
- Do you want to meet in the morning?
- 3. I know a nice place close to my office.
- 4. Shall we meet at the hotel?







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Phrases

Akio	Let's have a meeting next week to discuss the contract.
Chris	How about Tuesday at 11 am?
Akio	Sure. Do you want to meet in my office or yours?
Chris	Why don't we have a lunch meeting?
Akio	Good idea. I know a nice Italian restaurant close to my office. It has good food and it is quiet during lunchtime.
Chris	Sounds good. Shall we meet at your office first?
Akio	Come by at 11:45 and we can walk there together.
Chris	Great. I'll look forward to it.
Akio	See you then.

Sentence Building



- 1. Let's have a meeting next week to
- 2. Do you want to meet?
- 3. I know a close to my office.
- 4. Shall we meet at?

Responses - Articles

*please select the most appropriate response for each item below:



A: We'll start the meeting after we have ordered some drinks.

B: That makes sense. I think I'll order orange juice.

a / the / an



A: Do you mind passing the salad?

B: Give me moment, let me finish my notes for the agenda.

no article / the / a

A: We could meet at that nice French restaurant.

B: Sure. You have been recommending it for while.

the / a / no article



A: Did you get answer from Peter?

B: No, he hasn't been responding to my emails.

the / a / an

A: It usually takes a few minutes for the food to arrive.

B: Great it gives us time to talk about my notes.

an / no article / a



A: Try not to spill coffee on report.

B: OK. I'll move my cup.

a / the / no article

Role Play – Lunch Meeting



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



Student A: Let's have a meeting next week to discuss the contract.

Student B: Why don't we have a lunch meeting?

* Continue the conversation using the Key Phrases and Places from below.

Key Phrases

- What time is good for you?
- I know a nice close to my office.
- Come by at
- I'll look forward to it.
- Any time is good for me.
- Sounds good.
- Shall we meet at your office first?
- See you then.
- Other

Place

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

Discussion



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- Where do you think would be a good place to have a working lunch?
- Do you often work during lunch?

Word Index



arrange	- Let's arrange a lunch meeting for tomorrow.
discuss	- How about we discuss the details over lunch?
come by	- Please come by my office at noon.
lunch	- What time are you going to lunch today?
meet	- Where do you think we should meet?
quiet	- That place is very quiet at lunchtime.
together	- We can go there together.