

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?



B



A

What is that lady ordering?

*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. discuss

2. lunch

3. meet

4. together

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



1. **Let's have a meeting next week to** talk about the new project.
2. **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?

- Words
- 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. |

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:

1. 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

2. A: Do you mind passing the salad?
B: Give me moment, let me finish my notes for the agenda.

no article / the / a

3. A: We could meet at that nice French restaurant.
B: Sure. You have been recommending it for while.

the / a / no article

4. A: Did you get answer from Peter?
B: No, he hasn't been responding to my emails.

the / a / an

5. 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

6. 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*

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

- 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**.*