

# 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**

**Super 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



<b>Akio</b>	Let's arrange a meeting for next week to discuss some of the finer details of the contract.
<b>Chris</b>	How about Tuesday at 11 am?
<b>Akio</b>	<b>That works for me.</b> Do you want to meet at my office or would yours be preferable?
<b>Chris</b>	Why don't we have a lunch meeting instead?
<b>Akio</b>	<b>Even better.</b> There is a nice little Italian restaurant down the road from my office. It has really good food and it is fairly quiet during lunchtime.
<b>Chris</b>	Sounds good to me. Shall I drop by your office on the way?
<b>Akio</b>	<b>Come by at</b> 11:45 and we can walk there together.
<b>Chris</b>	Great. If you don't mind, I'd also like to bring my business partner along. He wants to meet you.
<b>Akio</b>	<b>He is more than welcome.</b> See you then.



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

## Key Phrases

- Let's arrange a meeting next week to discuss ....
- 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*



Talk about one of the following topics for one minute:

1. The mixing of business and pleasure.
2. The upsides and downsides of working during lunch hours.
3. How to build rapport with colleagues and clients.

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

- Are lunch meetings a good way to build rapport?
- 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?



Let's do lunch next  
Thursday at 12:00 pm.



**there ain't no such thing as a free lunch** – careful, you don't get something for nothing

- Watch out for free deals. **There ain't no such thing as a free lunch.**

**let's do lunch** – to have lunch together or have a lunch meeting

- I'm busy with the reports this afternoon, but **let's do lunch** tomorrow.

**out to lunch** – not connected with reality, absent-minded or uninformed

- I don't think Max is paying attention in the meetings. He's completely **out to lunch.**