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

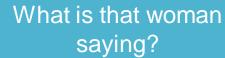




How often do you have lunch meetings with your colleagues or business associates?

Picture Description













Akio

Chris

Chris

Akio

Chris



AKIO	Let's arrange a meeting for next week to discuss some of the finer
	details of the contract.

Chris How about Tuesday at 11 am?

That works for me. Do you want to meet at my office or would yours be preferable?

Why don't we have a lunch meeting instead?

AkioEven better. 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.

Sounds good to me. Shall I drop by your office on the way?

Come by at 11:45 and we can walk there together.

Great. If you don't mind, I'd also like to bring my business partner along. He wants to meet you.

Akio He is more than welcome. See you then.

Role Play – Lunch Meeting





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

One Minute Talk





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

Discussion



- 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?

Idioms



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.