

Meetings on the topic of food and drink and entertaining Updated 12 May 2015

Market Leader Elementary Unit 5

Hold whole meetings on the topic of food and entertainment maybe by choosing one or more of the subjects below. Roleplay the whole meeting each time, starting from the first greetings and ending with saying goodbye. Include at least two different items on the agenda to make sure you practise controlling the meeting. Before you start roleplaying the meeting, decide who each person is and if you have met before or not.

Possible items on the meeting's agenda

- A party to celebrate signing a contract
- Allowing outside vendors to sell food and drink in your office
- An end of (financial) year party
- Compliance issues connected to business entertaining
- Covering food and drink expenses during business trips
- Customers say that the cooking instructions on the food that your company makes and sells is confusing
- Customers think that the food and drink that your company makes and sells is boring
- Customers think that the food and drink that your company makes and sells is expensive
- Dirt or messiness caused by food and drink in the office
- Entertaining clients/ customers
- Entertaining foreign visitors who are based in this country
- Entertaining foreign visitors who have been to this country many times before
- Entertaining foreign visitors who have never been to this country before
- Entertainment for new employees
- Improving the health of your employees
- Investing in or setting up a chain of food restaurants specialising in food from your country in one or more foreign countries
- Investing in or setting up a chain of foreign food restaurants in your country
- Offering food and drink to people who visit your booth/ stand at a trade fair
- Out-of-date food in the office fridge (= refrigerator)
- Sending gifts to business contacts
- Subcontracting the supply of food and drink in your office
- The company cafeteria
- The kitchen area in your office
- The local restaurant is too noisy to do business in
- The smell of hot food is distracting for other people working in the office
- There are no good cafés and restaurants near your office
- Vending machines in your office
- You want the food and drink that your company sells to move upmarket

Brainstorming suitable language for the beginning, ending and body of a meeting, then do the Case Study on pages 50 and 51.