

Meetings on the topic of food and drink and entertaining
food and drink vocabulary/ business meetings/ business socialising
Market Leader Elementary Unit 5

Choose three topics from below as the agenda for a meeting. Choose who will chair the meeting, then roleplay the whole meeting (starting from the first greetings and ending with saying goodbye).

Possible items for 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 the food and drink your company makes and/ or 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- Out-of-date food in the office fridge (= refrigerator)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

If you finish before other groups, start another meeting on three different topics above.

When your teacher stops you, share one conclusion you came to and see if the class agree it is a good idea. Then ask about any topics above you aren't sure about, discussing good solutions as a class each time.

Brainstorming suitable language for the beginning, ending and body of a meeting, then do the Market Leader Elementary Unit 5 Case Study on pages 50 and 51.