

### Meetings and negotiations needs analysis and introduction

*Ask your partner questions to find out their experience and needs in the area of English meetings and negotiations, and write brief notes in the boxes below*

|                                                                                   |
|-----------------------------------------------------------------------------------|
| <b>You-</b> Name, job, education, etc.                                            |
| <b>You and meetings in English- Who/ Where/ When/ What about/ Your role</b>       |
| Past                                                                              |
| Present                                                                           |
| Future                                                                            |
| <b>Studies (of these skills, of Business English, and/ or of General English)</b> |
| Past                                                                              |
| Present                                                                           |
| Future                                                                            |
| <b>Knowledge of meetings and negotiations in English</b>                          |
| <b>Strengths and weaknesses in English (English meetings and more generally)</b>  |
| <b>Best way of learning these skills</b> (in your opinion)                        |

*Discuss the last question above as a class.*

*On your own, put the things that you could cover in class in order of priority or write a number next to them.*

| <b>Classroom topic/ activity</b>                                                                                                     | <b>Importance</b> |
|--------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| Cultural differences between meetings and negotiations in your country and in English-speaking countries such as Britain and America |                   |
| Cultural differences between meetings and negotiations in your country and in other non-English-speaking countries                   |                   |
| Error correction                                                                                                                     |                   |
| Language for scheduling meetings                                                                                                     |                   |
| How to write minutes                                                                                                                 |                   |
| How to write an agenda                                                                                                               |                   |
| How to chair a meeting                                                                                                               |                   |
| Customer-supplier negotiations                                                                                                       |                   |
| Trade negotiations                                                                                                                   |                   |
| Interrupting and turn-taking                                                                                                         |                   |
| Starting and ending meetings                                                                                                         |                   |
| Small talk at the beginning and end of meetings                                                                                      |                   |
| Negotiating with people within your company                                                                                          |                   |
| Idiomatic language used in meetings                                                                                                  |                   |

*Try to agree on a top ten with your partner and then with the rest of the class*

*Write phrases like those you used in the previous discussion and could use in business meetings in the right boxes below.*

|                                          |
|------------------------------------------|
| <b>Start the discussion/ negotiation</b> |
| <b>Move the discussion on</b>            |
| <b>Insist</b>                            |
| <b>Soften your position/ Compromise</b>  |
| <b>Ask other people to contribute</b>    |
| <b>Bring the discussion to a close</b>   |

*Compare as a class.*