

FIXING A MEETING WITH COLLEAGUES

You would like to arrange two meetings with some colleagues of yours. All of you will be present at both meetings. Each of you will look at his diary for next week and together you will try to find times to suit you all. You already have some appointments for next week but there may be some meetings you can cancel, bring forward or postpone. See the key for more information. You will need at least two hours for each meeting.

MANAGER 1

	MON	TUES	WED	THURS	FRI
Early morning 9-11	MEETING			MEETING	MEETING
Late morning 11-13	MEETING *		MEETING	MEETING **	MEETING *
Early afternoon 14-16		MEETING **			
Late afternoon 16-18			MEETING		

KEY

* You can cancel this meeting if necessary.

** You can postpone this meeting until later the same day if necessary.

*** You can bring forward this meeting to earlier the same day if necessary.

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MANAGER 2

	MON	TUES	WED	THURS	FRI
Early morning 9-11		MEETING	MEETING		
Late morning 11-13		MEETING *			MEETING **
Early afternoon 14-16	MEETING		MEETING	MEETING	MEETING
Late afternoon 16-18	MEETING	MEETING *	MEETING ***		

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MANAGER 3

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Early morning 9-11			MEETING *	MEETING **	
Late morning 11-13	MEETING	MEETING		MEETING	
Early afternoon 14-16		MEETING ***			
Late afternoon 16-18			MEETING ***	MEETING	MEETING

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Capital punishment.	Military Service.	Age to be able to drive a car.
Age to be able to drink alcohol.	Age to get married without parent's consent.	Amount of violence on TV.
Amount of football on TV.	Amount of American films on TV.	Price of petrol.
Price of cigarettes.	Age up to which school is obligatory.	Video games.
Amount of homework children get from school.	Organic food.	Advertising.
Mobile phones.	The Internet.	Identity cards. Are they necessary?
TV licence.	Fast-food restaurants.	English people.
Elections.	English as a global language.	

<p>You have £100 to redecorate the room you are in.</p>	<p>You are all going to the cinema tonight to see the same film.</p>	<p>The group has decided to rent a video tonight. Which film?</p>
<p>You have all decided to go to the restaurant together.</p>	<p>Which tourist attraction would the group visit in your capital city?</p>	<p>You have decided to go together to a pop/rock concert.</p>
<p>You have decided to all go to see a stand-up comedian.</p>	<p>You are the bosses of a TV programme (think of one). You must decide if it will continue next season or not.</p>	<p>The class must decide which type of book they would like to all read as part of their course.</p>
<p>What should the teacher give as homework tonight?</p>	<p>You have all decided to go for a day out together.</p>	<p>It's your teacher's birthday next week. What would you buy as a present?</p>

GO ON HOLIDAY	BUY A NEW CAR	DO (MORE) EXERCISE OR SPORT
BUY A VIDEO RECORDER	SEND AN EMAIL	TAKE IT BACK TO THE SHOP
LISTEN TO ENGLISH RADIO	MOVE HOUSE	TALK TO HIM/HER ABOUT IT
CHANGE JOB	DRINK LESS COFFEE	STOP SMOKING
GO ON A DIET	DO SOME GRAMMAR EXERCISES	BUY AN ENGLISH DICTIONARY
GIVE SOME FLOWERS	TELL THE POLICE	GET AN ENGLISH PEN FRIEND

MEETING PREPARATION SHEET

SITUATION

MY ROLE/VIEWPOINT

ARGUMENTS FOR MY POINT OF
VIEW

POSSIBLE ARGUMENTS AGAINST
MY POINT OF VIEW

LANGUAGE I WOULD LIKE TO USE

You are the chairperson, your role is to open the meeting, make sure the meeting runs smoothly with contributions from all the participants, prevent untimely interruptions and clarify what others say.

You are a participant. You like to give your opinion but your main fault is that you interrupt the others too often.

You are a participant. You have your opinions but your problem is that you rarely speak, unless the chairperson asks for your opinion.

You are a participant. You like discussing ideas but unfortunately, you more than often get sidetracked. Fortunately for you, the chairperson is there to help.

You are a participant. You have many strong opinions on different matters but other people have noticed that you more than often tend to disagree with everyone.

You are a participant. You have opinions on all important issues and participate wholly in the meeting. You are an example to others of what a good participant should do.

A MEETING : RETIREMENT PARTY

SITUATION

Two people are retiring from the company at the same time. One, Jerry Thomas, is a worker who has been with the company for 25 years. He is very popular with the staff. The other, Gordon Wells, is a manager who has only been there for 3 years. He is not very popular with some of the staff. A party is usually held when someone retires but this often reflects how the person is considered by the employees. A joint party has been suggested.

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ROLES

You are the CHAIRPERSON of the meeting. You will begin the meeting. Your job is to control the meeting and make sure that it runs as smoothly as possible. When you feel that the issue has been sufficiently discussed, you will call for a vote on any proposals made. A majority is necessary for a motion to be carried. You do not need to vote yourself but you may if you wish to. You can also adjourn the meeting if no agreement can be found.

You have worked with Jerry Thomas for nearly twenty years. He is a good friend. You know that a lot of the workers want to give Jerry a good send off but that a joint party would not be appreciated. Some may even refuse to come if Gordon Wells is there. You've nothing against Gordon Wells but you have your friend's best interests in mind.

You do not get on well with Gordon Wells. You are not the only one. You don't think that someone who has only been in the company for 3 years should be given a big party when he retires. A party for someone must reflect how he is appreciated by the other workers. It would not be fair on Jerry to have a joint party.

You are Gordon Wells' secretary. You think that a lot of the bad feeling towards him is unjustified. He hasn't been with the company for long but he has done tremendous work. He increased sales turnover by 200% when other companies were losing money. He gave you flowers on Secretary's Day. He has always been kind and appreciative to you. You are for the joint party.

You work closely with Gordon Wells. You know he is a very demanding man but he is a fair man too. Those who do not get on with him are often those that Gordon has had to put pressure on to prevent the company from losing business. He put your name forward for promotion last year and has always helped you when you've had a problem. You think he deserves as big a party as Jerry.

You have just joined the company. You do not know either of these two people very well. You only know them by sight. You must make up your own mind.

A MEETING : COMPANY CARS

SITUATION

Only some managers and employees have a company car but more and more personnel are asked to make short trips out of the company. There are rent cars available but the employees who now spend up to three days a week away from the office are demanding a company car of their own. This would increase the car budget considerably which is out of the question.

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You are one of the employees who have a company car. You are a salesman and make long trips around the country. Your car is your second home. You don't think that three days a week away from the office is a good enough reason to demand the right to a personal company car. Anyway, the budget isn't big enough to provide company cars for everyone.

You are a manager. It's true that you have a big company car but this is essential because you often have to drive customers in it. You understand that more and more people may need a company car of their own and you wouldn't be against it if a solution could be found.

In your job now you have to visit engineers on site. You spend at least three days a week doing this. You don't have a car of your own and you don't think it's fair. Many of the company cars are big cars and you think this is unnecessary. If more of them were smaller cars then more people could have a car of their own.

You come to work on the train because you don't have a car of your own. When you need a car, which is more and more often, you usually have to come into work to pick it up. You also have to bring it back the same evening. This takes a lot of time. You could save a lot of time if you had your own car and went directly to where you were going from home.

You have just been taken on. However, in your old company more and more people had company cars but they were usually small family cars. There were also rent cars for the occasional user, including bigger, more luxurious cars for special occasions. You thought this was a good system.

A MEETING : OFFICE LAYOUT

SITUATION

The company is moving to another site. The aim of this meeting is to decide the office layout in the new building. One option would be to have an open space area. The other possibility is to have separate office with 2 or 3 people per office and a smaller working area of space per person.

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A MEETING : A PLACE TO SMOKE

SITUATION

Smoking in the building has now been forbidden. The problem that faces the company is where are the smokers going to smoke. One solution would be outside. Another would be to make a room available for them. There are two rooms which are currently available. One of them is a large room and the other is quite small. About 40 of the 200 employees are smokers.

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You are a smoker. You would like the larger room to be made available for the smokers. It is more comfortable. After lunch there would be a lot of people wanting to smoke and the smaller room is not big enough.

You are a smoker. You think that the larger room would be better as there would not be enough room in the smaller room. You have examined the larger room carefully. Although there are no windows, a ventilation system could be installed. You have estimated the price at £500.

People should not see a smoking as means of having a break. If the room is too comfortable then employees would spend longer than necessary in the room. The smaller room is more suitable because there are no windows in the larger room and this would cause a problem of ventilation. The smaller room has two large windows that can be opened.

You think smokers should go outside to smoke. The management has also promised to give you a room so you can set up a company library with books and videos. This would interest a lot of the employees. The larger of the two rooms would be most suitable if you want to make the library an attractive place for employees.

You are new to the company. You used to smoke but gave up last year. You can understand how the smokers feel about having a room.

A MEETING: THE OPENING OF A NEW SUPERMARKET

A new supermarket will be opened very shortly. You a part of the management committee in charge of deciding how the celebrate the opening. You have a budget of **£50,000**. Decide how you will spend it by choosing various options from the table below.

OPTION	COST In thousands
ADVERTISING	
<i>Posters/billboards over 10 mile radius</i>	2
<i>Posters/billboards over 20 mile radius</i>	5
<i>Flyers in people's homes over 5 mile radius</i>	5
<i>Flyers in people's homes over 10 mile radius</i>	10
<i>Advertisement in local newspaper; ½ page per week</i>	1(x)
<i>Advertisement in local newspaper; full page per week</i>	2(x)
<i>Airplane with banner in sky</i>	5
DAY OF OPENING	
<i>Competition with small prizes (TV, radio cassette etc.)</i>	5
<i>Competition with larger prizes (DVD, holiday etc.)</i>	10
<i>Competition with big prizes (holiday, car, camcorder etc.)</i>	15
<i>Local celebrity to open store</i>	5
<i>Well known TV personality to open store</i>	10
<i>Very well known actor to open store</i>	15
<i>Mayor or local MP to open store</i>	free
<i>Giveaways (pens, T-shirts, hats etc.)</i>	5
<i>Promotional material (decorations, flowers, balloons, banners etc.)</i>	5
<i>Traditional band to play music</i>	5
<i>Local orchestra to play music</i>	10
<i>Costume hire for employees</i>	5
<i>Dancers</i>	5
<i>Circus performers (clowns etc.)</i>	5