

# 6

# Company and community

- ▶ expressions for meetings
- ▶ disagreeing tactfully
- ▶ roleplaying meetings

## 6.4 Speaking Meetings – teamwork

### Discussion



**1** Discuss how acceptable you find the following gifts from a seller to a corporate buyer.

a case of champagne   a corporate pen   a free sample of the product  
 a free weekend 'seminar' on a yacht   cash   employing a relative  
 lunch in a good restaurant

### Listening

**2** 2:37 Listen to an extract from a management meeting about an ethical problem and answer the questions.

- 1 What did Mr Vieri do wrong?
- 2 What is the purpose of the discussion?
- 3 What do Stan and Jon disagree about?
- 4 What does Anna decide?

**3** 2:37 With a partner, find suitable words to complete the useful expressions for meetings in the checklist. Then listen again and check your answers.

### Useful expressions: Managing meetings

#### Asking for opinions

What's your \_\_\_\_\_?  
 Would you \_\_\_\_\_?  
 Do you have any \_\_\_\_\_ on ...?

#### Giving an opinion

I \_\_\_\_\_ to think that...  
 In my \_\_\_\_\_, ...  
 It \_\_\_\_\_ to me that ...  
 I \_\_\_\_\_ strongly that ...

#### Disagreeing tactfully

I see your \_\_\_\_\_, but ...  
 I agree up to a \_\_\_\_\_, but ...  
 I'm \_\_\_\_\_ I can't agree.

#### Interrupting

Sorry to \_\_\_\_\_, but ...  
 Could I just \_\_\_\_\_ in here?

#### Asking for clarification

Sorry, I don't see what you \_\_\_\_\_.  
 So are you \_\_\_\_\_ that ...?  
 When you say \_\_\_\_\_, do you \_\_\_\_\_ ...?

#### Persuading

Don't you \_\_\_\_\_ that ...?  
 Wouldn't you \_\_\_\_\_ that ...?

#### Managing the discussion

Do we all \_\_\_\_\_ on that, then?  
 The next \_\_\_\_\_ on the agenda is ...  
 Can we \_\_\_\_\_ to the agenda?  
 Perhaps we should \_\_\_\_\_ for coffee.  
 Could we \_\_\_\_\_ back to this later?