

## Internet research

What are the essentials of a successful meeting? Search for the keywords *golden rules of meetings* to find out.

## eWorkbook

Now watch the video for this unit.

## Glossary PAGE 156

civil servant  
disabled  
ethnic minority  
misconduct

**4** With a partner, hold short meetings on the four issues below. Follow the structure provided. Take turns being A and B.

- 1 A vodka manufacturer offers to sponsor your end-of-year party. Do you accept?
- 2 One of your suppliers uses child labour in Vietnam. What should you do?
- 3 Advertisements for your product show only slim, beautiful people. Is that OK?
- 4 Ethnic minorities and the disabled are under-represented in your firm. What can you do?

Student A

Give an opinion.

Ask B's opinion.

Interrupt.

Persuade.

Student B

Disagree.

Ask for clarification.

Manage the discussion.

**5** Work in small groups. Hold a management meeting to decide what to do in the following cases of employee misconduct in your company. For each case, discuss the following.

- what action to take
- what corporate policy to adopt (if any)
- how you will implement your decisions

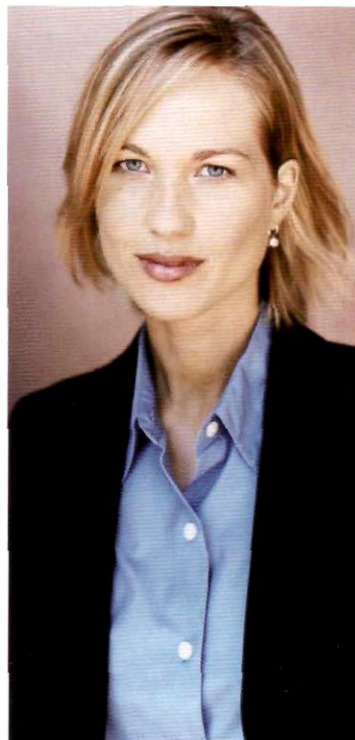
## Case 1

**Mike Ho**, a buyer in your purchasing department, accepted cash from suppliers. In return, he ordered extra stock at higher than average prices.



## Case 2

**Marieta Myska**, a sales manager, obtained confidential information about government contracts by having a relationship with a civil servant.



## Case 3

**Joseph Fisher**, a project manager, used company resources and equipment to run a club for disabled children at weekends.

