

Speaking

6 Read the four situations below. Decide what action you would recommend in each situation. Make notes on your ideas.

- 1 Levels of executive pay have been rising in your industry. This makes recruitment difficult for your firm. How should you respond?
- 2 Your new CEO wants to introduce more American business practices. Some staff are resistant. What advice would you give the CEO?
- 3 Your country's education system doesn't produce the graduates you need. How could you improve the standard of job applicants?
- 4 Your firm has been criticized for employing too few women. How could you change this situation?

eWorkbook

Now watch the video for this unit.

Internet research

Search for the keywords *ending a meeting*. List five pieces of advice on how to end a meeting well. Compare your advice with other students.

7 With a partner, hold short meetings on the issues in Exercise 6. Follow the structure provided below. Take turns to be A and B.

Student A

State your main idea about the topic.

Clarify your idea.

Confirm or clarify again. Ask for Student B's opinion.

Confirm if you understand. Summarize your joint ideas or decisions.

Student B

→ Ask for clarification.

↙ → Check that you understand.

↙ → Give your opinion. Check that Student A understands you.

↙

Roleplay

8 Work in groups of three. Take the roles of Alice, Serge and David and read the appropriate role card: Alice (page 115), Serge (page 117) and David (page 120). Hold a meeting to discuss the points on the agenda and remember to clarify your position if necessary.

Agenda

New accounting procedures

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|---|---|
| 1 Introduction | 6 Installation of new accounting software |
| 2 Definition of new procedures | 7 Temporary project team requirements |
| 3 Schedule for implementation | 8 Training on the new software |
| 4 Extra staffing requirements | 9 AOB |
| 5 Training on the new accounting procedures | |

