



6.4 Speaking Meetings – teamwork

Discussion

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

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

Listening

2 2:58 The management committee of an eastern European manufacturer of electrical components have called a meeting to discuss a problem: one of their buyers, Mr Vieri, has been accepting regular gifts from a supplier.

Listen to Version 1. How does one member of the committee, Stanislas, behave inappropriately? List five ways.

3 Listen again and write down six examples of Stanislas's inappropriate language.

4 2:59 Listen to Version 2 of the meeting. What are the differences?

5 Complete the expressions Stanislas uses in Version 2.

- 1 Sorry to _____.
- 2 Would you _____, (Anna)?
- 3 Sorry, (Anna), I don't see _____.
- 4 Well, I feel _____ (we should dismiss Mr Vieri).
- 5 I'm afraid _____, (Jon).
- 6 Yes, but, wouldn't you _____ (his behaviour was unethical)?

6 Reorder the words in **bold** in these useful expressions for meetings. They were all used in Version 2 of the meeting.

- 1 **that to brings next the point us** on the agenda.
- 2 **that tend think I to** we need ...
- 3 **but I point your see** you can't just dismiss someone ...
- 4 **think don't that you** everyone should have a second chance?
- 5 **we're think side-tracked getting I** here.
- 6 **just come here in I could?**
- 7 **have on views do any you** this issue?
- 8 **say you when this issue, mean you do** our policy on gifts?

7 Put the expressions from 5 and 6 into the appropriate category below.

Giving an opinion	Asking for opinions	Managing the discussion	
In my opinion, ...	What's your feeling?	Do we all agree on that, then?	
It seems to me that ...		Perhaps we should break for coffee.	
		Could we come back to this later?	
Disagreeing tactfully	Interrupting	Asking for clarification	Persuading
I agree up to a point, but ...	Sorry, but could I just say ...	So, are you saying that ... ?	Isn't it the case that ... ?

Internet research

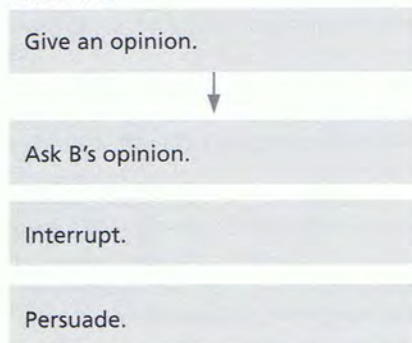
What are the essentials of a successful meeting? Search for the keywords "golden rules of meetings" to find out.



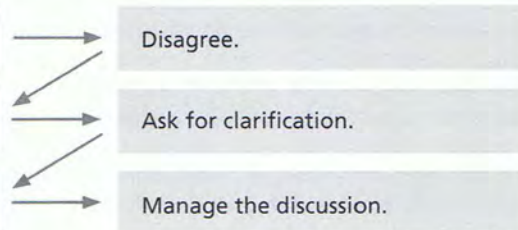
8 With a partner, hold short meetings on the four issues below. Follow the structure provided. Take turns being A and B.

- 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



Student B



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

- 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 for buying large volumes at high 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.

