

BUSINESS MEETINGS

BUSINESS MEETINGS SURVIVAL HANDBOOK

By P.D. Leonard



comprehensive scripts
scenarios
key vocabulary
audio files

SCENARIOS MEETING ONE

By MR P.D. Leonard

Cast:

Bob-Managing director (CEO) Chief executive officer

Alison- Accountancy manager

James-Logistics manager

Kevin- Human resource manager

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BUSINESS MEETINGS

- Bob: Good morning everyone, is everyone present?
- Alison: Richard's absent, he **called in sick** this morning to say he's got **the flu**.
- Bob: Sorry to hear that. So, **first and foremost** I'd like to mention that the **sales figures** for this year are looking promising and we're **on target**. As you can see, this chart shows the **gross/net** profit we've made over the last six months. **However**, if we compare these figures to 2012 when **business was booming** we're falling short by **an estimated** 50,000 pounds.
- James: Sorry for **butting in**, but that was before the recession hit us and we were at our peak as **a leading company** in the sector.
- Alison: **According to** the figures the worst year we've had financially was 2007 a year after setting up, a difficult time for all new business ventures, but **that goes without saying**.
- Bob: I agree, 2007 was probably the worst year to record. It was a year of headaches and we were having that many **teething problems** production-wise, mainly **due to** the new machinery on the shop floor. We **paid a supervisor off if I remember rightly**.
- Kevin: That's right, **due to the fact that** he couldn't cope with some of the staff. We had to **let him go**.
- Bob: Alison, could you **fill me in on** the **unforeseen costs** up to present day?
- Alison: Let's take a look, we've spent over 8,000 on technical back up, 6,000 on **new kit** and a further 5,500 on transport costs. That amounts to the sum of 19,500.
- Bob: **On a whole**, things are going well and everything's running smoothly. I firmly believe we can **achieve our goals** this year. You've all done some great team work and I'm sure we'll keep it up. As a leading company our products are **second to none**, but that doesn't mean to say we can **let our guard down in any way shape or form**. Does anyone have **any queries/ questions / doubts / suggestions**?
- Kevin: Yes, Will the plans for our new U.S. **branch** be going ahead?
- Bob: I'll fill you in on that next week, it's still in the early stages but **it's in the pipeline**. So **I think that just about wraps it up for today**. **Meeting adjourned**.

BUSINESS MEETINGS

GENERAL VOCABULARY	VOCABULARIO GENERAL
(to have)The flu	Tener la gripe
Butt in	Interrumpir
According to	Según
That goes without saying	Eso cae por su propio peso
Due to	Debido a
Due to the fact that...	Debido al hecho de que
If I remember rightly	Si mal no recuerdo
On a whole	En general
(to be) second to none	No tener rival/Ser inigualable
Production/time/ stock -wise	Referido a Producción/ tiempo/ stock
Keep it up	Mantenerlo así
In any way shape or form	De ninguna manera
Queries/questions/doubts/suggestions	Preguntas/dudas/sugerencias

KEY BUSINESS VOCABULARY	VOCABULARIO CLAVE NEGOCIOS
Call in sick	Llamar para decir que está enfermo
Sales figures	Cifras de ventas
(to be)on target	Alcanza el objetivo
Gross/net profit	Beneficio bruto/neto
Business is booming	El negocio está en auge
Set up (a new business)	Fundar un negocio, poner en marcha
An estimated amount	Una cantidad estimada
A leading company	Empresa líder
Teething problems	Problemas iniciales
Pay (someone)off	Pagar el finiquito
Let(someone) go	Despedir
Fill(someone) in on (something)	Poner a alguien al corriente de algo
Unforeseen costs	Costes imprevistos
New kit	Nuevo equipo
Let your guard down	Bajar la guardia
Achieve your goals	Llegar, alcanzar el objetivo
It's in the pipeline	Está en proyecto
Branch	Sucursal
Queries/questions/doubts/suggestions	Preguntas/dudas/sugerencias

HEADS AND TAILS	CARA Y CRUZ
First and foremost I'd like to mention..	En primer lugar me gustaría decir..
I think that just about wraps it up for today	Ésto es todo por hoy. Por hoy hemos concluido
Meeting adjourned	Se aplaza la reunión

FOOD FOR THOUGHT	MATERIA DE REFLEXIÓN
The strongest trees don't grow in the best soil, they grew in the strongest winds	Los árboles más fuertes crecen con el viento en contra