

Business English- Meeting people criteria board game

Instructions

Put one counter each on the Start square (e.g. an eraser for one person and a coin for the other person). Roleplay the situation in the square with your partner. As you are speaking, they will tick the criteria below that your speaking matches. After you finish, you can move one square for each thing that they ticked, e.g. two squares if they only ticked "Starting smoothly" and "Ending smoothly". However, **you must land on the last square and do that** before finishing the game.

Are there any cultural differences in the situations described in the board game?

When you finish the game, brainstorm useful English phrases for each situation, especially to start and end the communication.

What places would you go on a company tour, and what would you say about what happens in each place?

Meeting people criteria board game

Instructions

Put one counter each on the Start square (e.g. an eraser for one person and a coin for the other person). Roleplay the situation in the square with your partner. As you are speaking, they will tick the criteria below that your speaking matches. After you finish, you can move one square for each thing that they ticked, e.g. two squares if they only ticked "Starting smoothly" and "Ending smoothly". However, **you must land on the last square and do that** before finishing the game.

Are there any cultural differences in the situations described in the board game?

When you finish the game, brainstorm useful English phrases for each situation, especially to start and end the communication.

What places would you go on a company tour, and what would you say about what happens in each place?

Business English- Meeting people criteria board game

<p>4. Start a conversation with someone who you met at the same conference or trade fair last year.</p> 	<p>3. You hear somebody on the train from the airport speaking the language of a country you're visiting next week for the 1st time. Start a conversation and ask about doing business there.</p>	 <p>2. Start a conversation with someone who you don't know on the shuttle bus from the airport</p>	<p>1. START Start a conversation with someone you don't know at a conference or trade fair.</p>
<p>5. Start a conversation with someone you know who is in the same lift from the 42nd floor to the ground floor.</p>	<p>6. Start a conversation with a colleague from a different department who is in the company cafeteria at the same time.</p>	 <p>7. Go to a colleague's office to arrange a meeting with them for next week.</p>	<p>8. Phone someone to meet them while you are in their city</p> 
<p>12. STOP HERE Go to a room where some visitors have just finished listening to a presentation on your company and take them on a tour of your company.</p>	<p>11. Go to a room where some visitors are waiting and give them a short presentation on your company, division, department, section and/ or team.</p>	<p>10. Email someone who you met for the first time last week to arrange a meeting in the next two weeks.</p> 	<p>9. Phone someone who you know well to invite them to dinner in a Japanese restaurant at the end of the month.</p>

Criteria to tick

Use one column below for each go, erasing if you run out of space.

Starting in the right way/ Starting smoothly											
Being polite / Using correct formal language and/ or being friendly / Using correct informal language											
Avoiding silence (thinking aloud, not pausing, etc) and not speaking your own language											
Using language that you have studied during this course											
Ending in the right way/ Ending smoothly											