

Business Meetings on Festivals and Celebrations

Business meeting on Xmas

*Choose three topics from below and roleplay a whole business meeting to decide what your company and employees will do about those things during Xmas (this year and/or in general). **Roleplay the whole meeting** from greetings and small talk at the beginning to checking there is nothing else to discuss, talking about future contact and saying goodbye at the end.*

Possible Xmas topics to discuss in a meeting

- alcohol
- answerphone
- avoiding offense
- business contacts who particularly celebrate Xmas – contacts who don't celebrate Xmas
- changing the normal routine at Xmas – continuing as usual during Xmas
- closing the office
- clothing
- compliance (with anti-bribery laws etc)
- deadlines (for expenses claims, etc)
- decorations
- food and drink
- gifts/ presents
- greetings
- health and safety
- length and dates of the Xmas period (how long decorations stay up, etc)
- making sure all work gets done (on time)
- music
- parties/ celebrations
- paying for Xmas things
- people's desk space
- photos
- religious things at Xmas – non-religious alternatives
- social media/ company website
- special products for Xmas/ special versions of products for Xmas
- staff who particularly celebrate Xmas – staff who don't celebrate Xmas
- staff's families
- staying in touch during Xmas
- the cafeteria
- the lobby/ office entrance
- time off
- weather
- working from home/ telecommuting
- Xmas cards

Roleplay a similar meeting discussing three topics for one of these other special times

(American) Independence Day
After a big business success
After a big product launch
After finishing a big project
April Fool's Day
Armistice Day/ Remembrance Day/ War Memorial Day/ Poppy Day
Birthdays
Bonfire Night/ Guy Fawkes Night
Buddhist festivals
Carnival
Cherry blossom viewing
Chinese New Year/Lunar New Year
Diwali
Easter (Good Friday etc)
Eid
First day at work
Gay Pride parades
Getting married
Halloween
Hanukkah
Having a baby
Last day at work
Lent
May Day protests
National election days
National holidays/ Bank holidays
New Year's Day
New Year's Eve
Oktoberfest
Ramadan
Retirement
Saint Patrick's Day
Shrove Tuesday/ Pancake Day
Special birthdays (40th etc)
Summer festivals
Tanabata
Valentine's Day
When an important visitor comes to visit