

Christmas party checklist and negotiations

Student A

You and your partner need to arrange a (British style) office Xmas party together. Half the jobs that need to be done to prepare for the party are written below with the time that it will take. Without telling your partner the exact time needed, persuade your partner to do some of the jobs below and accept doing some of their jobs in return. When you finish your negotiation, the time of the jobs that are still left on your sheet plus the time of the jobs you have volunteered to do from your partner's sheet is your total time. If you have agreed to do something together or split it fifty fifty you should add the times with that in mind. The person with the least total time is the winner.

Clean up after the party	3 hours
Go and buy the disposable crockery and cutlery for the party (paper plates etc.)	75 minutes
Buy paper party hats, party poppers etc.	60 minutes
Plan icebreaker party games	50 minutes
Hang up lights, tinsel and other decorations	45 minutes
Give a speech at the beginning of the party	10 minutes

Which things from both your lists do you really think you would have to do if you arranged a Xmas party together? How is the party described here different from an office party in your country (e.g. The type of food served)? What are the good and bad things about the party as it is described?

What order is it best to do them in? How long will each one really take?

Plan a really good Xmas party together, deciding on how long each thing will take and splitting the jobs up between you.

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Student B

You and your partner need to arrange a (British style) office Xmas party together. Half the jobs that need to be done to prepare for the party are written below with the time that it will take. Without telling your partner the exact time needed, persuade your partner to do some of the jobs below and accept doing some of their jobs in return. When you finish your negotiation, the time of the jobs that are still left on your sheet plus the time of the jobs you have volunteered to do from your partner's sheet is your total time. If you have agreed to do something together or split it fifty fifty you should add the times with that in mind. The person with the least total time is the winner.

Go to the shops and buy some Xmas decorations	90 minutes
Search round the office for the office corkscrew and bottle opener	90 minutes
Go out and buy the alcoholic drinks (e.g. Egg nog), mixers, ice cubes and soft drinks for the party	45 minutes
Organise Secret Santa	30 minutes
Make sure everyone leaves the office at the end of the party and call taxis for anyone who is too drunk to drive or walk home	60 minutes
Put up the Xmas tree and decorate it	50 minutes
Buy snacks (pretzels, nuts, chocolates etc.)	45 minutes
Get the Xmas tree and lights from last year out of the storeroom	10 minutes

Which things from both your lists do you really think you would have to do if you arranged a Xmas party together? How is the party described here different from an office party in your country (e.g. The type of food served)? What are the good and bad things about the party as it is described?

What order is it best to do them in? How long will each one really take?

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Worksheet 2- The Language of Negotiations Reversi Game

Teacher's instructions

Photocopy one copy of the worksheet per pair of students and cut it out along the solid lines. Fold each card along the dotted line so the students can only see one side at a time.

Give out the cards and get the students to arrange them in a line so that they can only see one side of each card. It doesn't matter which order they are in or which side is up first. The aim of the game is to get from one end of the line to the other by correctly saying what is on the other side of each card (always a sentence that means the same). If anyone makes a mistake, they have to go back to the beginning of the line and start again.

I'll hang up the decorations, but only if you put up the Christmas tree
.....

I'll hang up the decorations, providing you put up the Christmas tree.

Right, shall we get started?
.....

Right, shall we get down to business?

Let me start by welcoming you to Finland.
.....

To start with, I'd like to say what a pleasure it is to welcome you to Finland.

Could you get that down on paper and send it to me by Friday?
.....

Can I have that in writing by the end of the week?

Does anyone have anything to add before we bring the meeting to a close?

.....

Are there any final points to make before we wrap things up?

Did you have a good journey?

.....

Did you have any trouble getting here?

Thank you for coming here on such a cold day.

.....

Thank you for braving the elements to come here today.

To recap what we've agreed, your side will purchase the Xmas goods and our side will MC.

.....

In summary, your side has agreed to buy the Xmas stuff and we have agreed to fill the role of MC.

I'll have to check that with my colleagues and get back to you.

.....

I'll have to confirm that with my team before I can let you know for sure.

That seems reasonable.

.....

That sounds acceptable.

Instead of dividing that job up fifty-fifty, perhaps we could work together on that part.

.....
Rather than splitting that job up equally, maybe cooperating on that part is worth a try.

As further practice, you could have the students put the sentences in the order of a typical negotiation meeting.