

### Looking at both sides in meetings practice

Choose an agenda topic from the next page. Roleplay chairing a meeting in which you look at the pros and cons of that thing, then try to reach agreement on if it is a good idea or not. You might need to decide more about your company, your roles, etc before you start.

#### Useful language for looking at both sides

- although
- backfire
- but
- despite
- despite the fact that
- even though
- however
- in spite of
- in spite of the fact that
- in the long term/ in the long run/ in the end
- looking at it another way, it could also be said that
- nevertheless
- nonetheless
- on the contrary
- on the other hand
- on the other side of the coin
- pros and cons/ benefits and drawbacks/ advantages and disadvantages/ good and bad points/ positive and negative aspects/ desirable and undesirable effects
- though
- turning from... to...
- unintended consequences
- yet

Share one decision and see if other groups agree. Then ask about any things on the next page you don't understand, found it difficult to talk about, etc, discussing how good or bad the ideas are each time. Then ask about any language above you couldn't use.

What are the differences between these pairs of concession phrases? They could be differences in grammar, meaning, etc, including some quite small differences.

- but/ however
- however/ although
- although/ even though
- although/ despite
- despite/ in spite
- however/ on the other hand
- however/ on the contrary
- however/ nevertheless
- nevertheless/ on the contrary
- on the other hand/ nonetheless

Do the first activity again, this time with your own ideas for things to look at both sides of.

## Ideas to look at both sides of

Choose an agenda topic from below. Roleplay chairing a meeting in which you look at the pros and cons of that thing, then try to reach agreement on if it is a good idea or not. You might need to decide more about your company, your roles, etc before you start.

- Using AI to deal with basic online customer queries
- Someone from outside being the first point of contact for *allegations* against staff
- Semi-annual staff *appraisal* meetings
- Regularly changing which company does your *audits*
- Accepting a government *bailout*
- Declaring *bankruptcy* to clear your debts
- *Brainstorming* new product ideas in meetings
- Outsourcing the company cafeteria to a *catering* company
- A public *ceremony* to name sales rep of the year
- Taking turns being *chair/ facilitator*
- Using more *cloud computing/ cloud services*
- *Company cars* for sales staff
- Needing *consensus* from the board before taking big decisions
- Using consultants to look into the *corporate culture*
- Cutting *excessive* executive pay
- Having fully *flexible* working hours
- Switching to *hotdesking* for all staff (including managers)
- Selling more *mass-market products*
- Recruiting more experienced *mid-career candidates* with relevant experience
- Classifying staff as freelance contractors to avoid having to pay *minimum wage*
- More *permanent employees*
- Paying *piece rates* instead of minimum wage at your factories
- Focus on *profit margins* (maybe *losing market share*)
- *Sales targets* which are five percent higher than in the last financial year
- A *soft product launch/ A beta product launch*
- Taking over a small *start-up*
- Selling off a *subsidiary*
- Unlimited *telecommuting/* working from home
- Moving more *upmarket*
- *Vertical integration/ Bringing manufacturing in house*

Share one decision with the class and see if other groups agree.

Ask about any things above you don't understand, found it difficult to talk about, etc, discussing how good or bad the ideas are each time.

Ask about any language on the first page above you couldn't use, working together to make example sentences using it each time.

Do the first activity again, this time with your own ideas for things to look at both sides of.