



# Business Lunches

Business > Advanced 7



## Exercise 1 – Reading

*Read the dialogue aloud with your tutor and check your understanding.*

*Mr. Smith invited Mr. Holt for a business lunch, to introduce their new accountant to him and to discuss their future relationship.*

**Mr. Smith:** Mr. Holt, thank you for meeting me here today. I really appreciate you working me into your schedule.

**Mr. Holt:** Nice to meet you in person at long last. I think we have mostly communicated through our secretaries and accountants.

**Mr. Smith:** True. Speaking of which, I would like to introduce our new accountant that will take care of the things between our companies from now on. However, she seems to be a little bit late. But I'm sure that she will join us shortly.

**Mr. Holt:** Not that we are in a hurry. By the way, I heard that you have just returned from your vacation, how was it?



**Mr. Smith:** Yes, it was great, I visited Hawaii for the first time. I really needed some time to relax and clear my mind, so I could come back to work fresh and rested.

**Mr. Holt:** Yes, we all need some time off to recharge our batteries. Shall we order some drinks while we're waiting?

**Mr. Smith:** That's a good idea.

*A few minutes later, Mr. Smith's accountant, Nina, joins them at the restaurant.*

**Mr. Smith:** Mr. Holt, I would like to introduce to you our new accountant, Ms. Nina Roberts.

**Mr. Holt:** It is a pleasure to meet you. I am looking forward to doing business with you.

**Nina:** It's great to finally meet you, Mr. Holt. I've heard so much about you! And I'm really sorry for being late, the traffic was terrible.

**Mr. Holt:** No problem, Ms. Roberts. I'm glad that you could make it.

**Mr. Smith:** Okay, so, since we are all here now, and we don't have much time left, let's get down to business.



### **Check your understanding:**

1. Why did Mr. Smith and Mr. Holt meet for a business lunch?
2. What did the two of them talk about while waiting for Nina?
3. Why was Nina late for the meeting?



## Exercise 2 – Learning

### Useful Expressions

- Thank you for meeting me here today.
- It's nice to meet you at long last.
- I appreciate you working me into your schedule.
- I've heard so much about you!
- I am looking forward to doing business with you.
- We have mostly communicated through emails.
- Speaking of which,...
- ...will join us shortly.
- Shall we order?
- Let's get down to business.



## Exercise 3 – Role Play

*Take turns with your tutor and act out the scene described below.*

**Scene:** Your company has changed suppliers. You are having a business lunch with the representative of the new supply company. This is your first time meeting with one another. Introduce each other and start a conversation. Your teacher will act as the representative.



## Exercise 4 – Discussion

*Discuss the following questions with your tutor.*

1. Have you ever been to a business lunch? How did it go?
2. Do you think lunches provide good opportunities to talk business? Why? Why not?
3. How is having a business lunch different from a standard meeting?