

Meeting and Negotiation Simulation

Title of ER: Meeting and Negotiation Simulation
Level: B2
Target audience: all college level students
General goals/objectives: speaking (business English)
Specific goals/objectives: 1. Practice using common meeting and negotiation language in a structured simulation
Materials needed for activity: (check the following) Xinternet access _projector _speakers _printout XBYOD (Bring Your Own Device - smartphone, tablet) _other: _____
Time: 5 academic hours
Overview: Review principles of preparing for and running effective meetings and negotiations; review common chunks in these fields; prepare and participate in a business simulation.
Activity 1 Introduce the elements and language of an effective meeting and work through the exercises..
Activity 2 Introduce the elements of an effective negotiation and work through the exercises.
Activity 3 In groups of six, have students plan and video this simulation .
Supplementary materials Business English Podcasts for Meetings Business English Podcasts for Negotiations
Related LOs

Production / Speaking	Overall spoken production	Can give clear, detailed descriptions and presentations on a wide range subjects related to his/her field of interest, expanding and supporting ideas with subsidiary points and relevant examples (B2)
Production / Speaking	Sustained monologue presenting a case (e.g., in a debate)	Can develop a clear argument, expanding and supporting his/her points of view at some length with subsidiary points and relevant examples (B1+)

Interaction / Spoken	Information exchange	Can exchange, check and confirm accumulated factual information on familiar routine and non-routine matters in his/her field with some confidence (B1+)
Interaction / Spoken	Information exchange	Can summarize and give his/her own opinion about a topic in his/her own field with some confidence (adapted B1+)