



1. Your Meeting

Work with 3–4 students. You are going to have a short meeting.

Your company wants to organize a **team event**.

You have three possible choices:

- A. A team lunch
- B. A one-day trip
- C. An evening activity

Your group must choose **ONE**.

2. Give Each Person a Role

Student A – Meeting Leader

Your job is to:

- start the meeting
- ask people for their opinions
- make sure everyone can speak
- help the group make a decision
- finish the meeting

Student B – Team Member

You think a **team lunch** is the best choice.

Give two reasons.

Student C – Team Member

You think a **one-day trip** is the best choice.

Give two reasons.

Student D – Team Member

You think an **evening activity** is the best choice.

Give two reasons.

4. Extra Problem

After you make your decision, add this problem:

The person who chose the activity says it is too expensive.

Discuss the problem again.

Can you find another solution?

3. Use This Meeting Plan

Follow these steps.

Step 1 – Start

The meeting leader says:

“Let's start the meeting. Today we need to decide _____.”

Step 2 – Give Opinions

Each person gives an opinion.

Use:

- “In my opinion...”
- “I think we should...”
- “I believe...”

Step 3 – Ask Questions

Ask another person:

- “Why do you think that?”
- “Could you explain?”
- “What do you think?”

Step 4 – Agree or Disagree

Use:

- “I agree.”
- “I see your point.”
- “I'm not sure I agree.”
- “That's a good idea, but...”

Step 5 – Find a Solution

Use:

- “Why don't we...?”
- “We could...”
- “Maybe we should...”

Step 6 – Make a Decision

The meeting leader says:

“So, have we decided?”

Then say what the group decided.

Step 7 – Finish

“OK, that's our decision. Thanks, everyone.”

REAL ENGLISH BOX

In real meetings, people often use these short phrases:

- "That's a good point."
- "I see what you mean."
- "Can I add something?"
- "What if we...?"
- "Let's think about that."
- "I think we've reached a decision."

5. Final Challenge

Have the meeting again, but this time:

- do not read the instructions
- use your own words
- ask at least two questions
- give at least one opinion
- disagree politely once
- suggest one solution

How did you do?

- ☐ I gave my opinion.
- ☐ I asked a question.
- ☐ I listened to other people.
- ☐ I agreed or disagreed politely.
- ☐ I made a suggestion.
- ☐ I helped the group make a decision.

Teacher's Key

There are **no fixed answers** for this role-play.

The final decision can be any of the three choices, provided students give reasons.

The important language goals are that students:

- give an opinion
- ask questions
- agree/disagree politely
- make suggestions
- respond to other opinions
- reach a decision

For weaker students: allow them to keep the Meeting Plan in front of them.

For stronger students: ask them to repeat the meeting without looking at the useful phrases.