

Business English

Mock Meetings



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This document contains 32 topics that you can use for mock meetings. The topics are designed for Business English classes at CEFR level B1/B2+. The topics have been chosen to be realistic but generic enough that you do not need any special or technical knowledge to take part in the discussion. There are times that the participants may need to use their imaginations to fill in the details in the discussion.

It is recommended that these are used in a Business English class once meeting skills and functions have been taught (taking minutes, interrupting politely, and so on). Most of the topics are suitable for informal meetings and some are suitable for a more formal approach.

For an online version of these materials, which works well with a smartboard, but can also be viewed on a smartphone, visit:

www.roadtogrammar.com/businessenglish/meetings2

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Website Redesign

Your company's website is hopelessly out of date compared to your competitors' sites. Hold a meeting to discuss ideas on how to make it more attractive, modern and efficient. Come up with a list of things to change and an action plan.

Internet Code of Conduct

You are part of a group tasked with coming up with an internet policy for your company. Hold a meeting and discuss the following:

- Whether any websites need to be blocked
- Rules regarding pornography and downloading of illegal content
- Rules regarding bandwidth-heavy sites, such as YouTube
- Rules regarding use of social media during working hours
- Rules regarding use of email
- Rules regarding internet use on personal devices, such as smartphones and tablets

Flexi Hours

Due to worsening traffic conditions and personal commitments, some employees have been asking for flexible working hours to be implemented. Hold a meeting and decide whether to implement this policy in your company and how it would work.

Young Blood

Most employees in the medium-sized company that you work for are over forty. This could be a problem as most of your customers are under thirty. Hold a meeting to discuss ways to attract young blood to your company.

Discrimination

Recently, there have been some disturbing reports of discrimination in your company. For example, a woman was told that she was turned down for a promotion because men are more suited to management positions. In addition, a member of an ethnic minority reported overhearing a racist joke. Hold a meeting to find a way to address these and other similar issues which may arise.

Company Canteen

There have been many complaints about the company canteen: the prices are too high and should be subsidized, the food is awful, the kitchen is unhygienic and the service is terrible. Hold a meeting to discuss ways to revitalize the company canteen, keeping in mind that the budget for doing so is limited.

Employee Behavior

The CEO has been complaining about staff behavior: they come late, they dress shabbily, they smoke where they're not supposed to and they take two-hour lunch breaks. Hold a meeting of the Heads of Department to discuss how to improve staff discipline.

Chipping the Staff

Some companies have begun 'chipping' employees. That is, to implant microchips into the arm of each employee. These chips can be used to pass through security, clock in and out or even to order food in the company canteen. Hold a meeting to discuss how this could be implemented in your company.

Customer Complaints

You work for a company that operates a chain of supermarkets. Recently, it has emerged that your company has no defined process for dealing with customer complaints, resulting in a wide variation in customer experience. Hold a meeting to come up with a standardized process for dealing with customer complaints.

The Annual Dinner

Hold a meeting to plan out the company's annual dinner. As this will be the company's 25th anniversary, the CEO has requested a very special celebration with a big budget. Plan out where and when the dinner will take place, the menu, the activities and the entertainment for the night.

Company Creche

As your company has grown, many of the female employees in particular have been asking for a company creche to be set up. Hold a meeting and discuss if and how this can be achieved, keeping in mind that any related costs must be kept as low as possible.

Japanese Visitors

A group of Japanese businesspeople is going to be spending a few days visiting your company and you need to spend half a day showing them around your city. Hold a meeting to discuss where you would like to take them and draw up an itinerary.

Dress Code

Your CEO is keen to increase the level of professionalism within the company. Because of this, he has asked your team to come up with a company dress code and also to consider whether there should be a company uniform. Hold a meeting to discuss these issues.

Moving to China

Your company manufactures sports goods and operates ten factories around your country. However, your Chief Operating Officer wants to discuss moving some of these factories to China in order to save money. Hold a meeting of senior managers to explore the idea of moving the factories to China and whether this would be a good idea or not.

Retirement Gift

Your head of department is retiring next month after working with the company for over 20 years. He was always liked by everyone in the department, and everyone is keen to give him a good farewell, including a nice gift to show their appreciation. Hold a meeting to discuss what gift to get for him, including the budget and who would pay for it.

Onboarding

As your company is growing larger, your CEO has asked that all new employees go through a full-day onboarding process when they join, in order to understand the company's processes and philosophies. Hold a meeting to discuss what to include in the onboarding process and who will be responsible for it.

Helpdesk Issues

Since the beginning of the year, your company has been operating an internal helpdesk to deal with customer enquiries and complaints. However, the helpdesk has not been very successful and many customers have been complaining about it on their social media accounts. Common complaints include incompetent representatives, long waiting times and impersonal service. Hold a meeting to address these issues and discuss whether an internal helpdesk really is the best answer.

A CSR Campaign

Your company has decided to carry out an annual CSR initiative. A budget of \$20,000 has been allocated for the current year. Hold a taskforce meeting to decide how this money can be spent in the most effective way.

Upskilling

Your company has decided to open a training department in order to carry out upskilling programs for the employees. Hold a meeting of the heads of department to discuss in detail the types of training programs that you would like to see.

Parking Problems

Parking has become a major problem in the area near your company's headquarters. The company's building only has fifty parking spaces for sixty employees. Some employees used to park outside on the street, but several other companies have recently moved into the area and these spaces are always taken up. Visitors to your company also complain that they cannot find anywhere to park, making them late for meetings. Hold a meeting to discuss what can be done.

Cybersecurity

Last month, your company experienced a ransomware attack, which was initiated when an employee opened an email attachment that contained a virus. Your company ended up paying \$10,000 to the hackers, out of desperation. This cannot be allowed to happen again. Hold a meeting to discuss how to beef up the company's cybersecurity.

Allocating Funds

Business is booming! The tech start-up that you work for has quadrupled its customer base since the beginning of the year and tripled its profits. Now that the company is cash-rich, what should it do with the money? Expand? Invest? Improve employee salaries and benefits? Hold a meeting of the top management to decide.

A Fitness Campaign

A healthy body means a healthy mind! Your company is eager to come up with a fitness campaign to improve the health of the employees in your organisation. Hold a meeting to discuss and plan how to implement the campaign.

Cutting Costs

Your CEO has ordered all departments in your company to find ways to cut costs. Hold a meeting to discuss how to cut costs in your particular department. Come up with at least five cost-cutting measures.

A Safe Environment

You work for a large company. Unfortunately, crime is on the rise in the part of town where your company is located. Recently, some of the female employees have been harassed as they walk to the bus stop down the street from the company's office and one employee was robbed at knifepoint. If this continues, some of the female employees will leave the company. Hold a meeting on this issue and come up with possible solutions, keeping in mind that any solution must be cost-effective.

Going Green

You work for a medium-sized company. Your boss has asked for a working group to be formed to come up with some ideas to help the organisation to be more eco-friendly (as long as the ideas are cost-effective). Hold the initial meeting of this working group and come up with some solutions.

A Social Media Campaign

Shockingly, your company has no social media presence. The new company president wants this to change immediately. Hold a meeting of stakeholders to investigate a way to fast-track the company's social media presence. Plan out the goals of a social media campaign.

A New Product

You work for a medium-sized company that produces food products. Recently, your company has come up with a new product, which is a cross between a waffle and a pancake. Hold a meeting to come up with a name for the product and some ideas for marketing it. Come up with a shortlist of three ideas.

Family Fun Day

You work for a medium-sized company. Recently, your boss has come up with the idea of a 'Family Fun Day' to foster better relations between employees. Hold a meeting to plan out the Family Fun Day, including the activities, times, venue and budget.

Motivating the Staff

You work for a medium-sized company. Staff motivation is a major problem. Most people just seem to put in the minimum effort required to do their jobs. Nobody volunteers for any special projects and nobody ever contributes any innovative ideas that could help drive the company forward. Hold a meeting of senior managers to discuss how to address this issue.

Improving Business 1

You work for a supermarket chain. Recently, your company has been losing business due to the trend for people to order food online through apps. People just don't seem to have time to visit your supermarkets anymore. Hold a strategy meeting to discuss ways that the company can move forward profitably and meet the new challenges facing it.

Improving Business 2

You work for an airline. It's a challenging market: fuel prices are going up, new budget airlines are competing with you and a weak economy means less business travel. Hold a strategy meeting to discuss ways that the company can move forward profitably and meet the new challenges facing it.