



Introduction and Warm-Up (10 minutes)

Welcome to the world of Business English idioms! In this interactive and task-based learning activity, you will learn and practice using essential idiomatic expressions used in meetings and negotiations.

Share a time when you had to communicate in English in a professional setting. What challenges did you face, and how did you overcome them?

Common Business English Idioms in Meetings (15 minutes)

Let's start with some common idioms used in meetings:

1. Break the ice
2. Get down to business
3. Touch base
4. Table a discussion

Match the idiom with its meaning:

Idiom	Meaning
Break the ice	a) To start a meeting or discussion
Get down to business	b) To discuss something in detail
Touch base	c) To relax and get to know each other
Table a discussion	d) To postpone a discussion

Business English Idioms in Negotiations (20 minutes)

Now, let's explore some idioms used in negotiations:

1. Meet halfway
2. Give and take
3. Seal the deal
4. Think outside the box

Role-Play Activity: Practice negotiating a deal with a partner, using at least two of the idioms above.

Work in pairs to negotiate a deal. Use the idioms above to help you reach an agreement.

Case Study Analysis (15 minutes)

Read the following case study:

"A company is negotiating a contract with a supplier. The supplier wants a 10% discount, but the company can only offer 5%. The company's representative suggests meeting halfway at 7.5%."

Discussion Questions:

1. What idiom is used in the case study?
2. How does the idiom help in the negotiation?
3. What would you do in a similar situation?

Idiom Creation Challenge (15 minutes)

Create your own *Business English* idiom related to meetings or negotiations, along with its meaning and example sentence.

Share with a Partner: Explain your idiom to a partner and ask for feedback.

Group Discussion (20 minutes)

Discuss the following questions in small groups:

1. What are some common challenges in using Business English idioms in meetings and negotiations?
2. How can you overcome these challenges?
3. Share a time when you effectively used a Business English idiom in a professional setting.

Work in groups to discuss the questions above. Use the idioms learned in this activity to help guide your discussion.

Advanced Business English Idioms

In this section, we will explore more advanced Business English idioms used in meetings and negotiations. These idioms will help you to sound more professional and confident in your interactions with colleagues, clients, and partners.

Example Idioms

Let's take a look at some examples of advanced Business English idioms:

- Cost-cutting measures
- Downsizing
- Streamline operations
- Synergy

These idioms are commonly used in business meetings and negotiations to discuss financial and operational strategies.

Idiom Practice

Match the idiom with its meaning:

Idiom	Meaning
Cost-cutting measures	a) To reduce costs and expenses
Downsizing	b) To reduce the size of a company or organization
Streamline operations	c) To make a process or system more efficient
Synergy	d) The interaction or cooperation of two or more agents to produce an effect that is greater than the sum of their individual contributions

Business English Idioms in Presentations

In this section, we will explore Business English idioms used in presentations. These idioms will help you to deliver confident and engaging presentations to your audience.

Example Idioms

Let's take a look at some examples of Business English idioms used in presentations:

- Break the ice
- Get to the point
- Hit the nail on the head
- On the same page

These idioms are commonly used in presentations to engage the audience, convey key messages, and build rapport.

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Presentation Practice

Create a short presentation using at least two of the idioms above. Practice your presentation with a partner or in a small group.

Business English Idioms in Emails and Reports

In this section, we will explore Business English idioms used in emails and reports. These idioms will help you to write clear and effective business communications.

Example Idioms

Let's take a look at some examples of Business English idioms used in emails and reports:

- Get back to someone
- Keep someone in the loop
- On the back burner
- Touch base

These idioms are commonly used in emails and reports to convey information, request feedback, and build relationships.

Email Writing Practice

Write an email to a colleague or client using at least two of the idioms above. Ask for feedback on your email.

Case Studies and Group Discussions

In this section, we will explore real-life case studies and engage in group discussions to practice using Business English idioms in context.

Case Study 1

Read the following case study and discuss the questions that follow:

A company is considering a merger with a rival firm. The CEO is negotiating the terms of the merger and needs to use Business English idioms to convey the company's position.

1. What idioms would you use in this situation?
2. How would you negotiate the terms of the merger?
3. What are the potential benefits and drawbacks of the merger?

Work in groups to discuss the case study and questions above. Use Business English idioms to support your arguments.

Conclusion and Final Project

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In this final section, we will review the key Business English idioms learned throughout the course and work on a final project to practice using them in context.

Final Project

Create a short presentation, email, or report using at least five Business English idioms learned throughout the course. Share your project with a partner or in a small group and ask for feedback.

Course Evaluation

Evaluate the course and provide feedback on the following:

- 1. What were the most useful Business English idioms learned throughout the course?
- 2. What were the most challenging aspects of the course?
- 3. How do you plan to use the Business English idioms in your future career?



Introduction to Business English Idioms in Meetings and Negotiations

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