

Contents

Meetings & Negotiations In English

- Introduction and study guide . . . 5
- 1 Arranging a meeting . . . 6**
- 2 The meeting room . . . 14**
- 3 Welcoming clients . . . 18**
- 4 Getting down to business . . . 22**
- 5 Negotiations . . . 30**
- 6 Phrasal verbs . . . 38**
- 7 Follow up action and minutes of meetings . . . 42**
- 8 End of course test . . . 48**
- 9 The meetings video . . . 54**

