



### Unit 17 Office practices in the U.S.

#### Before you read

Think about these questions. Have you ever had lunch or dinner with a business associate? What was it like?

#### Read the article

##### Power Lunch

In many centers of business around the world, the business lunch is a pleasant way to accomplish business objectives. But, like any business activity, you must plan and prepare for it if you want it to be successful. The following tips for business meal etiquette will guarantee a successful business lunch in the U.S.

1. Give your guest a choice of dates, restaurants, and times. Make sure the restaurant you choose have a nice atmosphere and good food. Then make reservations at the time and place your guest chooses.
2. Get to the restaurant at least 10 minutes early so you are there to greet your guest. You may also give the restaurant your credit card when you arrive, so the bill will be taken care of quickly and discreetly. As host, you should always pick up the bill.
3. Order items that are easy to eat. Avoid that juicy burger or sloppy pasta dish—they can lead to all sorts of messy problems and will prevent you from discussing business—the reason for the lunch, after all.
4. Leave your cell phone behind, or turn it off and keep it in your bag or pocket. There's nothing more annoying than being interrupted by a lengthy phone call in the middle of making a deal.
5. Don't fuss over your order or hassle the waiter. It might make the restaurant staff feel annoyed, and it sends a bad message about how you deal with people in general.
6. And, finally, wait until the end of the meal to get down to business.

If you follow these simple rules, your business lunch should be enjoyable and productive.

Source: Adapted from *Longman English Interactive 4* by Michael Rost and Marjorie Fuchs, Longman



### Build your reading skills: Supporting general statements

Read the statements below. Decide which rule in the article each statement supports.

Bob, a Marketing manager, invited Tony, a client, to lunch.

1. Bob's reservation was at 1:00 P.M. Bob was at the restaurant at 12:45. Rule 2
2. After being seated, Bob gave his credit card to the waiter and asked him to charge the meal to his credit card. \_\_\_\_\_
3. Bob asked Tony to choose the restaurant for their business lunch. Tony chose a famous seafood restaurant. \_\_\_\_\_
4. Bob ordered steak instead of his favorite lobster. \_\_\_\_\_
5. After the meal, Bob and Tony discussed business. \_\_\_\_\_

### Check your comprehension

Read the magazine article again. Write **T** (true) or **F** (false) next to each statement.

1. It is good etiquette for the host to choose the place and time for a business meal. F
2. It is OK for the guest to pay for the bill. \_\_\_\_\_
3. It is polite to arrive early so you can greet your guest. \_\_\_\_\_
4. It is OK leave your cell phone on during your business meal. \_\_\_\_\_
5. It is smart to order foods that are easy to eat. \_\_\_\_\_
6. It is polite to wait till the end of the meal before talking business with your guest. \_\_\_\_\_