

B.VI.7

Advanced skills – Organising meetings, presentations, discussions

Organising and attending meetings – Eine Firmenversammlung planen und durchführen

Dr. Petra Schappert



© RAABE 2024

© Azman/E+

Was muss alles organisiert werden, wenn eine Feierlichkeit anlässlich des Firmenjubiläums geplant ist? Woher bekommt man einen Caterer, welches Rahmenprogramm bietet sich an und welche technische Ausstattung wird benötigt? Diesen Fragen stellen sich die Lernenden in dieser Unterrichtseinheit, indem sie in die Rollen der Teamleiter Claire und Frank sowie deren Kolleginnen und Kollegen schlüpfen und sich mithilfe verschiedener Lese-, Schreib- und Sprechaufgaben ans Planen und Organisieren setzen.

KOMPETENZPROFIL

Niveau/Lernjahr: A2/B1; 1.–3. Lernjahr

Dauer: 10 Unterrichtsstunden

Kompetenzen: 1. Sprechen: in Rollenspielen kompetent interagieren; 2. Schreiben: E-Mails verfassen; 3. Lesen/Hören: Dialoge verstehen; 4. Interkulturelle Kompetenz: mit anderen Kulturen kommunizieren

Thematische Bereiche: *planning an event, enquiries, confirmation letters*

Auf einen Blick

1./2. Stunde

Thema: Finding out about the anniversary

M 1 **A big event will take place! – A dialogue** / Anhand des Dialog von einem zu organisierenden Event erfahren (UG)

M 2 **Planning the event – A mind map** / Die einzelnen Aspekte des Events zusammmentragen (GA)

Benötigt:

- ggf. der Hörtext in ZM 1



3./4. Stunde

Thema: Planning the event

M 3 **Expert group 1 – The catering team** / In einem Rollenspiel das Catering diskutieren und planen (GA)

M 4 **Expert group 2 – The entertainment team** / In einem Rollenspiel das Unterhaltungsprogramm diskutieren und planen (GA)

M 5 **Expert group 3 – The annual general meeting team** / In einem Rollenspiel die Jahreshauptversammlung diskutieren und planen (GA)

M 6 **The teams meet – Putting together the agenda** / Die Arbeitsergebnisse zusammmentragen und eine Agenda erstellen (GA)

5./6. Stunde

Thema: Making inquiries and confirming offers

M 7 **Talking to the artists – Finding a band** / In einem Telefonat ein Angebot anfragen (PA)

M 8 **Responding to an offer – Writing a confirmation letter** / Ein Catering-Angebot schriftlich bestätigen (EA)

Benötigt:

- ggf. die leichtere Version von M 8 in ZM 2 für leistungsschwächere Lernende



7./8. Stunde**Thema:** Writing an invitation to the event**M 9** **Mr Evans is satisfied – A dialogue** / Einem Dialog Informationen entnehmen (EA)**M 10** **The 100th anniversary of Gallon Enterprises – Writing an invitation** / Eine Einladung zum Firmenevent korrigieren (PA)**Benötigt:** • ggf. der Hörtext in ZM 3**9./10. Stunde****Thema:** The event begins**M 11** **The event begins – Simulation: Encounter of cultures** / Interkulturelle Begegnungen beim Sektempfang bewältigen (GA)**M 12** **After the champagne reception – Giving feedback** / Die interkulturelle Begegnung reflektieren (GA)**Minimalplan**

Sie haben nur drei Doppelstunden zur Verfügung? So können Sie die wichtigsten Inhalte erarbeiten:

1./2. Stunde: Planning the event	M 3–M 6
3./4. Stunde: Making enquiries and confirming offers	M 7/M 8
5./6. Stunde: Writing an invitation to the event	M 9/M 10

Zusatzmaterialien im Online-Archiv bzw. in der Cloud-Datei

ZM1_Dialogue M1	Der Dialog in M 1 als Audio-Datei
ZM2_Easy version M8	Die Easy Version von M 8
ZM3_Dialogue M9	Der Dialog in M 9 als Audio-Datei
ZM4_Vocabulary list	Vokabeln der 1. Lese- und Hörtext-Einheit



M 1



A big event will take place! – A dialogue

Gallon Enterprises has a big event coming up. Find out which one!

Tasks

1. Read or listen to the dialogue between Mr Evans, Frank and Claire.
2. Then fill out the table with the most important facts of the conversation.

What?	
When?	
Where?	
How many?	
How?	

Mr Evans: Frank and Claire, do you have a minute? I have something important to tell you.

Claire: Of course, Mr Evans.

Frank: Just a second, please. ... Coming!

Mr Evans: I wanted to talk to you because this year is the 100th anniversary of our company. We have an event that we want to celebrate.



© Bojan/Adobe Stock

Claire: Wow, 100 years! Amazing!

Mr Evans: Yes. And I want you two as my marketing team leaders to organise this event.

Frank: What an honour, Mr Evans.

Claire: Do you have any ideas, Sir, what the event should be like? Who shall be invited?

Mr Evans: I would like to combine the annual general meeting with the anniversary. The managing directors from all branches in the UK and other countries and those here at the company headquarters should be present, and of course important suppliers and business partners. As a long-established textile factory, we have been working with some companies from the very beginning. As far as the anniversary itself is concerned, I don't have a vague idea and would be happy to be surprised by your ideas. Good food of course, an entertainment programme with music perhaps, a champagne reception at the beginning. Things like that. I'll give you a free hand with the planning. Oh, I almost forgot: the event should take place here on the company premises which means that for the annual meeting we will be in our conference room. We won't be more than 50 people. The anniversary in the afternoon will be celebrated in a big tent which will be set up by our janitor team. So, you don't have to worry about that. For the afternoon, you need to plan for about 250 people.

Frank: And when is the event supposed to take place?

Mr Evans: Directly on the day the company was founded: on 13 July. We want to honour our company founder Theodore Evans. And we want to look ahead.

Claire: Okay. I think I already have a few ideas. Thank you for your trust, Mr Evans.

Frank: I am sure we will plan a great event nobody will ever forget.

Mr Evans: Good. What about meeting in a week from now with your first ideas?

M 3



Expert group 1 – The catering team

Food can become a very special thing to organise.

Tasks

- Stay in your group of three people. You are the catering team of Gallon Enterprises. Each of you chooses one role. As a team, discuss these questions:
 - What kind of food shall be served?
 - How often shall food be served (champagne reception, lunch, dinner)?
 - What needs to be organised along with the food?
 - What about beverages?
- In the box, write down your results and the next steps that need to be taken.

Your roles in the team:

Employee 1	Employee 2	Employee 3
You want to have vegan catering since this seems to be easiest for all tastes. You want a buffet for lunch and dinner. For the champagne reception you think olives would be a nice snack choice.	Buffet for lunch and three meals to choose from for dinner (one with meat, one vegetarian, one vegan). As far as beverages are concerned you think that there should only be non-alcoholic drinks. For the champagne reception you would serve peanuts and	As far as beverages are concerned you think that there should only be non-alcoholic drinks.

Catering:

Next steps:

- Call a company that provides catering to get an offer.

Expert group 2 – The entertainment team

M 4



What should the entertainment look like?

Tasks

- Stay in your group of three people. You are the entertainment team of Gallon Enterprises. Each of you chooses one role. As a team, discuss these questions:
 - What kind of entertainment would you like to have?
 - When shall there be some form of entertainment (during the champagne reception, and during/after lunch/dinner)?
 - What needs to be organised along with the entertainment?
- In the box, write down your results and the next steps that need to be taken.

Your roles in the team:

<p>Employee 1 You want to have a band of three people playing jazz – during the reception and after dinner. You also think that Mr Evans should give a speech about the past and the future of the company.</p>	<p>Employee 2 You think a DJ is best for the musical entertainment.</p>	<p>Employee 3 You want to have a band with a singer and a piano player – for dinner only.</p>
--	--	--

Entertainment:

Next steps:

- Talk to Mr Evans to get an offer.

M 5



Expert group 3 – The annual general meeting team

You need to discuss many technical aspects.

Tasks

- Stay in your group of three people. You are the annual general meeting team of the company 'Green Enterprises'. Each of you chooses one role. As a team, discuss these questions:
 - What should the annual general meeting look like?
 - What kind of technical equipment is needed?
 - Are any beverages or snacks needed?
- In the box, write down your results and the next steps that need to be taken.

Your roles in the team:

Employee 1 There is enough food during the day, no snacks are needed. Maybe some water.	Employee 2 You think that all the technical equipment that is needed is already installed in the conference room.	Employee 3 You think that all there is to do is take out the tables of the conference room and put the chairs in rows instead.
---	---	--

Annual general meeting:

Next steps:

•

Mehr Materialien für Ihren Unterricht mit RAAbits Online

Unterricht abwechslungsreicher, aktueller sowie nach Lehrplan gestalten – und dabei Zeit sparen.
Fertig ausgearbeitet für über 20 verschiedene Fächer, von der Grundschule bis zum Abitur: Mit RAAbits Online stehen redaktionell geprüfte, hochwertige Materialien zur Verfügung, die sofort einsetz- und editierbar sind.

- ✓ Zugriff auf bis zu **400 Unterrichtseinheiten** pro Fach
- ✓ Didaktisch-methodisch und **fachlich geprüfte Unterrichtseinheiten**
- ✓ Materialien als **PDF oder Word** herunterladen und individuell anpassen
- ✓ Interaktive und multimediale Lerneinheiten
- ✓ Fortlaufend **neues Material** zu aktuellen Themen



Testen Sie RAAbits Online
14 Tage lang kostenlos!

www.raabits.de

