

Meeting Simulation – Student Cards With Instructor Notes

Worksheet and role-play cards for a simulated business meeting about rumors

Role-Play Cards**Manager 1**

You've heard that there are rumors circulating in the office that management is cutting costs. While the company *is* trying to cut costs for things that are a waste, the company will not be cutting salaries and other benefits for the employees. You want the rumors to stop spreading because it's hurting morale.

Duties: You will start and control the meeting.

Goal: To convince the employees in the meeting that their jobs and benefits are secure.
To encourage the employees to tell their colleagues that this is not true.

Manager 2

You've heard employees discussing rumors that management is cutting costs, including jobs. You know that these rumors are only half true. The company wants to save money, so they are cutting small things such as the electricity and the expensive candy in the break room, but they will not be cutting jobs or benefits.

Duties: Take notes during the meeting.
Ask the employees how the management can help stop the rumors.

Goal: To convince the employees that the management will solve this problem.

Employee 1

You've heard lots of employees say that the management will be cutting jobs. You know that everyone truly believes the rumors are true. The employees are scared, and the moral is low.

Duties: Ask the managers what they will do to stop the rumors from spreading.

Goal: To find a solution to the problem.

Employee 2

You've been helping to spread the rumors that jobs will be cut. You heard from a reliable source in the management that they *are* worried about money, so you believe the rumors about the job cuts are true. (You don't want to say who told you.)

Duties: Ask the managers to tell the truth.
Make sure the managers know that the employees are very worried about their jobs.

Goal: To find out if the rumors are true.

Instructor NotesClass Size:

Ideally, you will have 4 people in each “meeting.” You can do this activity in a one-on-one lesson with one person playing a manager and the other playing an employee.

Materials:

Role-play cards

Notepaper

Pre-Meeting Activity:

Explain to Ss that they are going to participate in a meeting. If there are enough people to have multiple groups, first put the people who have the same “role” together in a group to brainstorm what they might say during the meeting. (If there are only enough people to have one meeting, then give each person a few minutes to prepare their thoughts.)

Meeting Activity:

Divide up the class so that each group has a person representing each role. Give them about 10 minutes to have the meeting. Walk around the room to observe and answer questions when needed.

Post-Meeting Activity:

Start a class discussion about the results of the meeting? Were both sides happy with the results? Did anyone get angry? Have the class discuss what was easy and difficult about the meeting. Were there times when they didn’t know what to say? Did they find gaps in their knowledge of meeting vocabulary?