

Look at the two pictures



# Unit 3 Business Meals

Preparation for Business Meals

# Teaching Objectives

01

To give gifts

02

To arrange the seating

03

To know about the tableware

01

# Tips for giving a gift

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# Tips for Gifts



When to give



How much to give



What to give



How to give

# 1 When to give



- Special holidays
- “Thank-yous” for special invitations





## 2 How much to spend

To express kindly feelings

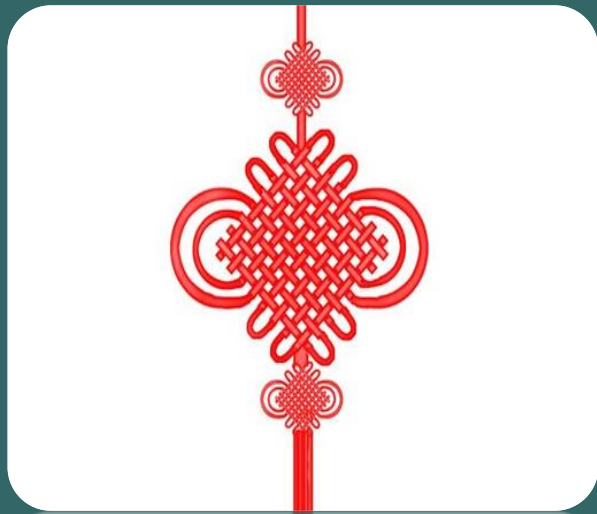


Do not give expensive gifts



# 3 What to give

A small cultural gift from your country is usually appropriate



Chinese knot



Silk scarf



Paper-cut



Brocade(云锦)



# 4 How to give



Package your gift nicely, with a card attached to it



02

# Seating Arrangement

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# Principles of Seating Arrangement



1. Seat people who have common interests together.
2. Pair male and female guests.
3. Seat guests of honor in order.  
The most important person should be seated at the right hand of the host.



# Put into use



**Task:** Henry is retiring on Monday. Mr. Nelson, Chairman of your company, asks you to arrange the table seats for Henry's farewell dinner.

## Guest Information

### Henry

male, former HR Manager.



### Susan

female, CEO. She loves traveling.



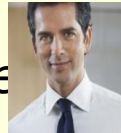
### George

male, Sales Manager.



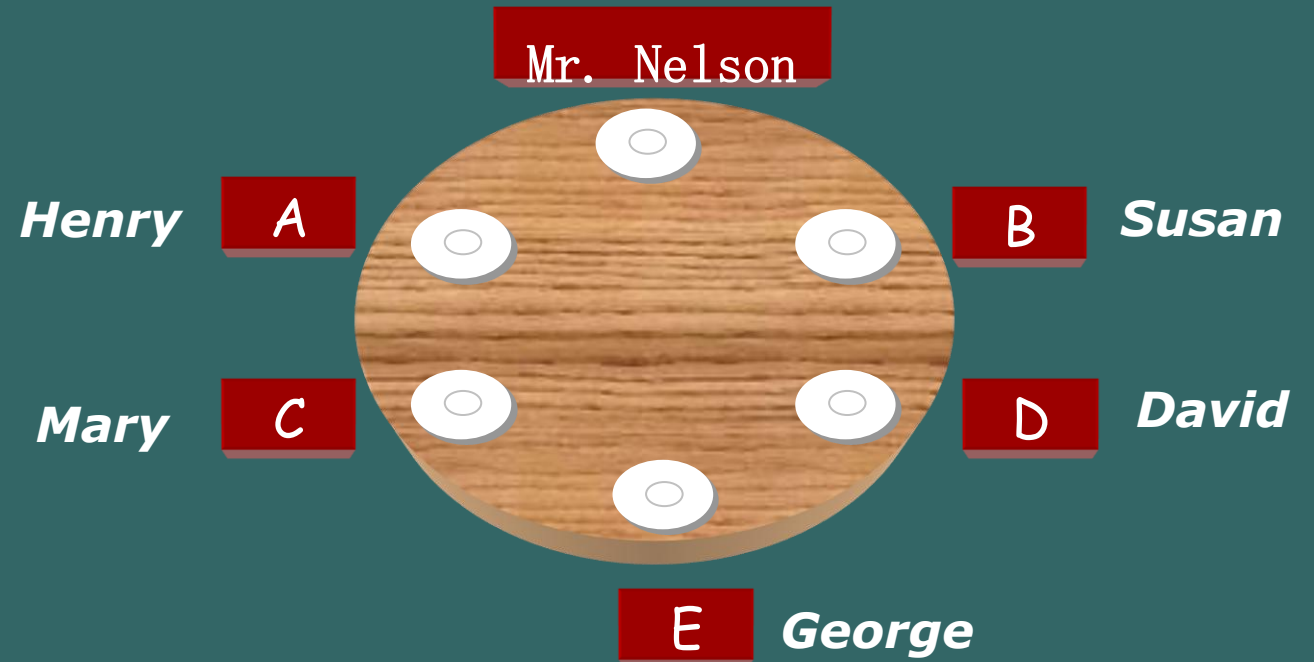
### David

male, Production Manager. He loves traveling.



### Mary

female, Customer Service Manager, a good friend of George.



03

# Setting Tableware

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# Setting tableware



## TASK 1



1. 餐巾 Napkin

2. 鱼叉 Fish Fork

3. 主菜叉 Dinner or  
Main Course Fork

4. 沙拉叉 Salad Fork

5. 汤杯及汤底盘 Soup  
Bowl & Plate

6. 主菜盘 Dinner Plate

7. 主菜刀 Dinner Knife

8. 鱼刀 Fish Knife

9. 汤匙 Soup Spoon

10. 面包及奶油盘 Bread &  
Butter Plate

11. 奶油刀 Butter Knife

12. 点心匙及点心叉 Dessert  
Spoon and Cake Fork

13. Water Goblet

14. 红酒杯 Red Wine Goblet

15. 白酒杯 White Wine  
Goblet

# Summary

Giving gifts:

A small cultural gift :  
nice, inexpensive,  
attached with a card

Seating arrangement:  
importance, position,  
interest and relation-  
ships among host and  
guests

Setting tableware:

- Forks
- Butter knife
- Plate
- napkin
- Knife
- Spoon
- Cup
- sauce



Briefly introduce the food of different kinds in China and western countries.

Assignments

# Suggested answer



## Western fast food in China

- Now everyone lives a busy life so time is the most valuable thing to us all. Fast food offers a most efficient way to eat. You will waste no time in waiting or choosing. Besides, fast food restaurants provide us with a good environment for entertainment and study. Friends come here, chatting or playing cards; students come here, reading books or doing homework, and meanwhile you can enjoy a bag of chips and a bottle of cola which will bring more pleasure.



# Suggested answer



## Traditional Chinese food

- Chinese Traditional food is mainly eaten on Chinese lunar New Year. Jiaozi is a famous Chinese traditional food. It can be served by steaming or frying them.
- The Chinese fried meat balls are prepared by mincing the meat and mixing it with variety of spices. Soya sauce, ginger and wine are its main ingredients. This preparation is eaten together by the family members to show love and care for the family members. The fish balls are also prepared in the same way by using fish instead of meat.





# Suggested answer



## Traditional Chinese food

- A variety of cakes are also made on special occasions. The Nian gao is a delicious cake made of rice flour. It is similar to pudding. The fa gao cake is made from wheat flour. This cake is a symbol of prosperity. Spring rolls are eaten different variety of sauce. They are also known as egg rolls. The filling comes in a variety. Chinese make it sure that all the traditional dishes are made and eaten together with the family members.





THANK YOU