

Taylor's Business English Podcast Episode 13

Running a Business - With Omar Hag-Omer Kerr

Role play

There are so many aspects to running your own business it's impossible to choose just one for the role-play but today we're talking about what we need to discuss in the meeting the next day with all the employees. Omar's the owner of the company and I'm his PA - personal assistant.

Dave) You need to set the agenda for the general meeting tomorrow.

Omar) Is everyone coming? All 11 of us?

Dave) I think so. As far as I know.

Omar) Good. Obviously **the main problem we have at the moment is cash flow**. After the investment in the 2nd shop **we haven't got a very healthy bank balance** but I don't think we need to talk about that with everyone so let's leave that off the agenda. Adam in accounts knows all about it and **there's no point worrying people for no reason**.

Dave) We do have to talk about ways to cut costs though. **We've sorted out the pricing problems** but I think it's really time to look at places to save money.

Omar) True. Well **we've already renegotiated the cleaning contract** and the insurance but it would be good to get some ideas from everyone. Let's see what people come up with - they probably know where we can save in their sectors better than us.

Dave) Right. Cost cutting.

Omar) We need to make sure everyone knows how the new computer system works. We can deal with any questions about that as they come up.

Dave) OK. We haven't had many decent candidates for the new technician job... maybe you should ask everyone if they know anyone who might be interested.

Omar) Yes. Good idea. **How many applications have we had?**

Dave) 4, and none of them have actual practical experience.

Omar) Maybe we should offer more money for the post.

Dave) Weren't we trying to cut costs.

Omar) True...

Phrases

- the main problem we have at the moment is cash flow
- we haven't got a very healthy bank balance
- there's no point worrying people for no reason
- We've sorted out the pricing problems
- we've already renegotiated the cleaning contract
- How many applications have we had?