

8

The company is considering opening a new factory.
 At a meeting this is discussed and there are two main opinions:
 One group wants to expand the existing factory in Germany,
 The other group wants to open a factory in India because it will be cheaper
 to manufacture the clothing there.

After a heated discussion the meeting is in its final
 stages.

1

Mr. James It seems to be clear that the best option
 will be to expand our existing facilities in
 Germany.

Mr. Grev No, Mister Chairman, I do not agree with
 that opinion.
 That is a stupid idea.

A heated discussion takes place.

2

Miss Smith Mister Chairman, these discussions lead
 nowhere.
 I propose that we put this matter to a vote.

Mr. Grev I agree, mister Chairman, and would like to
 propose that we expand our factory in
 Germany.

There is a sudden silence.
 Miss Cagney raises her hand.

3

Miss Cagney I'll second the proposal.

Chairman Ladies and gentleman, we have a
 proposal.
 It has been seconded by miss Cagney.
 The proposal is for expanding our existing
 facilities here in Germany.
 Do I have a counter proposal?

Mister Grey makes a counter proposal.

4

Mr. Willard Yes, Mister Chairman.
 I'd like to propose investigating the
 possibility of opening a new factory in India
 after we have looked at our financial
 situation.

Miss Rudolph Mister chairman, the counter proposal is
 not clear.
 Could the previous speaker please
 rephrase his proposal.

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Meeting: A new Factory

5

Chairman Mister Willard, please rephrase your
 proposal, and please make it short.

Mr. Willard Yes Mister Chairman.
 I would like to propose that we open a new
 factory in India.

6

Chairman Thank you Mister Willard. Loud and clear.
 Does anyone second this proposal?

Miss Rudolpl I do, Mister Chairman.

The chairman reads the proposals and mister
 Willard cheers for India.

7

Chairman We have two proposals on the table.
 One for expanding our existing facilities in
 Germany, the other for opening a new
 factory in India.

Mr Willard Yes, India.

The chairman puts the matter to a vote.
 The members of the meeting raise their hands and
 the chairman counts the votes.

8

Chairman Let us vote by a raise of hands.
 First to the counter proposal.
 Who is for opening a new factory in India?

Miss Jones Eleven votes, Mister Chairman.
 Eleven for India.

9

Chairman Now to the original proposal.
 Who would rather expand our existing
 facilities here in Germany?
 Please raise your hands.

Miss Jones Oh no! Eleven for Germany and eleven for
 India.
 We have a tie.

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Everyone starts talking at the same time.
~~meeting. A new factory~~
 Some 'Boos' are heard.

10

Chairman That means I have the final say.

Mr Grev The casting vote.
 And we all know where you stand.

11

annoyed

Miss Rudoln That's not fair!

smiles

Chairman Well, I'm for Germany.
 Quality counts. And we can't guarantee
 that in India.

The members express their displeasure and start
 arguing.
 The chairman hits with his gavel on the desk.

12

Chairman Order! Order please!
 Please calm down. We can talk later about
 the details.
 I herewith close the meeting.

Annoyed

Mr Grev That means India is off the table.
 Damn!

Write the final part of the Minutes of the Meeting
 beginning at where the dialogue started.
 Cover what had been said.

13

MORE INFO Look at the outline of Minutes of a Meeting
 under Example/Info.
 Focus on what was said and give details
 about the vote.