STUDENT | PRESENTER | KEEP PRIVATE

Recommend a meeting room

WP1 | Main task | Prepare a 60-90-second talk for your colleagues

Eight colleagues need a room on Tuesday, 14:00-15:30. They need Wi-Fi. The room budget is at most £40 per booking. Read the options. Do not show this page to your listener.

1. Choose an option and explain why

All three rooms are available for the full Tuesday 14:00-15:30 meeting. Prices are for the whole room, not each person. Nothing has been booked.

Room	Seats	Room price	Wi-Fi	Space
A	10	£35	Yes	Closed private room
B	8	£30	Yes	Table in a shared area
C	12	£45	Yes	Closed private room

Recommend a room, give two reasons and compare one other option. Say what to do before booking. Your colleagues may have a need you do not know about yet.

2. Plan with a few words

My recommendation and two reasons:

One comparison and the next step:

If you need help: I recommend ... because ...
First ... Second ... Compared with ...
The price is ... for the whole room per booking.
Before we book, we need to ...
What would you like to check?

3. Present, then answer questions

Give your talk. Listen to each question before replying. Ask what it means if needed. Answer from the table. If a new need changes your choice, explain your new recommendation.

Cancellation conditions, step-free access, parking and sound insulation are unknown. Say who you will ask before booking. A private room does not automatically mean soundproof.

After questions, ask your listener to explain the final recommendation and next step. After feedback, practise one useful change and try the talk again.