

Topic 2. Kick-off meeting: discussion details and wrapping up

(**Highlight** any of the language that is not very clear to you and ask your teachers questions.)

Step 1. Skim through the conversation identifying or confirming the parts that might have posed some challenge or confusion during the initial listening.

Step 2. Listen to the conversation again following the script in order to clarify all the details. Do it several times and even try to shadow (say together with our speakers) for clarity, fluency or internalization.

Step 3. Listen to the conversation further for more and more complete familiarization. **Make sure to get back to it from time to time even when you work on other tasks or topics.**

Step 4. Select some of the language items from the **Language tool file** to personalize if needed (If you don't feel confident about some of the language items on the list, try to personalize them; feel free to share with the rest of the group and your teachers.)

Conversation transcript

INTRO

Listen to the continuation of the meeting between Kate, Linda, Bill and Peter. They have previously covered the initial details and are now moving onto more specifics.

Leading & participating in discussions, interruptions

Client (Bill): Thanks, Peter. **Perhaps we can start by** hearing both of your thoughts on the new proposal.

Pharmaron (Linda): Kate will be in charge of this project, so **I'll let her go first.**

Pharmaron (Kate): **Sure thing. For the most part, it looks like a sound plan. My only concern is that** due to the increase in the maximum dosage, there would be quite a large jump in dose level between each group. The optimal dosage **might be** missed because of this. **Perhaps it would be better to** increase the number of study groups by the same 30% to match the increase in maximum dosage.

Client (Peter): **Sorry to interrupt, but could I just jump in for a second?**

Pharmaron (Kate): **Sure.**

Client (Peter): **I was under the impression that** you wouldn't be able to handle such a large sample size. **Is that not the case?**

Pharmaron (Linda): **Perhaps there's been a bit of a miscommunication.** Our facilities **can certainly** handle a 30% larger sample size.

Pharmaron (Kate): Let me come in here — I think I can explain the confusion. When the project was originally discussed a few months ago, our Beijing facilities only **had** capacity for 800 subjects. **Perhaps that's what you are referring to.**

Client (Peter): Yes, that must be it.

Pharmaron (Kate): I **apologize for not being clear** back then.

Client (Peter): It's OK, I should have double-checked with you.

Pharmaron (Linda): I'm glad we've got that cleared up. But, just so you're aware, we have other facilities in other parts of the country. Our Ningbo site is significantly larger and **will be able to** accommodate studies that are 10 times larger than this one **without any issue.**

Client (Bill): I don't think we'll need to go that large for this study, but **that's very good to know for our future projects.** **Does this change anything for you Peter?**

Client (Peter): We **did** discuss internally how we would like to double the sample size if it were possible. With the 30% increase, **that would be....let me see...2080 subjects.** **Is that doable?**

Pharmaron (Linda): Yes, our Beijing facility can handle that.

Client (Peter): **Excellent.** So, 2080 subjects, split into 20 groups of 104. **Actually, that seems unnecessary.** Let's keep the group size to 100, **making it 2000 subjects in total.**

Pharmaron (Kate): **Great. What about** the dosages? **Would that be** one control group and then 3% to 60% of LD50 at 3% intervals for the remaining 19 groups?

Client (Peter): Yes, **as long as** you are referring to the revised LD50 value.

Pharmaron (Kate): **Of course. When are you looking to get started?**

Client (Bill): I'd like to get going on this as soon as possible. I'll send you the RFQ this afternoon with the new figures. Peter, can you send me that **as soon as** this meeting ends?

Client (Peter): **Sure thing.**

Pharmaron (Linda): And **when will you be able to** get the API to us **by?**

Client (Bill): Ahh, let's see...That's a good point. I'll need to recalculate...

Client (Peter): I can take this one, Bill. I've just run the numbers, and we'll still have a sufficient quantity in the current API batch, so **as soon as the contract is signed, we can ship it out to you.**

Dealing with technical issues

Pharmaron (Linda): Sorry, **you broke up there for a minute** and I **didn't quite catch** what you said. **Would you mind repeating the last bit** of your answer?

Client (Peter): Sure, **can you hear me okay now?**

Pharmaron (Linda): Yes, the sound **cut out** for a few moments, but **it's back now**.

Client (Peter): Okay, so **I was just saying that** as soon as the contract is signed we can ship you the API.

Pharmaron (Linda): **That's good news**. It will definitely speed things up. We'll make sure the test subjects are ready at our end.

Summarizing and Ending

Client (Bill): **I see we're almost out of time**. I know everyone has a busy schedule, and I **don't want to hold you up**, so how about **we call it a day for today**, and we can arrange another meeting later this week to tie up the loose ends.

Pharmaron (Kate): **Sounds good to me**.

Client (Bill): **We've covered a lot of ground**, so **before we wrap things up**, I'll just quickly recap the key points from today, **just to make sure** we're all on the same page. **First**, I think **we're all agreed that** we'll increase the number of subjects to 2000. The new dosage has been agreed upon and this will all be handled by your Beijing office. **Am I missing anything?**

Pharmaron (Linda): No, **I think that covers everything**.

Client (Bill): **Great**. I'll be in touch by email to arrange a follow-up meeting in a few days **once** we've had time to address your concerns and adjust the plan accordingly. **I think It's been a productive meeting, and I'd just like to thank for giving us your time in this matter**.

Pharmaron (Linda): Thanks, great to meet you, Peter and Bill. **Look forward to talking again soon**. Bye everyone.

Client (Peter): Bye.