

# Meetings

## Objectives

### Speaking

Can make and respond to suggestions.

### Listening

Can understand enough to respond to direct requests expressed slowly and clearly.

### Lesson deliverable

To participate in two meetings and produce a business memo.

### Performance review

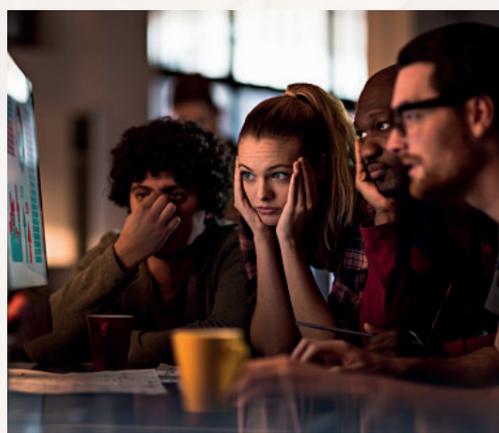
To review your own progress and performance against the lesson objectives at the end of the lesson.

### A SPEAKING

Work in pairs. Make a list of ideas about these questions. Then compare your ideas with the rest of the class.

- 1 What happens at the beginning, middle and end of meetings? Think of the role of the leader and of the participants.
- 2 What kind of preparation is useful for a meeting?
- 3 What does a good meeting leader do?
- 4 What do good meeting participants do?

### B LISTENING



- 1 BSA2.2.9 The Human Resources Manager of a small international company has called her team to a meeting. Listen to the meeting and say if these statements are true (T) or false (F). Then compare your answers with a partner and correct the false statements.

- 1 The HR Manager went to a recruitment seminar.
  - 2 She is worried that the employees are not working hard enough.
  - 3 The Korean engineers and their wives organised a Korean culture evening.
  - 4 Now there are a lot of clubs and events.
  - 5 The HR Manager asks her team to create some clubs.
  - 6 They are going to meet again on Tuesday.
- 2 BSA2.2.9 Listen again and tick the expressions you hear.
    - 1 Well, I think it's a great idea.
    - 2 What do you think?
    - 3 I don't think ...
    - 4 I see what you mean.
    - 5 I can see your point ...
    - 6 I totally disagree there.
    - 7 Maybe we will ...
    - 8 Exactly!



## Task

### Pre-task: Preparation

**Context:** You are members of your company's social committee. The senior management team believes that more company clubs and events will improve staff morale. You are going to hold a meeting to brainstorm ideas.

Work in groups of three or four. Turn to page viii and choose a role card. Read your role card and look at the useful language box. Then choose a meeting leader.

### Part 1: The meeting

- 1 Hold your meeting. By the end of the meeting, you must agree on a list of three or four possibilities. (Meeting leader: give your opinion, but also make sure the rest of the team contributes.)

Turn to pages 41 and 49 for useful meetings and discussions language.

- 2 Join up with another team and have another meeting, with a different meeting leader. You must decide on a final list of four or five possibilities.

### Part 2: Follow up

You need to tell the rest of the company about your ideas. Follow these steps.

- 1 In pairs, write an email to the employees in your company explaining the idea of starting up regular social events and company clubs.
- 2 Invite them to attend a meeting next week to discuss the idea.
- 3 Encourage them to think of suggestions for events and clubs, and to submit their ideas to you by email before the meeting.

### EXTRA PRACTICE: DVD CLIP AND WORKSHEET 5

### C PEER REVIEW

Give your opinion on the meetings. Think about these questions:

- 1 What did your colleagues do well?
- 2 Which parts of the meetings went well? Why?
- 3 Were some people easier to understand? Why?

### D SELF-ASSESSMENT

Think about your performance in B and the Task. Look back at the lesson objectives and consider what you have learnt about running an effective meeting. Write 150 words about how well you achieved the objectives. What could you improve? How will you do this?

### E PROFESSIONAL DEVELOPMENT AND PERFORMANCE GOALS

Think about how you will use and develop the meeting skills you have learned in your place of work/study. Write a SMART action plan for developing these skills.