

Day 40

Vocab Review

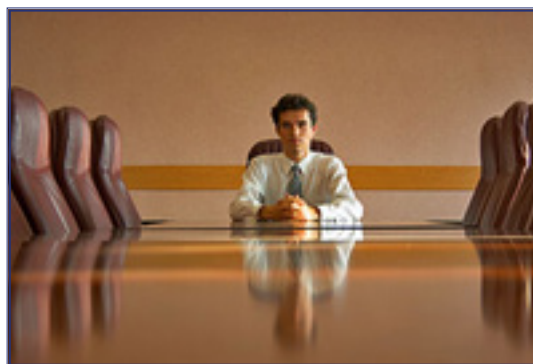
Fill in the blanks.

1. Would you t___ the minutes?
2. The meeting had to be p_____ed until next week.
3. It was almost noon when the meeting a_____ed.

4 Meetings/ Discussions



Module 4.2 Chairing a meeting



LEAD-IN



Listening

Listen and fill in the blanks.

If a meeting is going to achieve its efficiently, then it is essential that someone takes the role of defining the topics to be covered, the discussions, and that decisions are reached and accepted. This person is the 'meeting Chair' or the '.....'

Apart from setting the agenda, the most important of the Chair are to ensure that:

- All the business is discussed in with the agenda.
- Everyone's are heard and discussed.
- Clear are reached and accepted.



Writing

1. You are the Sales Director for XYZ International and you've arranged a meeting (10 a.m., Wednesday) with Jack Daniel, Sales Manager. You ask, by email, Jane Rogers, your assistant, to make preparations for the meeting as follows.

- a) book a meeting room and then email the room number to Jack and you
- b) circulate the agenda to Jack and his team
- c) reserve a data projector and an OHP
- d) order some refreshments
- e) attend the meeting and take the minutes

Complete the email to your assistant.

To: jane.rogers@xyz.com
 From: (your name) @xyz.com
 Subject: Arrangements for meeting with sales team

Hi Jane,

I've just a meeting with Jack Daniel sales and his team Wednesday 10 a.m. Can you care of the preparation, please?

Could you a meeting room and Jack and me the room number? Also, can you the agenda to Jack and his team? And can you a data projector and an OHP for us? I'd like you to some refreshments, such as coffee and biscuits.

Finally, can you the meeting, please? I'll need you to the minutes.

Thanks for your help.

Regards,
 (Your name)

2. Chairing a meeting

Complete the sentences with words from the box.

time/ adjustments/ summarize/ postpone/ participants/ topic/ venue/ agenda/ dominating

- Arrive early enough to sort out any practical problems at the meeting
- Bring extra copies of the
- Start on, as this will set the tone for the rest of the meeting.
- Introduce the, if appropriate.
- If certain people are the conversation, make a point of asking others for their ideas.
- At the end of each agenda item, quickly what was said, and ask people to confirm that that's a fair summary.
- Watch body language and make as necessary. Maybe you need a break, or you need to stop someone from speaking too much.
- Ensure the meeting stays on
- If there is not enough time to discuss any extra item, the discussion to a later meeting.

3. The following sentences are in the wrong order. Write them in the correct sequence so they all make sense. Right, let's start with item number one.

And finally, we'll examine ...

Now, Jennifer Aniston has sent her apologies.

Well, in the last meeting, I didn't actually say that we should definitely cancel our commercial advertisement on television.

OK. As you can see from the minutes, we agreed at the last meeting that HR would advertise for more sales representatives.

All right, everyone. Thank you all very much for being here today.

Could you please change the minutes to accurately reflect what I said?

Jack, any strong candidates yet?

Secondly, we want to have a look at ...

And then we'll see if there's any other business.

The first is to ...

I think we should begin.

She can't be with us today because she had to go to a meeting in New York.

What I did say was that we should put it back if primetime TV advertising costs remain high.

Now, as I said in the agenda I emailed last week, there are three main issues to discuss.

Match each definition (A – E) with today's vocabulary word (1 – 5)

DEFINITIONS

- A. the place where a large or important event happens
- B. to have control over a place or a person, or to be the most important person or thing
- C. to make something possible or easier
- D. to delay an event or arrange for it to take place at a later time
- E. to send something such as information, ideas, or documents from one Person to another

- 1. facilitate
- 2. circulate
- 3. venue
- 4. dominate
- 5. postpone

Fill in the blanks.

- 1. An expert negotiator was brought in to f_____ate the discussion.
- 2. Management will be c_____ing a supplementary report at the budget meeting.
- 3. The group has booked the popular 1000-seat v___e for its annual sales conference.
- 4. He refuses to let others speak and d_____es every meeting.