

## Day 38 + 39

## Vocab Review

Fill in the blanks.

1. I'm pleased to say the project is n\_\_ \_ing completion.
2. I'll have to p\_\_\_\_\_se it because I didn't get a chance to memorize it.
3. Can you r\_\_\_\_\_d a good wine to go with this dish?
4. Jack has raised a very important i\_\_ \_e.

## 4 Meetings/ Discussions



## Module 4.1 What makes a good meeting?



## LEAD-IN



## Listening

1. Listen and fill in the blanks.

**What is a meeting?**

A meeting is a ..... of two or more people to ..... a ..... goal such as presenting or ..... information, planning ..... activities, making ....., and so on. Almost every group activity or ..... requires a meeting, or meetings, of some sort.

- 2 Listen and fill in the blanks.

**What Is a Good Meeting?**

Bad meetings have tendency to ..... on and on, and you keep wondering why you are .....there. In a good meeting, on the other hand, everyone's ideas are ....., decisions are made with ..... speed, and what participants do are ..... on concrete results.

Good meetings are full of ..... and provide participants with something that may ..... them in their future careers.

A good chairperson is someone who understands the aims of a meeting, helps keep the discussion on ....., collaborates with participants to finish the meeting in the time (allotted), and follows an ..... Good participants join the meeting knowing what the business at ..... is, give thought to ..... over main issues. They take ..... talking, and help to move decisions forward.

➤ Match the different types of meeting (1 - 9) with the definitions (a - i).

- |                          |  |
|--------------------------|--|
| 1. kickoff meeting       | a. If you need new ideas, you have this type of meeting.   |
| 2. board meeting         | b. This is a meeting between two individuals.  |
| 3. one-on-one meeting    | c. This meeting brings together people from different departments working on a specific task.                  |
| 4. team meeting          |  |
| 5. ad hoc meeting        | d. This is a meeting between a manager and those who report to the manager.                                    |
| 6. staff meeting         | e. The first official meeting of a group of people who will be working together on a project.                  |
| 7. project meeting       |  |
| 8. progress meeting      | f. This is a meeting aimed to capture from time to time all the ongoing critical issues affecting the project. |
| 9. brainstorming meeting | g. This is a meeting among colleagues working on various aspects of a team project.                            |
|                          | h. This is a meeting of the Board of Directors of an organization.   |
|                          | i. This is a meeting called for a special purpose, not planned but arranged only when necessary.               |

### Meeting Basics

#### ● Agenda

Look at the agenda below for a monthly sales meeting of MBW Motor Corporation. Complete the sentences with words from the box.

venue/ issues/ attendees/ other/ accuracy/ facilitate/ points/ attend/ company/ any/ objectives/ time/ date

An agenda, which is a list of things to be considered, is required for meetings. After deciding the ..... of the meeting, you prepare the agenda, which helps to ..... good meetings

List your ..... name, the ....., the ....., the name of the ....., and the meeting ..... slot at the top of the agenda. The first point in the meeting is 'Apologies', which is done when the chairperson reports who is not able to ....., The next point is when the notes of the previous meeting are checked for ....., followed by 'Matters arising from the minutes', which is when any ..... relating to the last meeting are discussed. Then come the main ..... for discussion at the meeting. 'AOB', which stands for ..... business, comes next when issues which are not on the agenda can be discussed. The last item on the agenda is the date of the next meeting.

### MBW Motor Corporation - Cebu Region Monthly Sales Meeting

April 25, 2016  
Conference Room

Participants: Jack Nicholson (Chair), Meryl Streep, Marlon Brando,  
Jodie Foster, Anthony Hopkins, Sandra Bullock

Time: 10:00 End: 12:00

#### Agenda

1. Apologies
2. Minutes of the last meeting
3. Matters arising from the minutes
4. Sales results and forecasts
5. New product launch
6. Awards and Incentive
  - 6.1 March Sales Awards
  - 6.2 Launch of April Sales Incentive
7. AOB
8. Date of the next meeting



#### Listening

Listen and fill in the blanks.

##### ● Meeting Minutes

Taking good meeting minutes – a ..... record of what is being ..... during a meeting – is a huge ..... to effective meetings.

The purpose of taking minutes at a meeting is not to ..... every single thing that people discuss. There is no way you can write down everything that is being said in the meeting. Don't waste your time writing down every ..... someone made ..... or ..... a particular business action. When someone makes a ....., for example, write down the exact wording of the motion, who made it, and the final results of the ..... You don't need to write down everyone's comments for or against the motion. Be ..... It's important that you listen for and ..... key points, such as:

- Topics covered (should be part of the agenda)
- Action items
- Decisions

Action items

Action items are a really simple tool to make sure that things actually get done after a meeting. Actions that are recorded properly in the meeting minutes help to make expectations crystal clear and ..... misunderstandings.

The three key ..... of action items all start with W –Who, What and When.

**Action:** Ms Doe to report on the results of the customer satisfaction survey at the next meeting.

Who

What

When

➤ Read the following. Is this an example of an agenda?

### ABC Academy Business Meeting

March 4, 2016

Meeting called to order at 10:00 a.m. by school owner Andrew Baker

Teachers present: Cary Grant, Sharon Stone, James Stewart, Faye Dunaway, Catherine Zeta-Jones

Apologies: None

● Approval of minutes:

Motion: To approve the minutes for February 3, 2016

Vote: Motion carried

Resolved: Minutes from the meeting on February 3, 2016, approved without modification

● **Business:**

• Motion: Owner Andrew Baker made a motion to hold teacher training seminar on March 26th

Vote: 4 for, 1 opposed

Resolved: Motion carried

Action: Cary Grant to organize the seminar by March 15

• Motion: James Stewart made a motion to host a sightseeing tour for students during the Easter long weekend

Vote: 2 for, 3 opposed

Resolved: Motion failed

• Motion: Sharon Stone made a motion to open a new business English course

Vote: 5 for, 0 opposed

Resolved: Motion carried

Action: Sharon Stone to report on the new course at the next meeting

Meeting adjourned by school owner Andrew Baker, at 11:20 a.m.

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

#### DEFINITIONS

- to change the date of a meeting to a later date
- an official written record of what is said and decided at a meeting
- to have a break in a meeting
- a list of the subjects to be discussed at a meeting
- someone who is in charge of a meeting

- adjourn
- chairperson
- postpone
- minutes
- agenda

Fill in the blanks.

- Would you t\_\_\_ the minutes?
- The meeting had to be p\_\_\_\_ed until next week.
- It was almost noon when the meeting a\_\_\_\_ed.

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