

GBS Day38+39

Fill in the blanks.

Answer Key: 1. nearing 2. paraphrase 3. recommend 4. issue

Listening

1 Listen and fill in the blanks.

What is a meeting?

A meeting is a gathering of two or more people to achieve a common goal such as presenting or exchanging information, planning joint activities, making decisions, and so on. Almost every group activity or project 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 (drone) on and on, and you keep wondering why you are (present) there. In a good meeting, on the other hand, everyone's ideas are (heard), decisions are made with (reasonable) speed, and what participants do are (focused) on concrete results.

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

A good chairperson is someone who understands the aims of a meeting, helps keep the discussion on (track), collaborates with participants to finish the meeting in the time (allotted), and follows an (agenda).

Good participants join the meeting knowing what the business at (hand) is, give thought to (concerns) over main issues. They take (turns) talking, and help to move decisions forward.

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

Answer key: 1e 2h 3b 4g 5i 6d 7c 8f 9a

● Agenda

An agenda, which is a list of things to be considered, is required for meetings. After deciding the (objectives) of the meeting, you prepare the agenda, which helps to (facilitate) good meetings. List your (company) name, the (date), the (venue), the name of the (attendees), and the meeting (time) 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 (attend). The next point is when the notes of the previous meeting are checked for (accuracy), followed by 'Matters arising from the minutes', which is when any (issues) relating to the last meeting are discussed. Then come the main (points) for discussion at the meeting. 'AOB', which stands for (any) (other) 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.

Listening

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

The purpose of taking minutes at a meeting is not to record 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 argument someone made for or against a particular business action. When someone makes a motion, for example, write down the exact wording of the motion, who made it, and the final results of the vote. You don't need to write down everyone's comments for or against the motion. Be selective. It's important that you listen for and capture 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 avoid misunderstandings.

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

Match each definition (A – E) with today’s vocabulary word (1 – 5)**Answer Key:**

A- 3; B- 4; C-1; D-5; E-2;

Fill in the blanks.

Answer Key: 1. take 2. postponed 3. adjourned