

Course: Business English

Level 2

Day №17



What are things you need you prepare when organizing a meeting?

Define agenda. Why do we need it?

Give examples of an agenda in one of your meetings?

Listening

- a. Look at the agenda. The items are in the wrong order. In what order should the items be ? Number them 1-6.

AGENDA

- The sales team's activities last month.
- New product information.
- Last month's sales figures.
- Apologies for absence.
- Any other business.
- Sales team's planned activities for next month

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Listen and check your answers.

- b. Fill in the missing information.

1. Good morning for coming.
2. Andy and Jenny are sorry they this morning.
3. I'd like to go over this morning's
4. First, Paul will last month's sales figures.
5. Then, I'll the sales team's activities last month.

Communication Activity

Situation 1

Your company wants to write a document on telephone etiquette. First, make a list of things to talk about. Then call your boss and discuss the topics you want to include in your agenda.

Things to talk about

Situation 2

Write an email to the participants. Tell them about the meeting, include the agenda.

Topics for the agenda:

- Find out new staff requirements.
- Discuss training needs.
- Report on this year's training programs.
- Report on staff performance.

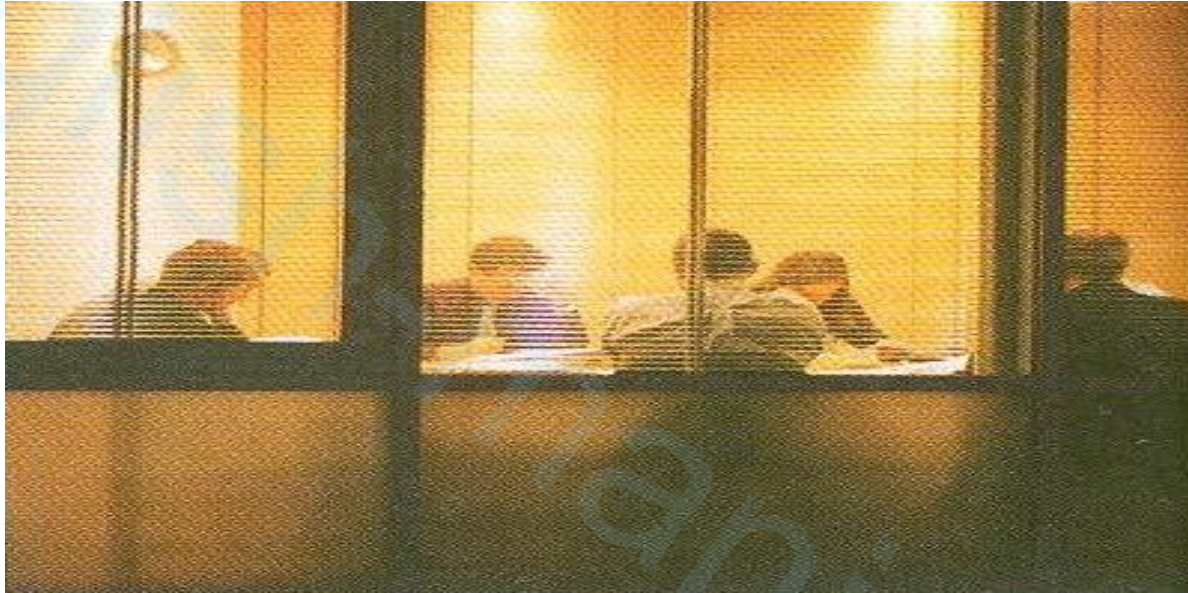
Examples:

1. Decide a standard telephone greeting (company image)



2. Decide a standard procedure for talking messages.

Talking point



What kind of meetings do people conduct in your company?

How often do you attend meetings?

Have you tried organizing meetings?

How did you go about it?

Vocabulary

When organizing a meeting, there are many things to think about. Look at the words below. Match each verb with a noun or a noun phrase.

1. list
2. notify
3. prepare
4. fix
5. reserve
6. check
7. circulate

- a. people's availability
- b. attendees
- c. a date and time
- d. an agenda
- e. the finished agenda
- f. a room
- g. the participants

Communication activity

- Think of all the things you need to arrange.
(Look at 1 Vocabulary to help you.)
- Look at the list of participants and their availability.

Useful language

Is the meeting room free on Friday?
She'/He's not available then

Tracy Grose

Wed am
Thurs all day

Susan Wong

Mon am
Wed all day
Thurs all day

Chuck Rodgers

Mon pm

Sasitorn Nonchana

Not Wed or
Thurs

Keichi Yoneyama

Mon all day
Wed all day

Jane Richards

Wed am
Thurs pm
Fri am

- Below is the record of meeting room availability. Find a way to schedule an appointment. Not every one can attend. Decide the best possible schedule.

| | Mon | Tue | Wed | Thu | Fri |
|----|----------|----------|-----|----------|----------|
| Am | | Reserved | | Reserved | Reserved |
| Pm | Reserved | | | Reserved | Reserved |

***Thank you for
today!***

***I'm looking forward to
seeing you again!***