



Advanced Business

Meetings

Meetings - Introduction

What kind of meetings do you have?

In this module you are going practice meetings with:

- ▶ Participating in a meeting
- ▶ Language of meetings
- ▶ Leading a meeting

You will be concentrating on simulated meetings.

Language review

First it's necessary to review the typical language and expressions we use when we have meetings.

- ▶ What do you say when you agree with someone?
- ▶ What about when you disagree?
- ▶ If you want to ask for an opinion or point of view?
- ▶ What about when you want to give your point of view?
- ▶ What can you say when you want to interrupt?
- ▶ How can you politely and firmly stop an interruption?
- ▶ What about accepting an idea?
- ▶ Rejecting an idea?
- ▶ If you want to make a suggestion?
- ▶ Object to an idea or opinion?

Let's take a look....

Language of meetings

Giving an opinion	I think we should... The best thing to do is...	Why don't we... One thing we could do is...
Ask for an opinion	Yes, James? John, what do you think? Do you have any ideas on this Stephanie?	Peter, what are your views? Peter, how do you feel about this? Any comments Julien?
Suggesting	Could I make a suggestion? Shall we....? Why don't we...	I think we should What if we..... How about....
		
Agreeing/ disagreeing	That's right. I agree with what Angela said. Yes, that's true. I agree completely.	I don't quite agree with that OK, but don't you think that... I see what you mean, but... That's wrong! I don't agree with you!
Interrupt/ stop an interruption	Sorry, could I interrupt for a moment? Could I just say something? Excuse me. Can I just say/ask...? Sorry to interrupt but...	If I could just finish... If you'd let me finish what I was saying.... Just a minute.... Listen..... Hold on a moment....
Accepting/ rejecting	Yes, that's a good idea. That sounds like a good idea. Great!	It's a good idea, but... I'm not sure about that because.... That might be all right but...

Happy workers work harder – Practice 1

Have a small meeting about the contents of the text. Try to use as many of the expressions on the right as possible, and make sure that everyone gives their point of view. Try to reach an agreement.

Happy workers work harder!
An office full of people who laugh and joke and have fun is more productive. Business shouldn't be taken too seriously....

Giving an opinion	I think we should... The best thing to do is...	Why don't we... One thing we could do is...
Ask for an opinion	Yes, James? John, what do you think? this? Do you have any ideas on this Stephanie?	Peter, what are your views? Peter, how do you feel about Any comments Julien?
Suggesting	Could I make a suggestion? Shall we....? Why don't we...	I think we should What if we..... How about....
	☺	☹
Agreeing/ disagreeing	That's right. I agree with what Angela said. Yes, that's true. I agree completely.	I don't quite agree with that OK, but don't you think that... I see what you mean, but... That's wrong! I don't agree with you!
Interrupt/ stop an interruption	Sorry, could I interrupt for a moment? Could I just say something? Excuse me. Can I just say/ask...? Sorry to interrupt but...	If I could just finish... If you'd let me finish what I was saying.... Just a minute.... Listen..... Hold on a moment....
Accepting/ rejecting	Yes, that's a good idea. That sounds like a good idea. Great!	It's a good idea, but... I'm not sure about that because.... That might be all right but...

Shorter vacations increase productivity Practice 2

Have a small meeting about the contents of the text. Try to use as many of the expressions on the right as possible, and make sure that everyone gives their point of view. Try to reach an agreement.

Shorter vacations increase productivity!
Companies where workers get two weeks vacation per year are more productive than firms where they get five weeks...

Giving an opinion	I think we should... The best thing to do is...	Why don't we... One thing we could do is...
Ask for an opinion	Yes, James? John, what do you think of this? Do you have any ideas on this Stephanie?	Peter, what are your views? Peter, how do you feel about... Any comments Julien?
Suggesting	Could I make a suggestion? Shall we....? Why don't we...	I think we should What if we..... How about....
	☺	☹
Agreeing/ disagreeing	That's right. I agree with what Angela said. Yes, that's true. I agree completely.	I don't quite agree with that OK, but don't you think that... I see what you mean, but... That's wrong! I don't agree with you!
Interrupt/ stop an interruption	Sorry, could I interrupt for a moment? Could I just say something? Excuse me. Can I just say/ask...? Sorry to interrupt but...	If I could just finish... If you'd let me finish what I was saying... Just a minute.... Listen..... Hold on a moment....
Accepting/ rejecting	Yes, that's a good idea. That sounds like a good idea. Great!	It's a good idea, but.... I'm not sure about that because.... That might be all right but...

Retirement age to rise to 70 Practice 3

Have a small meeting about the contents of the text. Try to use as many of the expressions on the right as possible, and make sure that everyone gives their point of view. Try to reach an agreement.

Retirement age to rise to 70
The Government is about to announce that the age of retirement for men and women is going up to 70 next year

Giving an opinion	I think we should... The best thing to do is...	Why don't we... One thing we could do is...
Ask for an opinion	Yes, James? John, what do you think? Do you have any ideas on this Stephanie?	Peter, what are your views? Peter, how do you feel about this? Any comments Julien?
Suggesting	Could I make a suggestion? Shall we....? Why don't we...	I think we should What if we..... How about....
	☺	☹
Agreeing/ disagreeing	That's right. I agree with what Angela said. Yes, that's true. I agree completely.	I don't quite agree with that OK, but don't you think that... I see what you mean, but... That's wrong! I don't agree with you!
Interrupt/ stop an interruption	Sorry, could I interrupt for a moment? Could I just say something? Excuse me. Can I just say/ask...? Sorry to interrupt but...	If I could just finish... If you'd let me finish what I was saying.... Just a minute.... Listen..... Hold on a moment....
Accepting/ rejecting	Yes, that's a good idea. That sounds like a good idea. Great!	It's a good idea, but.... I'm not sure about that because.... That might be all right but...

Teleworking saves companies money Practice 4

Have a small meeting about the contents of the text. Try to use as many of the expressions on the right as possible, and make sure that everyone gives their point of view. Try to reach an agreement.

Teleworking saves companies money!

With more staff working at home, office buildings are getting smaller and companies are saving on rent, heating and other costs...

Giving an opinion	I think we should... The best thing to do is...	Why don't we... One thing we could do is...
Ask for an opinion	Yes, James? John, what do you think of this? Do you have any ideas on this Stephanie?	Peter, what are your views? Peter, how do you feel about this? Any comments Julien?
Suggesting	Could I make a suggestion? Shall we....? Why don't we...	I think we should What if we..... How about....
	☺	☹
Agreeing/ disagreeing	That's right. I agree with what Angela said. Yes, that's true. I agree completely.	I don't quite agree with that OK, but don't you think that... I see what you mean, but... That's wrong! I don't agree with you!
Interrupt/ stop an interruption	Sorry, could I interrupt for a moment? Could I just say something? Excuse me. Can I just say/ask...? Sorry to interrupt but...	If I could just finish... If you'd let me finish what I was saying.... Just a minute... Listen..... Hold on a moment....
Accepting/ rejecting	Yes, that's a good idea. That sounds like a good idea. Great!	It's a good idea, but... I'm not sure about that because.... That might be all right but...

Leading the group

Take turns, and choose one of the topics below. Give your opinion and then ask the others what they think:

- ▶ Unemployment
- ▶ Marriage
- ▶ Private schools
- ▶ European Constitution
- ▶ Kyoto
- ▶ 35 hour week
- ▶ Computers
- ▶ Globalisation

Try to use the expressions you have learned, and to reach an Agreement.

Strong

I'm quite certain that...
I feel sure that....

Medium

I think...
I don't think...
I believe....

Weak

My impression is that...
It seems to me that...

Leading the discussion

Take turns, and choose one of the topics below (or your own).
Give a short informal talk and lead a discussion to follow it.

Your
partner will try to interrupt you !

- ▶ Housing
- ▶ Energy conservation
- ▶ Crime
- ▶ A recent news event
- ▶ Bad driving
- ▶ Liberalisation of business and trade (US, UK economic model)

Try to use the expressions you have learned and to reach an Agreement.

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Interrupt/ stop an interruption	Sorry, could I interrupt for a moment? Could I just say something? Excuse me. Can I just say/ask...? Sorry to interrupt but...	If I could just finish... If you'd let me finish what I was saying... Just a minute.... Listen..... Hold on a moment....

Teamwork

You are your company's planning committee, meeting together to find ways of solving your company's problems. Discuss ideas for the problems below. Decide and agree on the best course of action to follow.

- ▶ Your company has some money to spend on improving its employees English. What are the best ways of spending the money?
- ▶ Your company owns a small field next to the factory. You will probably need it in a year or so to extend the factory. Decide what you can do with it in the meantime?
- ▶ Your company employs five office cleaners who aren't needed for the next six weeks, but will be needed after that. What can you do with them in the meantime?
- ▶ Your company made a financial loss in the last quarter. What can you do to increase profits?
- ▶ An audit explains that the level of motivation in your company is not high enough. What are some ways in which staff motivation can be improved?