

**The topic of the lesson:
“Meetings”**

Objectives of the lesson:

1) extend the vocabulary on the topic;

**2) improve speaking, listening,
reading and writing skills;**

**3) review golden meetings rules
and business etiquette;**

**4) practice meetings
conducting skills;**

-Why do business people conduct meetings? so important in education as well in business. What makes a good meeting? When should meetings be held? Give reasons.

-Have you ever participated in a meeting? What kind of meeting?

**ACCORDING TO THE SURVEYS,
MANAGERS SPENT 35-50% OF
THEIR TIME IN MEETINGS.
CERTAINLY, THERE ARE A LOT OF
REASONS FOR THEIR GATHERING
MEETINGS. BUT ALL OF THEM
FALL IN 3 MAIN CATEGORIES:
PROVIDING INFORMATION,
CREATING A MECHANISM IN
DECISION-MAKING AND CALLING
FOR THE FEEDBACK AND
DISCUSSION.**

Other purposes of meeting can be:

- **- motivating**

- Training
- Generating ideas

- Crisis management

- Setting targets and objects

- Setting tasks and delegating

- Performance reporting/assessment

Meetings also fall into several *categories*.

Match the most common categories of meetings (1-10) with their Ukrainian equivalents (A-J), e.g. 1-b-C.

1. *works meeting*
2. *staff meeting*
3. *team meeting*
4. *ad-hoc meeting*
5. *management meeting*
6. *board meeting*
7. *annual general meeting (AGM)*
8. *one to one meeting*
9. *awayday meeting (US. off-site meeting/retreat meeting)*
10. *kick-off meeting*

- A. зустріч віч-на-віч
- B. стартова [організаційна] нарада
- C. збори трудового колективу
- D. збори ради (директорів корпорації)
- E. виробнича нарада, збори персоналу (фірми, заводу)
- F. збори групи людей, які працюють над спільним проектом
- G. збори поза офісом
- H. збори/нарада керівного складу компанії
- I. щорічні загальні збори

Collocations with word “meeting”

Complete the sentences with the following verbs.

attend call cancel close hold
chair arrange miss postpone reschedule

1. I think we need to _____ a meeting to discuss the issue.
2. As a long-time employee with the company, she was appointed to _____ the meeting.
3. I can't make it on Friday. Can we _____ the meeting?
4. Are you going to _____ tomorrow's meeting? Everybody is coming.
5. HR managers usually _____ job interviews with potential candidates.
6. It was getting late, so the boss decided to _____ the meeting.
7. Everybody in the office was on sick leave, so the manager decided to _____ the meeting.
8. Yes, I will try to _____ a meeting with the Prime Minister as early as possible.
9. Don't worry, I took care of everything, but it's not like John to _____ a meeting.
10. They decided to _____ a meeting to enable the high level managers to attend.

STRUCTURE

Meetings generally follow a more or less similar structure and can be divided into the following parts:

I - Introductions

Opening the Meeting

Welcoming and

Introducing Participants

Stating the Principal

Objectives of a Meeting

Giving Apologies for

Someone Who is absent

II - Reviewing Past Business

Reading the Minutes (notes) of the Last Meeting

Dealing with Recent Developments

III - Beginning the Meeting

Introducing the Agenda

Allocating Roles

(secretary, participants)

Agreeing on the Ground

Rules for the Meeting

(contributions, timing, decision-making, etc.)

IV - Discussing Items

Introducing the First

Item on the Agenda

Closing an Item

Next Item

Giving Control to the

Next Participant

V - Finishing the Meeting

Summarizing

Finishing Up

Suggesting and Agreeing

on Time, Date and Place

for the Next Meeting

Thanking Participants for

Attending

Closing the Meeting

Structure. The

Read the following text describing the main points of the issue of meetings and match the highlighted words with the Ukrainian equivalents below.

Process

Before the meeting (1) **takes place**, it is important to invite participants to propose (2) **items** or **points for the agenda**. (3) **Drawing up** the agenda is usually the responsibility of the secretary or the chair. When the chair opens the meeting, he (4) **introduces the subject** and (5) **runs through** the agenda quickly. The first item is usually (6) **Matters Arising**, to allow participants to go through the (7) **minutes** of the previous meeting. After this, the (8) **discussion** of the other points can begin. During the discussion, participants (9) **make recommendations** and (10) **proposals** in order to (11) **solve problems**. If the meeting (12) **is scheduled** for a whole day, it is typical to (13) **take breaks** and to (14) **adjourn** for lunch. Of course, it is necessary to (15) **resume** after lunch. In the middle of the afternoon, participants often ask for (16) a **time out** if they are feeling tired. At the end of the meeting, the last or next-to-last point is often (17) **AOB** (Any Other Business) which gives participants the opportunity to (18) **raise** other **issues** not included in the main agenda. During the meeting someone (19) **is nominated** to take the minutes and after the meeting this person will write up the minutes for (20) **circulation** to the other participants before the next meeting. It is a good idea to write (21) **Action Notes** which should accurately record what decisions were made and who agreed to do what and by when. Finally, the chair will close the meeting.

- a. знайомити з темою
- b. піднімати питання
- c. план дій
- d. питання на порядку денному
- e. робити перерву
- f. обговорення
- g. "різне" (в порядку денному)
- h. бути призначеним
- i. перериватися
- j. вносити пропозиції
- k. вирішувати питання

- a. питання, що виникли
- b. бути запланованим
- c. протокол (зборів)
- d. розповсюдження
- e. продовжувати роботу (після перерви)
- f. відбуватися
- g. перерва
- h. складання (порядку денного)
- i. вносити рекомендації
- j. (швидко) проглянути

CHAIRING A MEETING

Meetings consist of a chairperson and participants. Both have specific responsibilities to guarantee that a meeting is effective. A combination of language and general communication skills is essential.

What do you think the functions of the chairperson are during a meeting?

Before watching activity

Study the vocabulary related to the video and consider the questions you will have to answer after the video.

Vocabulary

- be too hard on someone – be so strict to someone
- to put problem to bed – to finish dealing with something
- accountability – responsibility, obligation
- getting the hits – increasing traffic (to Website)
- accomplished - achieved, performed, made

Questionnaire

- What type of the meeting have you watched?
(by purpose, style, participants, atmosphere etc.)
- Was the agenda prepared for this meeting?
- Has everybody got the agenda before meeting?
- Was the right beginning of the meeting?
How it was?
- What was the subject of discussing in the meeting?
- What have they decided?
- How long did the meeting last?
- Was everything covered on the agenda?

Prepare a conference game on the basis of Situation 1 and Situation 2

Situation 1	Situation 2
<p style="text-align: center;">Meeting</p> <p style="text-align: center;">To identify ways to reduce company costs.</p> <p>Time: End:</p> <p>Place:</p> <p>Participants:</p>	<p style="text-align: center;">Meeting</p> <p style="text-align: center;">To decide on training needs and how to spend \$100,000 on training</p> <p>Time: End:</p> <p>Place:</p> <p>Participants:</p>
<p style="text-align: center;">Agenda</p> <ol style="list-style-type: none"> 1. Staff cuts. 2. Reducing the research budget. 3. Cutting salaries and operating costs. 	<p style="text-align: center;">Agenda</p> <ol style="list-style-type: none"> 1. Decide priorities: <ul style="list-style-type: none"> marketing/ information technology/ languages 1. Allocate costs. 2. Decide outline program. 3. Decide outline program.

Summarizing of the lesson:

It was interesting for me to know _____

I can say that _____

I have got to know that