

Opening a Meeting



This week...

Todd is welcoming everybody to the first meeting of the year. He is talking about a new project that is about to begin.

Lesson Objectives...

- Welcoming members to a meeting
- Going through the main points of a meeting

Business English Conversation

Advanced Class



Have you ever had to lead a meeting before at your workplace?

Picture Description

What is that woman thinking about?



What is that man explaining to the people at the meeting?

Todd Good morning everyone.

Let me start by welcoming you all to our first meeting of the year.

Last year was very successful and we couldn't have done so well without your hard work.

I've arranged this meeting today to inform you of some exciting new changes which will be happening from next month.

Due to the recent growth of our business, we are relocating to a new, larger office building in the financial district. **This will allow us to** take on additional staff to keep up with the workload.

These changes are surely going to affect many of you, and your cooperation will be greatly appreciated during this transition period.

Finally, if anyone has any questions, please feel free to ask them now.

I've arranged this meeting today to **inform you** that you will be getting a promotion.

1. Let me start by
2. I've arranged this meeting today to inform you
3. Due to the recent growth of our business, we
4. This will allow us to



Role Play – Opening a Meeting

Student A is welcoming the members at a meeting. He/she is talking about a new project that is about to begin. Students B,C and D will ask one question each after the opening.



Student A: Welcome everyone to the meeting. Introduce the new **Project** using the **Key Phrases**.

Students B,C and D: Ask one question each after the opening.

Key Phrases

- 1) Good morning/afternoon everyone.
- 2) Thank you all for coming today.
- 3) Let me start by
- 4) Thanks a lot for
- 5) I've arranged this meeting today to inform you
- 6) Due to
- 7) This will allow us to
- 8) Your cooperation will be greatly appreciated.
- 9) Finally, if anyone has any questions, please feel free to ask them now.

Projects

- relocating office
- expanding into overseas markets
- upgrading IT systems
- marketing campaign
- hiring new staff
- *other*



1. It's important to hold a departmental meeting every week.
2. Meetings should always have an agenda.
3. Everybody should be given the chance to lead a meeting.

- How do you remain focused in a long meeting?
- Would you prefer to chair a meeting or take the minutes?
- Do you often ask questions during a meeting or do you prefer to sit and listen?

- allow - Please *allow* me to say something.
- arrange - We need to *arrange* a meeting for tomorrow.
- cooperation - Thank you for your *cooperation*.
- growth - We have seen quite a bit of *growth* recently.
- inform - I'd like to *inform* you about a new project.
- period - It has been a tough *period* for our business.
- recent - Things are going well in *recent* times.
- transition - The *transition* won't be easy.



International Conference

Attending an international conference can be a rewarding experience and can greatly benefit someone's career. They provide excellent forums for scholarly exchange, networking and cultural experiences. Next week we will look at the preparations needed before attending an international conference.