

# 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

## Basic Class



Have you ever had to lead a meeting before?

# Picture Description

What is that woman thinking about?



A



B



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

\*Create a short story using the following format

1. Who
2. Where
3. When
4. What's happening?

\*Create simple sentences using the vocabulary

1. arrange
2. growth
3. affect
4. cooperation

Can you please **arrange** a meeting for this afternoon?



1. **Let me start by** thanking you for your hard work.
2. **Thanks a lot for** your participation in the meeting.
3. **I've arranged this meeting today to inform you** that I will be retiring from my job.
4. **These changes are** going to be good for everybody.

- Words
- Phrases

**Todd** Good morning everyone.

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

**Thanks a lot for** your hard work last year.

**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.

**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.

1. Let me start by .....
2. Thanks a lot for .....
3. I've arranged this meeting today to inform you .....
4. These changes are .....

# Responses - Prepositions

\*please select the most appropriate response from the items below:

1. A: Thank you everybody ....  
attending the meeting today.

at / for / to

2. A: I've arranged this meeting today  
.... inform you .... a new project.

from / of / to

3. A: It has been a tough period ....  
our business.

for / at / to

4. A: We need .... arrange another  
meeting .... next week.

at / for / to

5. A: Due .... recent growth we will be  
relocating .... a new office.

for / on / to

6. A: Thank you for attending the  
meeting today and thank you  
.... your cooperation.

on / for / at



# 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:** Good morning everyone. Thank you all for coming today. Thanks a lot for your hard last year.

\*Continue the opening of the meeting by using the **Key Phrases** and **Projects** from below.

## Key Phrases

- 1) Let me start by welcoming you to ....
- 2) I've arranged this meeting today to inform you that we will be ....
- 3) Due to ....
- 4) These changes are ....
- 5) Your cooperation will be greatly appreciated.
- 6) Finally, if anyone has any questions, please feel free to ask them now.

## Projects

- relocating our office
- expanding into overseas markets
- upgrading our IT systems
- starting a marketing campaign
- hiring new staff

- Is it difficult to 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?

- 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.