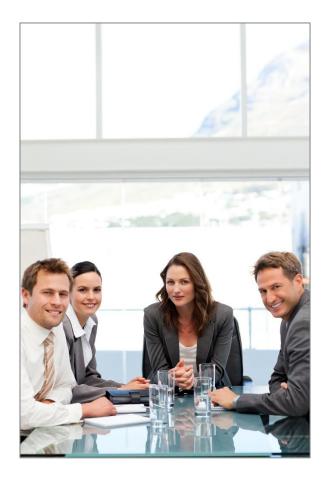
# **Opening a Meeting**





## 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**

## Warm Up – Topic Question





### Have you ever had to lead a meeting before?

Opening a Meeting

Basic Class

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### **Picture Description**

What is that woman thinking about?







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?

#### Opening a Meeting





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

\*Create simple sentences using the vocabulary

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







- 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.



Phrases

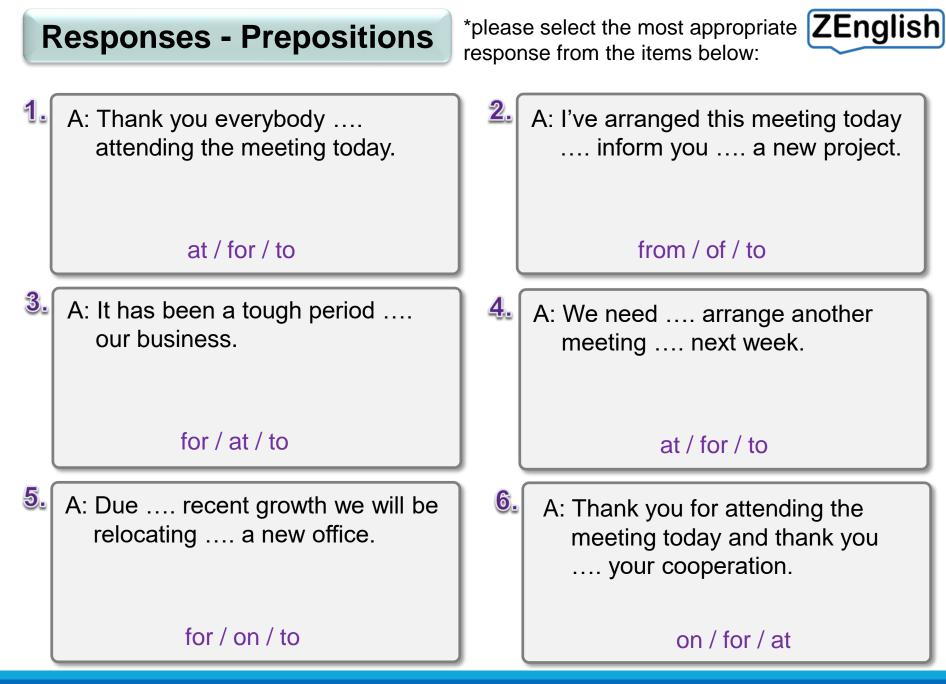


Todd	Good morning everyone.	
	Let me start by welcoming you all to our first meeting of the year.	
	Thanks a lot for you hard work last year.	
	I've arranged this meeting today to inform you of some exciting new changes which will be happening from next month.	
	Due to the recent growth of our business, 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.	
Racio Class		



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

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Speeches 8

## **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?

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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.





**Next Week** 

#### **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.

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