

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

Super Class

Warm Up – Topic Question



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

Picture Description

What is that woman thinking about?



A



B



Todd Good morning everyone.

Thank you all for coming today. **Let me start by** welcoming you all to our first official meeting of the year.

Thanks a lot for your dedication last year. It was a successful year 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.



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.

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*



Talk about one of the following topics for one minute:

1. The responsibilities and attitude needed for leading a successful meeting.
2. The importance of asking questions at a meeting.
3. Cultural differences in meeting etiquette.

*Other students in the class, ask one question each to the presenter after the speech

- 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?

I'm sure you are all looking forward to your long weekend, but we need to get this meeting **back on track**.



back on track – continuing as planned

- I hope we can get this project **back on track** by the end of the week.

go off on a tangent – to suddenly start talking about a completely new subject

- It's hard to get a firm decision out of him. He's always **going off on a tangent**.

any other business (AOB) – the last item on the agenda; things that are discussed at the end of a meeting

- Before we wrap up, is there **any other business**?



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.