



This week...

Emiko is asking Mark to go through the agenda for the afternoon department meeting.

Lesson Objectives...

- Discussing agendas
- Confirming details

## Business English Conversation

**Advanced Class**

## Warm Up – Topic Question



Do you always use an agenda in your business meetings?

# Picture Description

What are they looking at?



A



B



What are they having a meeting about?

<b>Emiko</b>	<b>Do you have time to</b> go through the agenda for the afternoon department meeting?
<b>Mark</b>	Sure. I have time now.
<b>Emiko</b>	Firstly, Jack will update everyone on the progress he has made with the research project. Then Fiona will talk about the latest sales data.
<b>Mark</b>	Before Fiona speaks, <b>I'd like to hear from</b> Max about the research project as well.
<b>Emiko</b>	Understood. <b>We also have</b> the IT manager <b>coming to talk about</b> the changes to the system.
<b>Mark</b>	Put him at the end of the agenda. <b>It will probably take about</b> an hour to inform everybody about all the changes.
<b>Emiko</b>	OK. Is there anything else?
<b>Mark</b>	No, that's all for now. See you later this afternoon at the meeting.

It will probably take  
**about** two days to  
finish the report.

1. Do you have time to .....
2. I'd like to hear from .....
3. We also have ..... coming to talk about .....
4. It will probably take about .....



# Role Play – Agenda

Student A and Student B are preparing the agenda for an upcoming meeting. They are discussing the items on the agenda as well as clarifying some of the details.



**Student A:** Ask **Student B** if he/she has time to go through the agenda.

**Student B:** Tell **Student A** that you have time.

**Student A:** Mention one of the **Details**.

## Key Phrases

- Do you have time to go through the agenda for the afternoon department meeting?
- Firstly, ....
- We also have to talk about ....
- Is there anything else?
- Sure. I have time now.
- Before that, I'd like to hear from ....
- We can drop that from the agenda.
- Put that at the end of the agenda.
- No, that's all for now.
- *Other*

## Details

- attendees
- order of speakers
- new project
- last month's sales
- date of next meeting
- *other*

## Agree or Disagree



1. Once an agenda is set it cannot be changed during a meeting.
2. Agendas help make meetings more efficient.
3. An agenda must be set far in advance of a meeting.

- Do you think it's important to have an agenda for every meeting?
- Can you think of any disadvantages of having an agenda?
- Whose responsibility is it to set the agenda?



- agenda - *What's on today's **agenda**?*
- changes - *I want to talk about some recent **changes**.*
- confirm - *It'd be great if you could **confirm** that.*
- in advance - *I will let you know **in advance**.*
- latest - *The **latest** sales report is not so good.*
- probably - *The meeting will **probably** last for two hours.*
- update - *They'll have an **update** for us tomorrow.*