# **Agenda**





#### 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?



What are they having a meeting about?





**Emiko** 

Mark

Mark



Emiko	Do you have time to go through the agenda for the afternoon
	department meeting?

Mark Sure. I have time now.

Firstly, Jack will update everyone on the progress he has made with the research project. Then Fiona will talk about the latest sales data.

Before Fiona speaks, I'd like to hear from Max about the research project as well.

Emiko Understood. We also have the IT manager coming to talk about the changes to the system.

Put him at the end of the agenda. It will probably take about an hour to inform everybody about all the changes.

Emiko OK. Is there anything else?

Mark No, that's all for now. See you later this afternoon at the meeting.

# **Sentence Building**



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

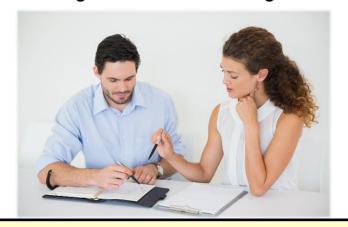
- 1. Do you have time to .....?
- 2. I'd like to hear from ......
- 3. We also have ..... coming to talk about .....
- 4. It will probably take about ......



### 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**





- 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.

#### **Discussion**



- 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?

#### **Word Index**



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.