## Warm Up – Topic Question





Do you always use an agenda in your business meetings?

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# **Picture Description**



### What are they looking at?



What are they having a meeting about?

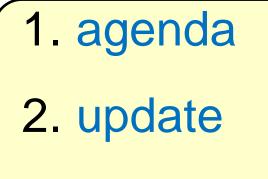
\*Create a short story using the following format

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





\*Create simple sentences using the vocabulary



3. latest

4. changes

I'd like to talk to you about the latest changes.







- 1. Firstly, I want to speak about the sales report.
- 2. Do you have time to help me finish this?
- 3. I'd like to hear from the staff in Tokyo.
- 4. We also have the CEO coming to talk about some changes.



Phrases



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Emiko	Do you have time to go through the agenda for the afternoon department meeting?		
Mark	Sure. Go ahead.		
Emiko	Firstly, Jack will update everyone about the research project. Then Fiona will talk about the latest sales data.		
Mark	Before Fiona speaks, I'd like to hear from Max about the research project as well.		
Emiko	I understand. We also have the IT manager coming to talk about the changes to the system.		
Mark	Please put him at the end of the agenda.		
Emiko	OK. Is there anything else?		
Mark	No, that's all for now. See you at the meeting.		
Agenda	Basic Class Meetings		

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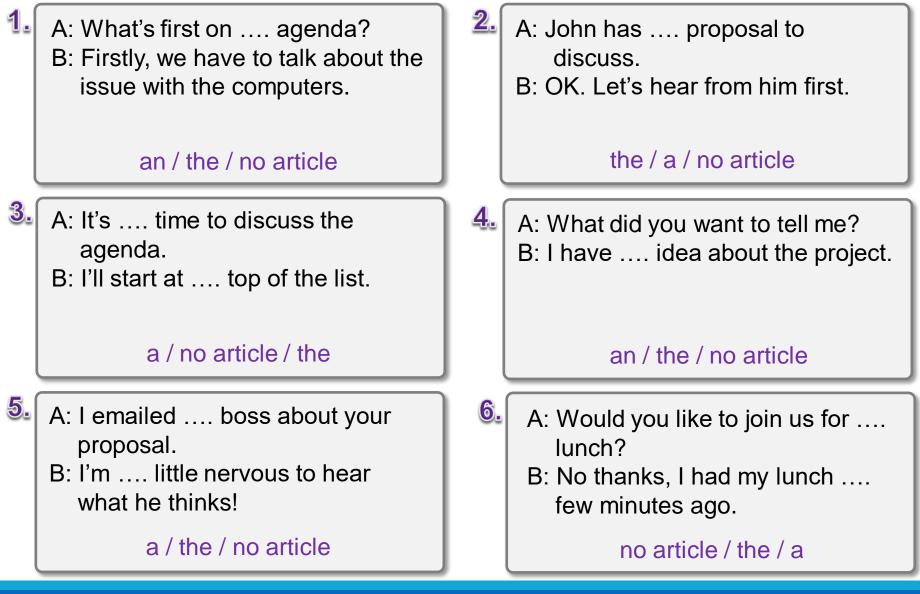
1. Do you have time to .....?

- 2. Firstly, .....
- 3. I'd like to hear from .....
- 4. We also have ..... coming to talk about .....

# **Responses - Articles**

\*please select the most appropriate response for each item below:





#### Agenda

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## 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: Do you have time to go through the agenda for the meeting? Student B: Sure. Go ahead.

\* Continue the conversation using the Key Phrases and Details from below.

## **Key Phrases**

- Firstly, how many people will be attending?
- Who will be the first person to speak?
- What should be next on the agenda?
- Is there anything else?
- There will be .... people attending.
- .... will be the first person to speak.
- Please put .... next on the agenda.
- That's all for now.
- Other

## Details

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



# Do you think it's important to have an agenda for every meeting?

Do you ever have to set an agenda for a meeting?



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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.