

## 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?

\*Create a short story using the following format

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

\*Create simple sentences using the vocabulary

1. agenda
2. update
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.

- Words
- Phrases

<b>Emiko</b>	<b>Do you have time to</b> go through the <b>agenda</b> for the afternoon department meeting?
<b>Mark</b>	Sure. Go ahead.
<b>Emiko</b>	<b>Firstly</b> , Jack will <b>update</b> everyone about the research project. Then Fiona will talk about the <b>latest</b> 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>	I understand. <b>We also have</b> the IT manager <b>coming to talk about</b> the <b>changes</b> to the system.
<b>Mark</b>	Please put him at the end of the agenda.
<b>Emiko</b>	OK. Is there anything else?
<b>Mark</b>	No, that's all for now. See you at the meeting.

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:

1. A: What's first on .... agenda?  
B: Firstly, we have to talk about the issue with the computers.

an / the / no article

2. A: John has .... proposal to discuss.  
B: OK. Let's hear from him first.

the / a / no article

3. A: It's .... time to discuss the agenda.  
B: I'll start at .... top of the list.

a / no article / the

4. A: What did you want to tell me?  
B: I have .... idea about the project.

an / the / no article

5. A: I emailed .... boss about your proposal.  
B: I'm .... little nervous to hear what he thinks!

a / the / no article

6. A: Would you like to join us for .... lunch?  
B: No thanks, I had my lunch .... few minutes ago.

no article / the / a

# 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?

- 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.*