



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

Super Class

Warm Up – Topic Question



Do you always use an agenda in your business meetings?

Picture Description

What are they looking at?



B



Emiko	Before we have the meeting this afternoon, I just wanted to run the agenda by you and check if I'm missing anything.
Mark	Sure. I'd be more than happy to have a look.
Emiko	Firstly, I have Jack updating everyone on the progress he has made with 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, as he is heavily involved with that.
Emiko	Understood. We also have the IT manager coming to talk about the changes to the system.
Mark	Put him at the end of the agenda. I am expecting that part of the meeting to take about an hour, and no doubt everybody will have many questions for him about the changes.
Emiko	OK. Is there anything else?
Mark	No, that's about it . See you later this afternoon at the meeting.



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.

Key Phrases

- I just wanted to run the agenda for the next meeting by you.
- Firstly,
- We also have to talk about
- Is there anything else?
- I'd be more than happy to have a look.
- 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 about it.
- *Other*

Details

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



Talk about one of the following topics for one minute:

1. The importance of having an agenda to follow.
2. What to include in an agenda.
3. The problems associated with not having an agenda.

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

- 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?

You are not being very straightforward with your answers. Are you sure you don't have **a hidden agenda**?



a hidden agenda – a secret goal or an ulterior motive

- I'm starting to wonder if the boss has **a hidden agenda** because he promised me the job, but now he won't return my calls.

on your agenda – planned to be discussed, engaged in, or acted upon

- There is not a lot **on the agenda** today, so the meeting shouldn't take so long.

call a meeting – to ask people to gather, typically to discuss a specific topic or issue

- The boss has **called a meeting** to discuss the discrepancies in the latest budget report.