

# Taking Minutes



## This week...

Chris is asking Jack to take the minutes of an upcoming meeting. Jack has never taken the minutes of a meeting before, so he is asking Chris what should be included.

## Lesson Objectives...

- Taking minutes
- Giving instructions

## Business English Conversation

## Advanced Class



Why is taking minutes at a meeting important?

# Picture Description

What is that man typing on his laptop?



B



A



What is the man standing up doing?

|              |   |
|--------------|---|
| <b>Chris</b> | As you know, Fiona always takes the meeting minutes, but she won't be able to make it tomorrow. <b>I'd like you to</b> do it this time. |
| <b>Jack</b>  | <b>I've never</b> taken the minutes of a meeting <b>before</b> . What should I include?   |
| <b>Chris</b> | <b>Be sure to include</b> the names of the participants, the agenda items and any due dates for the projects we are working on.         |
| <b>Jack</b>  | That doesn't sound too hard.  |
| <b>Chris</b> | That's not all. You should also include the main points talked about as well as the decisions made during the meeting.                  |
| <b>Jack</b>  | Got it. When do you want the minutes sent out by?   |
| <b>Chris</b> | As soon as you can. All the attendees should receive them within 24 hours.  |
| <b>Jack</b>  | <b>Thanks a lot for</b> the advice.   |

Be sure to include your contact details.

1. I'd like you to .....
2. I've never ..... before.
3. Be sure to include .....
4. Thanks a lot for .....



# Role Play – Taking Minutes

Student A needs Student B to take the minutes at an upcoming meeting. Student B asks Student A what to include when taking the minutes.



**Student A:** Ask Student B to take the minutes for the meeting tomorrow.

**Student B:** Ask Student A what you need to include in the minutes.

## Key Phrases

- I'd like you to take the minutes for the meeting tomorrow.
- Make sure you include ....
- Don't forget to write down ....
- That's not all. You should also ....
- What should I include?
- That sounds easy enough.
- Is there anything else?
- When should I send out the minutes?
- *Other*

## What to Include

- names of participants
- decisions made
- important points
- questions raised
- agenda items discussed
- *other*

## Agree or Disagree



1. Minutes should be taken at every meeting.
2. The person taking the minutes should not be involved in the discussions at a meeting.
3. An audio recording would be better than a written record of a meeting.

- Have you ever had to take minutes at a meeting?
- Whose responsibility is it to take the minutes at a meeting?
- Should minutes be handwritten or typed?



- advice - *Your **advice** has been so helpful.*
- agenda - *Could you create an **agenda** please?*
- decisions - *I'm glad I don't have to make the **decisions!***
- include - *I'll try to **include** it in my presentation.*
- minutes - *The **minutes** will be sent out tomorrow.*
- participants - *All the **participants** are here and ready.*
- write down - *If you **write it down**, you won't forget!*