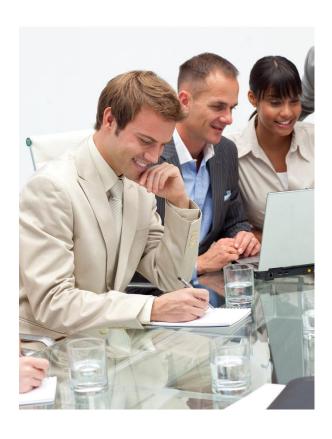
Taking Minutes





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

Warm Up - Topic Question



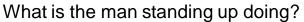


Why is taking minutes at a meeting important?

Picture Description









Jack

Chris

Jack

Chris



Chris	As you know, Fiona always takes the meeting minutes, but she won't be
	able to make it tomorrow. I'd like you to do it this time.

I've never taken the minutes of a meeting before. What should I include?

Be sure to include the names of the participants, the agenda items and any due dates for the projects we are working on.

That doesn't sound too hard. That's not all. You should also include the main points talked about as Chris

well as the decisions made during the meeting.

Jack Got it. When do you want the minutes sent out by?

As soon as you can. All the attendees should receive them within 24 hours.

Jack Thanks a lot for the advice.

Sentence Building



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.

Discussion



- □ 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?

Word Index



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!