

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

Basic Class

Warm Up – Topic Question



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?

*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. include
2. participants
3. decision
4. advice

Who is going to make that **decision**?



1. I'd like you to prepare the meeting room.
2. I have never done anything like that before.
3. Make sure you include your contact details.
4. Thanks a lot for helping me today.

- Words
- Phrases

Chris I'd like you to take the minutes at the meeting tomorrow.

Jack I have never taken the minutes before. What should I include?

Chris Make sure you include the names of the participants and the agenda items.

Jack I think I'll be able to do that.

Chris That's not all. You should also include the main points talked about as well as the decisions made at the meeting.

Jack OK. When should I send out the minutes to everybody?

Chris Before the end of the next working day.

Jack Thanks a lot for the advice.

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

Responses - Prepositions

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

1. A: What time are we having the meeting?
B: Tomorrow morning, I think.

at / of / no preposition

2. A: Did you send out the minutes of the meeting yet?
B: I sent them an email this morning.

in / on / for

3. A: I really need practice my speech.
B: Me, too. I am feeling a little nervous.

for / to / at

4. A: Have you seen the folder anywhere?
B: I think it's Jim in sales.

at / with / for

5. A: That meeting was so long!
B: I know! I thought we would be there all day!

for / no preposition / in

6. A: I'll talk to you the meeting later.
B: OK. I'll bring the documents me.

with / on / at

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: I'd like you to take the minutes at the meeting tomorrow.

Student B: I've never done it before. What should I include?

*Continue the conversation using the

Key Phrases and **What to Include** from below.

Key Phrases

- Make sure you include
- Don't forget to write down
- You should also include
- Please send them out by
- I think I'll be able to do that.
- 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*

- Have you ever had to take minutes at a meeting?
- Whose responsibility is it to take the minutes at a meeting?

- 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!*