

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

Super 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



Chris	Fiona's not going to make it to the meeting tomorrow. As you know, she always takes the meeting minutes, but I'd like you to do it this time.
Jack	I've never taken the minutes of a meeting before. Any tips on what I should include?
Chris	Be sure to include the names of the participants, the agenda items, and any due dates for the projects we are working on.
Jack	That sounds easy enough.
Chris	Not just that, though. You should also include the main points talked about as well as the decisions made during the meeting.
Jack	OK. I think I got it. When do you want the minutes sent out by?
Chris	As promptly as possible. All the attendees should receive them within 24 hours.
Jack	Thanks a lot for the advice.

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.

Key Phrases

- I need 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
- As promptly as possible.
- 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*



Talk about one of the following topics for one minute:

1. The importance of having a record of a meeting.
2. Writing or typing quickly to keep up with what people are saying.
3. The pressure of taking accurate minutes.

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

- Should minutes be taken at every meeting?
- Whose responsibility is it to take the minutes at a meeting?
- Should minutes be handwritten or typed?

Everything that is said in the meeting between the CEO and the CFO **will go on record**.



go on record – to say something publicly or embrace a position publicly

- In the last meeting, John **went on record** about his doubts for the future of this company.

a mile a minute – very rapidly (especially talking)

- I couldn't write down everything he said. He was going **a mile a minute!**

a New York minute – right away; immediately; very quickly

- Our sales plummeted in **a New York minute**.