



UNIT 7

ENGLISH FOR BUSINESS

WITH THE INSPIRE ACADEMY

MEETINGS

MEETINGS

'MEETINGS'

ASK QUESTIONS

HOW DOES THIS ADDRESS OUR MISSION?

CAN WE GET YOUR OPINION?

WHAT ARE YOUR CONCERNS?

WHO ARE WE TARGETING?

WHAT DO WE DO NEXT?

PARAPHRASE

TO PARAPHRASE IS TO SAY THE SAME THING IN FEWER WORDS, THIS IS USEFUL IN MEETINGS TO KEEP EMPLOYEES ENGAGED

'IS LIKELY TO'



'MAY'

FOUR KEY COMPETENCIES:

SUMMARISE

AS YOU CAN SEE...

GENERALLY SPEAKING...

IN THE FINAL ANALYSIS...

GIVEN THESE POINTS...

ALL THING CONSIDERED...

IN SUMMARY / TO SUMMARISE...

IN CONCLUSION / TO CONCLUDE...

ENCOURAGE

YOU'RE DOING A GREAT JOB!

THANK YOU FOR ALL YOUR HELP

KEEP UP THE GOOD WORK

WE APPRECIATE EVERYTHING YOU DO

NO BUSINESS WOULD SUCCEED WITHOUT ITS STAFF

YOUR OPINION MATTERS TO US

MEETINGS

'MEETINGS'

HOLDING A SUCCESSFUL MEETING

KEY WORDS

There are some words that have a different meaning when in the context of meetings.

'Chair' a meeting

To present a meeting

'Call' a meeting

To announce a meeting

'Call' to order

Beginning a meeting

Greeting

- Good morning / afternoon to you all

Address

- I hope you are all well and/or having a nice week

Subject

- This meeting has been called today to discuss...

Agenda

- As you can see, on the agenda today we have...

regular phrasing

As you can see

When identifying a specific subject

A.G.M

Annual General Meeting

A.O.B

Any other business

Let us begin

Before moving onto a new topic

Moving on

Changing subject

MEETINGS

'MEETINGS'

HOLDING A SUCCESSFUL MEETING

AGENDA

You should create an agenda and provide it to all your attendees before the meeting commences. This way everyone has a clear understanding of what they will be talking about and what they want to achieve in this time.

From the example, answer the questions below:

How many people are at the meeting?

.....

Who is presenting the meeting?

.....

What does recap mean?

.....

At what point can I talk about other business?

.....

What is the meeting for?

.....

MEETING AGENDA

Weekly sales update

Date:	15/04/2019	Meeting called by:	M. James
Time:	8.00am-12.00am	Attendees:	BC, AJ, LO, PD
Location:	Town Hall	Please read:	Reading list
		Please bring:	Supplies list

1) Call to order Time

Check that everyone the correct information
Provide breakfast and introduce guests
Explain format of meeting

2) Recap previous minutes Time

Recap minutes from last meeting
Consider any other business that needs to be discussed

3) Topic 1: Title Time

- a) Discussion topic
 - i. First talking point
 - ii. Second talking point
 - iii. Third talking point
- b) Discussion topic
 - i. First talking point
 - ii. Second talking point
 - iii. Third talking point

4) Topic 2: Title Time

- a) Discussion topic
 - i. First talking point
 - ii. Second talking point
 - iii. Third talking point
- b) Discussion topic
 - i. First talking point
 - ii. Second talking point
 - iii. Third talking point

5) Closure and coffee Time

Review the topics discussed
A.O.B