

Term 3 – WEEK 3 Contents– Meeting Simulation Class (MS)

Today's Agenda

- ✔ 1. REVIEW: Business Meeting Phrases
 - ✔ 2. ACTIVITY: Making an agenda and starting your meeting.
 - ✔ 3. Homework Assignment
-

REVIEW:

Business Meeting Phrases January 2016 – Term 3

(12 Useful Categories for Business Meetings)

1 - Opening The Meeting

- ✔ 1) Thank you for coming today.
- ✔ 2) It's 10 o'clock. Let's start.
- ✔ 3) Shall we begin?
- ✔ 4) I think everyone is here. So, let's begin.
- ✔ 5) Thank you for taking time out of your schedule to be here today.
- ✔ 6) Let's get started.

2 - Introducing the Agenda

- ✔ 1) This is our agenda for today.
- ✔ 2) Here is today's agenda.
- ✔ 3) On the agenda, you'll see there are several items.
- ✔ 4) These are the points that we would like to discuss today.
- ✔ 5) Here are the points that we plan to cover in our meeting today.
- ✔ 6) As you can see, this is our agenda for today.

3 – Talking about the Agenda

First, we'll Then, we'll After that, we'll Next, we'll	<ul style="list-style-type: none">• discuss• talk about• take a look at• go over• review• hear from• get an update on
Finally, we'll	<ul style="list-style-type: none">• wrap up with• finish with• end with• have time for

4 - Stating Objectives

- ✓ **1) We here today to.....**
 - ✓ *We're here today to hear about the plans for our new product.*
- ✓ **2) Our objective for today is.....**
 - ✓ *Our objective for today is to discuss the budget for next year.*
- ✓ **3) What we want to do today is....**
 - ✓ *What we want to do today is to reach a decision on the launch date for our new product.*

5 - Introducing the Points of Discussion

- ✓ **1) The background of is....**
 - ✓ *The background of the problem is....*
- ✓ **2) The main issue is....**
 - ✓ *The main issue is we need to change our strategy.*
- ✓ **3) The point we have to understand is...**
 - ✓ *The point we have to understand is the market has changed a lot since last year.*

6 – Calling on a Speaker

- ✔ 1) I'd like to ask John to tell us about....
- ✔ 2) Can we hear from Mr. Ide on this?
- ✔ 3) Mr. Sato, could you give us an update?
- ✔ 4) Mr. Ide, could you give us more information on this issue?
- ✔ 5) Now we will hear from Mr. Park regarding this issue.

7 – Controlling the Meeting

- ✔ 1) Sorry, Mr. Ide. Please let Mr. Park finish.
- ✔ 2) Thank you John, but Mr. Smith has the floor.
- ✔ 3) Sam, you can comment after Tom finishes.
- ✔ 4) We can talk about that at another time.
- ✔ 5) Uh...John, we can't talk about that right now.
- ✔ 6) Tim, now is not a good time to discuss that point.

8 - Clarifying

- ✔ 1) So, what you're saying is.....Is that correct?
- ✔ 2) Do you mean.....?
- ✔ 3) Let me see if I understand. What you're saying is.....Is that right?
- ✔ 4) Let me see if I'm following you. You're saying....
- ✔ 5) So you're main point is....Is that correct?

9 – Moving on to the next point on the agenda

- ✔ 1) I think we should move onto the next point.
- ✔ 2) Okay, let's discuss our next point.
- ✔ 3) I think this is a good time to move onto the next point on the agenda.
- ✔ 4) Let's move on to our next point.
- ✔ 5) If everyone agrees, I think we should move onto our next point on the agenda.

10 – Taking a Break

- ✓ 1) Let's take a 15 minute break.
- ✓ 2) I think this is a good time for a break.
- ✓ 3) I think we need to take a break.
- ✓ 4) Let's take a break and resume our meeting again at 1 pm.
- ✓ 5) Why don't we take a break?
- ✓ 6) Let's continue our meeting after we take a 15 minute break.

11 – Summarizing the Meeting

- ✓ 1) Let's summarize our meeting.
 - First,
 - Second.....
- ✓ 2) To summarize our meeting,.....
 - First.....Second.....
- ✓ 3) Now let's summarize today's meeting.
 - First....second.....

12 – Closing the Meeting

- ✓ 1) Well, I think we've covered everything.
- ✓ 2) That's all for today. Let's continue our discussion at the next meeting.
- ✓ 3) Well, I think we can close the meeting now.
- ✓ 4) That's it. The next meeting will be....
- ✓ +

Thank you all again for coming today.

ROLE PLAY: CLASS ACTIVITY

1. Today, you will have a chance to lead a meeting in English.
2. Using the key phrases that you received last week, create your agenda.
3. Select and use the key phrases from your class handout to:
 - A. Greet members
 - B. Thank your meeting members for coming
 - C. Introduce all of your agenda points smoothly

Time limit: 15 minutes

KEY Topics for Business Meeting Role Play

Directions:

Select ONE of the topics below and make your FIVE POINT Agenda.

- A. New product planning for next FY
- B. Problem: Low motivation in current section
- C. How to increase company brand name in Japan
- D. How to increase more university graduates to join D and M.
- E. How to have more effective meetings

Example of Agenda:

Agenda

1.

2.

3.

4.

5.

SPEAKING ACTIVITY:

Now, you will have a chance to lead and start a meeting in ENGLISH.

4 - Point Task:

- A. Greet members
- B. Thank your meeting members for coming
- C. Say the PURPOSE of the meeting
- D. Introduce all of your agenda points

Recommend Speaking Flow:

Category 1 → Category 4 → Category 2 → Category 3

Recommended Ending for Agenda:

This is our agenda for today.

1 - Opening The Meeting

- ✔ 1) Thank you for coming today.
- ✔ 2) It's 10 o'clock. Let's start.
- ✔ 3) Shall we begin?
- ✔ 4) I think everyone is here. So, let's begin.
- ✔ 5) Thank you for taking time out of your schedule to be here today.
- ✔ 6) Let's get started.

4 - Stating Objectives

- ✔ **1) We here today to.....**
- ✔ *We're here today to hear about the plans for our new product.*
- ✔ **2) Our objective for today is.....**
- ✔ *Our objective for today is to discuss the budget for next year.*
- ✔ **3) What we want to do today is....**
- ✔ *What we want to do today is to reach a decision on the launch date for our new product.*

2 - Introducing the Agenda

- ✔ 1) This is our agenda for today.
- ✔ 2) Here is today's agenda.
- ✔ 3) On the agenda, you'll see there are several items.
- ✔ 4) These are the points that we would like to discuss today.
- ✔ 5) Here are the points that we plan to cover in our meeting today.
- ✔ 6) As you can see, this is our agenda for today.

3 – Talking about the Agenda

First, we'll Then, we'll After that, we'll Next, we'll	<ul style="list-style-type: none">• discuss• talk about• take a look at• go over• review• hear from• get an update on
Finally, we'll	<ul style="list-style-type: none">• wrap up with• finish with• end with• have time for

Recommended Ending for Agenda:

This is our agenda for today.

HOMEWORK:

- ✔ 1. Type and PRINTOUT your AGENDA for next week on an A4 size sheet.
- ✔ 2. Practice saying your script to start a meeting and introduce your agenda.
- ✔ 3. Be prepared to lead the meeting next week using your agenda.

----- End of Lesson -----