

# Term 3 – WEEK 4 Contents– Meeting Simulation Class (MS)

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## Today's Agenda

- ✔ 1. REVIEW: Business Meeting Phrases
  - ✔ Category 1 to Category 4
  - ✔ 2. ACTIVITY: Starting your meeting and Presenting your agenda.
  - ✔ 3. “Getting Consensus” regarding Agenda Phrases
  - ✔ 4. Presenting Agenda Point #1 Phrases
  - ✔ 5. Homework Assignment
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## 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"><li>• discuss</li><li>• talk about</li><li>• take a look at</li><li>• go over</li><li>• review</li><li>• hear from</li><li>• get an update on</li></ul>
Finally, we'll	<ul style="list-style-type: none"><li>• wrap up with</li><li>• finish with</li><li>• end with</li><li>• have time for</li></ul>

### 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.*

### 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:

<h2>Agenda</h2>	
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

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## Recommended Ending for Agenda:

This is our agenda for today.

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### 1 - Opening The Meeting

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- ✔ 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.
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### 3 – Talking about the Agenda

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#### Recommended Ending for Agenda:

This is our agenda for today.

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#### **CHECKED 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.

#### **LEARN: Getting “Consensus” Phrases**

- 1) Does everyone agree with this agenda?
- 2) Is there anything else that you would like to add to today's agenda?
- 3) Does anyone have anything to add to our agenda?
- 4) Did I leave anything out of the agenda?

**plus**

- 5) Are there any questions before we begin? / Any other questions?
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## KEY Point:

### Common Meeting Phrase:

“Did I leave anything out? /Did I leave anything out of the agenda?”

Means “Did I forget something?” or “Did I forget to include any points?”

## LEARN: Presenting the 1<sup>st</sup> Agenda Point

- 1) Let's start with our first point, ....
  - 2) Okay. The first point on our agenda is....
  - 3) Let's move to our first point, .....
  - 4) Okay. If there are no questions, I'd like to start with our first point, .....
  - 5) Right. The first item we need to discuss is.....
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## Task: Your Challenge for Today

### 7 - Point Task:

- A. Greet members
- B. Thank your meeting members for coming
- C. State the purpose of your meeting
- D. Introduce your agenda
- E. Explain your agenda
- F. Get Consensus and ask for any questions
- G. Introduce your AGENDA point #1

Recommend Speaking Flow:

Category 1 → Category 4 → Category 2 → Category 3 → Category 13 → Category 14

## Homework:

- ✔ 1. For the next lesson, keep the same agenda.
- ✔ Then, on a separate piece of paper, add 1 or 2 points of detail to each agenda item.
- ✔ 2. PRINTOUT your detail points on a separate piece of paper.
- ✔ 3. Be prepared to lead the meeting next week using your agenda plus your 1 or 2 detail points.

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