

Term 1: May 2015 – MS Class Contents – Week 5

Agenda

- 1. CHECK-IN: What's on your mind?
 - 2. DISCUSS: What is a "successful" business meeting?
 - 3. READ: Planning and Running an Effective Meeting
 - 4. WATCH: Business Meeting Videos
 - 5. Homework Assignment
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CHECK-IN Activity: What's on your mind?

- 1. Before we start our class today, it is important for you to "check-in."
- 2. For 1 or 2 minutes each, please tell everyone what is on your mind at the moment.

Examples:

- 1. Right now, I'm thinking about....
- 2. At the moment, I feel...
- 3. Right now, I'm concerned about...
- 4. At the moment, I'm worried about
- 5. or any other thoughts in your mind.

Ending: That's what's on my mind.

DISCUSS: Meeting Management

Discussion Time:

- 1. In your opinion, “what is a **successful** meeting?”
- 2. **When** do you think it is **necessary** to have a meeting? In other words, **what kind of situations** do you think is **necessary** to have a meeting?
- 3. What is **your take** on **your current meetings** in your section, department, or workplace ?
- 4. Are your meetings **successful**?
- 5. Are there **any problems** during your meetings?
- 6. **What** do you think can be done to **improve your meetings** in your section, department, or workplace?

DISCUSSION: Meeting Question

- QUESTION: What do you think can be done to improve your current meetings?
- **My take is, we can improve our current meetings by A, B, and C.**
- Ending: **That’s my take.**
- **Examples:**
- having shorter meetings
- Ending our meeting on time
- Sending out the agenda before the meeting
- Rotating the meeting leader position

READ: “Planning and Running a Successful Meeting” article

KEY BUSINESS VOCABULARY

1. “**call** a meeting” means “**arrange** or **schedule**” a meeting
2. “**sufficient**” means “**enough to meet the needs of a situation**”
3. “**voice** concerns” means “**say** or **express**” concerns
4. “**jump start**” means “**revive**”
5. “**bogged down**” means “**when something prevents you from making progress or getting something done.**”

Example: I can’t finish my work simply because I am **bogged down** with many emails every day.

6. “**buy-in**” means “acceptance and support from everyone”

HOMEWORK:

- 1. Finish reading the article about:
 - “Planning and Running a Successful Meeting.”
- 2. Check the definition of any new words that you do not know.
- 3. Be prepared to discuss the article at the next class.
- Good luck!

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