

Term 3 – WEEK 5 Contents– Meeting Simulation Class (MS)

Today's Agenda

- ✓ 1. REVIEW: “Getting Consensus” regarding Agenda Phrases
 - ✓ 2. REVIEW: Presenting Agenda Point #1 Phrases
 - ✓ 3. CHECK: Homework Assignment
 - ✓ 4. ACTIVITY: Present Agenda using
 - ✓ Recommended Speaking Flow:
 - ✓ Category 1 → Category 4 → Category 2 → Category 3 → Category 13 → Category 14
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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.

KEY TECHNIQUE: “GST” Technique

Greeting phrase

Starting phrase

Thanking phrase

Example:

Good morning. It's 10 am. Let's start. Thank you all for coming today.

2 - Introducing the Agenda

- ✔ 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.
- ✔ 1) This is our agenda for today. (Good for ending of Agenda explanation)

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.*

✔ **4) The purpose of today's meeting is to discuss / talk about...(New phrase)**

✔ *The purpose of today's meeting is to discuss the budget for next year.*

REVIEW: 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?

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?”

REVIEW: Presenting the 1st 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.....

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

CHECKED 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.

Example of Agenda:

Agenda

- ✔ **1. Next Year's Products**
- ✔ **2. Last Year's New Projects**
- ✔ **3. Current Vendors**
- ✔ **4. New Logo**
- ✔ **5. Next Year's Fiscal Year Vision**

Sample Agenda:

Week 5 – Term 3 - MS Class – Sample Agenda

(with 1 or 2 details for each item)

Sample Agenda

Good morning. It's 10 o'clock. Let's get started.

First of all, thank you for taking time out of your schedule to be here today.

The purpose of our meeting is to discuss the plans for next year.

As you can see, there are several items on the agenda.

First, we will discuss the products for next year. As you know, we launched several new products last year. As a result, we would like to focus more on products for North America.

Then, we will talk about the new projects that we started last year. From my point of view, we need to analyze our products and evaluate last year's profits.

After that, we will hear from Abe-san regarding our current vendors. For your information, we plan to add new vendors in China at the end of this year. As a result, we need to review our options.

Next, we will discuss our new logo. Actually, we need to think about a new logo for North America. So, today, I would like to get your input on this situation.

Finally, we will wrap up with our vision for the next fiscal year. As you know, our New York management team needs our input to finalize our vision for 2016.

This is our agenda for today.

SPEAKING ACTIVITY:

Your CHALLENGE:

✓ **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**

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

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.

HOMEWORK:

No Homework!

Please have a nice weekend!

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