

Term 1: May 2015 – MS Class Contents – Week 6

Agenda

- 1. CHECK-IN: What's on your mind?
 - 2. REVIEW: Last week's Business Vocabulary
 - 3. CONTINUE READING: Planning and Running an Effective Meeting
 - 4. 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.

REVIEW: Last Week's KEY BUSINESS VOCABULARY

<ul style="list-style-type: none">• 1. Call a meeting• 2. Sufficient• 3. Voice concerns• 4. Jump start• 5. Bugged down• 6. Buy-in	<ul style="list-style-type: none">• 1. “arrange or schedule” a meeting• 2. “enough” to meet the needs of a situation• 3. “say or express” concerns• 4. revive a situation• 5. when something prevents you from making progress or getting something done.• 6. to get “acceptance and support” from everyone
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CONTINUE READING: “Planning and Running a Successful Meeting” article

HOMEWORK:

- 1. For the next class, use the **RULE OF 3** and talk about the meetings in your current section or team.
- 2. Make sure to include examples and details in your explanation.
- 3. Also, try to add any improvements that can be made to make your team meetings more productive and efficient.
- 4. **PRINTOUT** your data and bring your homework to class next week.
- 5. Good luck!

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