

Week 7 – Term 3 – MS Class – Moving to the next points in the agenda

Discussion your agenda

In business meetings, as a meeting leader, it is very important to be able to “move smoothly” and professionally through your agenda items. Today, we will study various ways how to move from one point to the next in your agenda.

REVIEW: “Moving on to the next point on the agenda” phrases

- ✔ 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.

Plus: Key Phrase: “Regarding Agenda Item #.....”

Example Script:

Step 1: Okay. The first point on our agenda is our Business plan for 2016.

Regarding Agenda Item #1,For starters, I’d like to get your input on our budget for next year.

Then, I’d like to hear your views on the progress of our new products in Europe.

Finally, I’d like to get your perspective on our sales forecast for FY16.

So, who would like to start?

Step 2: I think this is a good time to move onto the next point on the agenda, (Agenda item #2)

Regarding Agenda Item #2,..... To begin with, I’d like to get your input on.....

Then, I’d like to hear your views on

Finally, I’d like to get your perspective on

So, anyone like to begin?

Step 3: Okay, let’s discuss our next point. (Agenda item #3)

Regarding Agenda Item #3,..... First of all, I’d like to get your input on.....

Then, I’d like to hear your views on

Finally, I’d like to get your perspective on

So, who would like to begin?

HOMEWORK

Directions:

1. Look at the **SECOND and THIRD** point on your agenda.
 2. Then, **make your SAMPLE script** using the **three** “getting input” techniques that you studied today focusing **on your SECOND and THIRD agenda items.**
 3. Advice: Try to make **3** original sentences that will generate discussion about your **SECOND and THIRD agenda items** from your meeting participants.
 4. **Advice:** Refer to “today’s example script” to get an idea of how to make your three sentences.
 5. Good luck!
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