

Term 3 – WEEK 8 Contents – Meeting Simulation Class (MS)

Today's Agenda

- ✔ 1. REVIEW: 3 techniques to “get input” from your meeting members
 - ✔ 2. LEARN: Key phrases for: “Moving to 2nd and 3rd Agenda items”
 - ✔ 3. CHECK: Homework Assignment
 - ✔ 4. REVIEW: “FINAL TEST” Contents
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REVIEW:

“Getting Input” Techniques (New)

“Getting input” from your meeting members

In business meetings, as a leader, it is very important to be able to “get input” from your meeting participants effectively. Today, we will study various ways how to generate and get input from your meeting members.

Technique #1: I’d like to “get your input on....”

Examples:

1. I’d like to get your input on our plan for next year.
2. I’d like to get your input on next year’s budget.
3. I’d like to get your input on what we should do to increase our sales.

Technique #2: I’d like to “hear your views on....”

Examples:

1. I’d like to hear your views on my proposal.
 2. I’d like to hear your views on our company policy changes for this year.
 3. I’d like to hear your views on the production problems at our Vietnam factory.
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REVIEW: Polite Starting Phrases

1. If you don't mind,
 2. If possible,
 3. If it's okay with you,
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Technique #3: I'd like to "get your perspective on...."

Examples:

1. If you don't mind, I'd like to get your perspective on the progress of our new product.
2. If possible, I'd like to get your perspective on "How we can increase our advertising in Europe."
3. If it's okay with you, I'd like to get your perspective on our sales forecast for FY16.

Now, let's combine all three techniques!

Example Agenda

1. Business plan for 2016
 2. New products
 3. Overseas issues
 4. Vendor updates
 5. Factory issues in Vietnam
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✓ **Planning for Agenda Item #1: Business Plan for 2016**

✓ **Discussion Points for Agenda Item #1:**

✓ **1. Budget for next year**

✓ **2. New Products progress in Europe**

✓ **3. Forecast for FY16**

Example Script (for meeting leader):

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

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?

CHECKED HOMEWORK:

Directions:

1. Look at the **FIRST** point on your agenda.

2. Then, **make your SAMPLE script** using the **three** "getting input" techniques that you studied today focusing **only on your first agenda item**.

3. Advice: Try to make **3** original sentences that will generate discussion about your **first agenda item** 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!

REVIEW:

Week 7 – Term 3 – MS Class – Moving on to the 2nd and 3rd points on your 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.

“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?**

CHECKED: 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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ANNOUNCEMENT:

- ✓ 1. Next week, you will have a FINAL Paper Test.
- ✓ 2. All of the contents will come from the points that you studied in Term 3.
- ✓ 3. Now, let's look at the FINAL Test contents.

FINAL TEST CONTENTS:

Part 1

- ✔ **3** “Opening the Meeting” Phrases (Category 1)
- ✔ **3** “Introducing the Agenda” Phrases(Category 2)
- ✔ **5** “Talking about your agenda” Phrases(Category 3)
- ✔ **3** “Stating Objective” Phrases (Category 4)
- ✔ **3** “Moving on to the first agenda item” Phrases(Category 14 - Week 4 Handout paper)
- ✔ **3** “Moving on to the NEXT agenda item” Phrases (Category 9)

Part 2

- ✔ CREATE a 5-point agenda
- ✔ MAKE a 5-point Agenda script (Up to introducing Agenda item #1 only)
- ✔ Total: **100** points

Good Luck!

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