

Business Meeting 01: Setting Up a Meeting

Practice 1 | Useful Expressions

Directions: Listen and repeat.

- **Standing Committee** (noun) - a permanent committee that meets regularly
- **agenda** (noun)
 - a list of items of business to be considered and discussed at a meeting
- **department** (noun) - a division of a large organization
- **treasurer** (noun) - A person appointed to administer or manage the financial assets
- **standards** (noun) - a required or agreed level of quality or attainment
- **minutes** (noun) - a written record of a certain meeting
- **circulate** (verb) - spread, communicate, pass from one person to another

Practice 2 | Dialogue

Directions: Read the dialogue aloud with your teacher.

The president and the secretary are talking about the company's affairs.

President : I shall call for a meeting. Please set me an appointment with the Boards and **Standing Committees**.

Secretary : When will you want it, Sir?

President : Next month, on the first Monday. The focus of the **agenda** will be on the quality assurance reports of each **department**.

Secretary : Will you require them to submit written reports?

President : Absolutely. Also, please include the Office of the **Treasurer**. The treasurer's monthly report will be included.

Secretary : Would you like to add more?

President : Please remind them of the company's goal. They should be aware of it all the time. The purpose of this meeting is to come up with an evaluation on how everyone follows the **standards** of providing service to our clients. On the other hand, we need to keep track of the company's expenses over the period of time.

Secretary : Anything else, Sir?

President : Oh! Please remind me about the **minutes** from the last meeting. The follow up shall be discussed this coming meeting.

Secretary : All right.

President : I think that's all for now. Please make it a priority to **circulate** this information.

Secretary : Okay, Sir, everything was well noted.

Check your understanding: Answer the following questions.

1. What is the agenda of the meeting?
2. Who will attend the meeting?
3. What's the purpose of the meeting?
4. What's the secretary's priority now?

Practice 3 | Role-Play

Directions: Have a role-play with your teacher. You will be the secretary and your teacher will act as a president. Use the expressions below. Switch roles after that.

- Please set me an appointment with (Group of People)
- When would you want it, Sir/Ma'am?
- That will be on (Date & Time)
- What will be the agenda?
- Who else should be present at the meeting?
- Will you require them a written report, Sir/Ma'am?
- We will also discuss about the minutes of the last meeting.
- This meeting will serve as an evaluation of the quality of our service.
- Please remind them about _____.
- Please make it a priority to circulate this information.

Practice 4 | Discussion

Directions: Discuss these topics and exchange thoughts with your teacher.

1. How often does your company hold a meeting?
2. Who usually calls for a meeting?
3. Who keeps the records of the company meetings?
4. How is the information about scheduled meetings circulated?
5. Do you think regular meetings are necessary? Why or why not?