

## Business Meeting 02: Conducting a Business Meeting

### Practice 1 | Useful Expressions

---

**Directions:** Listen and repeat.

- **to open a meeting** – start a meeting
- **to go over** – to review
- **main point** – the most important fact or idea
- **to move on** – to continue
- **to give some background** – to give some information
- **figures** – a written or printed symbol representing something other than a letter
- **to date** – until now
- **out of time** – shortage of time
- **minutes of the meeting** – the official record of decisions made during the meeting

## Practice 2 | Dialogue 1

---

**Directions:** Read the dialogue aloud with your teacher.

*A meeting is about to start in the company.*

**Chairman** : I'd like to **open today's meeting**. Sara, will you take the **minutes** today?

**Sara** : Certainly, sir.

**Chairman** : First, I'll quickly **go over** the **main points** of the last meeting. We have discussed about the sales campaign situation, about the incentives offered to our employees, and we each gave suggestions on how to improve the performance of our new recruits.

**Phillip** : Shall we **give a little background** on the suggestions we discussed last week?

**Chairman** : Yes, let's start by going over the research you've done about the suggestions. That would be the first topic in today's agenda.

*(They each present their suggestions and back them up with arguments until a decision is made.)*

**Chairman** : Next, **shall we move on** to the marketing team's report? You'll find most of the information outlined in the summary documents in front of you.

**Michael** : These **figures** are interesting. It is clear to me that customer communications are not working as they should.

**Chairman** : Yes, our marketing efforts haven't really been effective **to date**.

**Phillip** : I suggest we break into groups and discuss how we can improve our strategies.

**Chairman** : Yes, let's do that quickly before we are **out of time**. If we settle on some good ideas, please prepare a new action plan by next week, so we can discuss it in detail and see if it is feasible or not.

**Check your understanding:** Answer the following questions.

1. What is the agenda of the meeting?
2. Is the person who starts the meeting the same person who takes the minutes?
3. Was the marketing team's report satisfactory?
4. What are the two things they need to work on improving?

### Practice 3 | Role-play

---

**Directions:** Have a role-play with your teacher. You will act as the chairman who opens the meeting and introduces the topics of today's agenda. Try to use as many expressions from the vocabulary exercise.

## Practice 4 | Discussion

---

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

1. Why is it important to have an agenda for a meeting?
2. How do the minutes of the meeting help?
3. In a meeting, is it necessary for everyone to share his idea or opinion? Why?
4. What does a good business meeting need to have?
5. What can you say about people who are slack in sharing their ideas or doing their part during a meeting?