



# UNIT 5

## MEETINGS

### In This Unit You Will:

Learn and practise vocabulary related to meetings.

Learn and practise vocabulary related to video conferencing.

Review and practise using the Present Continuous tense to talk about things in progress and future plans.

Contrast the use of the words “**when**” and “**while**”.



# LESSON 21

## The Meeting

### Vocabulary

#### Role Play (British Accent):

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**Jane:** Good morning, Matt. Can we talk for a minute?

**Matt:** Sure, Jane. What's up?

**Jane:** I wanted to let you know about the meeting we're having later today. We're going to discuss some new products we're thinking of launching.

**Matt:** Sounds interesting. What's on the agenda?

**Jane:** Well, first we're going to have a presentation from our production development team. They'll explain the features and benefits of the new products. Then, we'll have a brainstorming session to come up with some marketing ideas. Finally, we'll make a decision about whether or not to go ahead with the launch.

**Matt:** Okay, that sounds like a busy meeting. Who's going to chair the meeting?

**Jane:** I will be the chairperson. I'll make sure everyone sticks to the agenda and we stay on track.

**Matt:** Great. Will there be any action items?

**Jane:** Yes, we'll assign tasks to different departments based on the decisions we make. And of course, we'll keep minutes of the meeting so we have a record of what was discussed and decided.

**Matt:** Understood. Do I need to prepare anything for the meeting?

**Jane:** Not for this one, but it's always a good idea to come to meetings with a pen and notebook to take notes.

**Matt:** Okay, thanks for letting me know. I'll be sure to attend.

**Jane:** Great. See you at the meeting later today then. The meeting starts at 3 pm, so don't be late.

**Matt:** I won't be late. See you then, Jane.

#### Questions:

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1. What is the meeting going to be about?
2. What is on the agenda for the meeting?
3. What is Jane's role in the meeting? What does she need to do?
4. Does Matt need to prepare for the meeting? What does he need to bring?
5. What time does Jane say that the meeting starts?





# LESSON 21

## *The Meeting*

### Vocabulary

#### New Item:

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<b>Agenda</b>	A list of items to be discussed or acted upon during the meeting.
<b>Chairperson</b>	The person who leads the meeting and makes sure that the agenda is followed.
<b>Minutes</b>	A written record of what was discussed, decided, and actioned during the meeting.
<b>Action items</b>	Tasks that are assigned to individuals or groups as a result of the meeting.
<b>Attendees</b>	People who are present at the meeting.
<b>Presentation</b>	A formal talk given to the attendees to present information, ideas or proposals.
<b>Follow-up</b>	Actions that need to be taken after the meeting.
<b>Brainstorming</b>	A group discussion to generate ideas and solutions.
<b>Roundtable discussion</b>	An open discussion where all attendees participate and share their opinions.
<b>Decision-making</b>	The process of making a choice or reaching a conclusion.
<b>Quorum</b>	The minimum number of attendees required for a meeting to take place.
<b>Adjournment</b>	The formal end of the meeting.



# LESSON 21

## The Meeting

### Vocabulary

#### Exercise:

Now complete the following text using the vocabulary items in the box below. Use the glossary above to help you remember what these words and expressions mean. Some words may be used more than once.

<b>Follow -up</b>	<b>Chairperson</b>	<b>Minutes</b>	<b>Adjournment</b>	<b>Presentation</b>
<b>Action items</b>	<b>Agenda</b>	<b>Quorum</b>	<b>Brainstorming</b>	<b>Attendees</b>

Welcome to our team meeting. Before we get started, let's review the \_\_\_\_\_ for today's meeting. First on the \_\_\_\_\_, we have a \_\_\_\_\_ by our marketing manager, Sarah. She will provide an update on our current marketing campaigns. After that, we will move on to a \_\_\_\_\_ session to generate ideas for our next marketing campaign.

As the \_\_\_\_\_ of this meeting, I will make sure that we follow the \_\_\_\_\_ and stay on topic. We will also take \_\_\_\_\_ of the meeting so that we have a record of what was discussed and decided.

Now, let's move on to \_\_\_\_\_. We have a total of 10 \_\_\_\_\_ at this meeting, so we have a \_\_\_\_\_ for making decisions. Once we have reached a conclusion, we will assign \_\_\_\_\_ to different departments and have a \_\_\_\_\_ to make sure everything is on track. Finally, we will have an \_\_\_\_\_ and formally end the meeting.

#### Questions:

1. Do you have meetings at work? If yes, how often?
2. What do you usually do in your meetings? What is usually on the agenda?
3. How many people attend the meetings?
4. Do the meetings usually have a chairperson? Who?
5. Do you ever do brainstorming sessions? About what?
6. Do you find meetings to be useful?