

Preparing for a first meeting: Part 2

by Sara Helm

Aim: To review and practise language for leading and participating in meetings.

Level: Pre-intermediate to advanced, pre-experience and experienced learners

Age: Young adults and adults

Equipment: Audio-recording device

Materials: Make one copy each of *Language for leading meetings* (Worksheet 3) and *Participating in meetings language review* (Worksheet 4) for each student and a copy of the *Leading meetings functions suggestions sheet* (Worksheet 3A) for yourself if it would be useful as a prompt for phrases used in meetings.

Supplementary materials: A Meetings vocabulary builder template (Supplementary worksheet 1) (for each student) and a copy of suggested meetings vocabulary (Supplementary worksheet 2) can be found in the Supplementary Worksheets file for this series. Some language suggestions sheets for *Leading and participating in meetings* can be found in the supplementary Language Sheets.

Meetings language

Distribute a copy of Worksheets 3 and 4 to each student. Divide the class into two groups. Allocate Worksheet 3 to one group and Worksheet 4 to the other. Ask each group to brainstorm two phrases for each function on their list in pairs. Then ask each partner to pair up with a student from a different pair to compare/correct/swap ideas. Go round the class eliciting your students' collected meetings phrases for each function. Encourage students to self-correct or get other students to help correct inaccurate or inappropriate phrases. Write the corrected phrases up on the board and ask students to make any adjustments to their completed worksheets. Ask students to copy down phrases elicited from the other group onto their uncompleted worksheets.

Alternative procedure: One-to-one classes

Compatible classes of one-to-one students can be combined for this activity. However, teachers may choose to review and practise this language privately

with their student. It could also be set as a homework activity.

Delivering the phrase!

Go round the class asking your students to say their meetings phrases out loud, one student per phrase, to review and practise clear and correct pronunciation and intonation. Keep going round until everyone sounds confident! Recording your students' voices on a tape recorder or Dictaphone, once you and your students are happy with their delivery, and replaying them could provide some fun. This process will help to reinforce the correct phrases in your students' memories and give them more confidence in later meetings activities.

Follow-up activity: Meetings vocabulary

If you didn't use this in Part 1 of this series of lessons, distribute a copy of the Meetings vocabulary builder worksheet (Supplementary worksheet 1) to each student. Elicit any new vocabulary relating to meetings from your class and ask them to complete it. Alternatively, get pairs to create word fields and carry out a class review to correct and collate all the vocabulary for students to write down on their worksheet.

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Language for leading meetings

Note down your ideas about language for leading meetings under these headings.

Opening the meeting

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Managing the agenda

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Facilitating participation in the meeting

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Closing the meeting

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Language for leading meetings: suggestions

Note: the following are suggested responses only – there are no correct answers.

Opening the meeting

- Welcoming and introducing participants
- Checking everyone has the agenda and supporting documentation
- Stating meeting objectives
- Stating time limit(s)
- Appointing a minutes-taker
- Laying down the rules – e.g. speaking clearly/using simple language
- Listing items on the agenda
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Managing the agenda

- Introducing agenda items
- Summarizing outcomes/decisions/action points
- Moving on to the next item
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Facilitating participation in the meeting

- Inviting participants to speak/present information
- Asking participants for ideas/opinions/reactions to information
- Keeping the discussion on track
- Ensuring participants have their turn/aren't interrupted
- Making sure everyone can understand
- Keeping time
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Closing the meeting

- Warning when meeting is nearly at an end
- Stating that the discussion is now at a close
- Summarizing the agenda points/outcomes/decisions/action points
- Allocating responsibility for action points with time limits to participants
- Allocating time limit for minutes/documentation to be distributed to relevant parties
- Setting a time for a future meeting
- Thanking participants for their attendance
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Language for participating in meetings

Note down your ideas about language for participating in meetings under these headings.

Presenting information / Reporting on progress

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Expressing ideas and opinions

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Making suggestions and recommendations

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Asking questions / Asking for more information

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Asking for clarification / Checking language use

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Supporting ideas / Agreeing / Acknowledging

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Expressing a different point of view

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