Preparing for a first meeting: Part 3
by Sara Helm

BUSINESS & ESP TEACHER'S NOTES

Aim: To review and practise the language needed for leading and participating in meetings. This is achieved through participation in, and review of, a business meeting.

Sub-aim: To brainstorm a list of pros and cons relating to a proposed business idea.

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

Materials: Make one copy of Worksheet 5 and one copy of the Worksheet 6. If you are combining a group of one to one students and their teachers, then a copy could be made for each teacher to record their student's individual performance on.

Supplementary materials: Preparing for a first meeting - Meeting proposals.

Equipment: One or more audio-recording device.

Warm-up

Remind students of their earlier discussions or friends and family interviews about meetings. Elicit a few typical examples of the types of meetings and subjects discussed and meetings' objectives.

Give pairs or small groups a few minutes to come up with a suitable proposal to be discussed and decided on in a meeting. Encourage them to use their own experience. Do a quick class feedback and take a vote on the subject of the meeting. Divide the class into two groups. Distribute a copy of Meeting Proposal File 1A to one group. Instruct them to brainstorm ideas for the proposal. Give each student in the other group Meeting Proposal File 1B and ask them to brainstorm ideas against the proposal. They should record each idea on their worksheet.

If you have pre-experience learners, you might like to omit this part and use a business meeting format you have tried and tested, or use one of the Meeting Proposal prompt-sheets provided in the Meetings Proposals files. These will need to be reviewed with students before the meeting. There is room for the students' own input on each worksheet.

Decision meeting

Set up the recording equipment so that all of the participants will be recorded clearly.

Briefly review the completed worksheets from Lessons 1 and 2 with your class, to refresh procedures and language memory. Appoint, or ask students to elect, a Meeting Leader. Emphasize that this person should facilitate the meeting but should remain impartial to the ideas and opinions expressed during the meeting.

Set a time limit for the meeting and ask the Meeting Leader to open it.

Students should remain in their two groups using their Meeting Proposal files as a prompt during the meeting. At this point, how you proceed depends on the composition of your class and the teachers available to monitor them.

Group

Record any useful comments on the language used by the Meeting Leader on Worksheet 6 and the other meeting participants on Worksheet 5 during the meeting. Review the audio recording and encourage the class to comment on and self-correct their use of the language of meetings. A review of the meeting procedure will probably form part of this process. However, this subject can be explored more thoroughly in a different lesson, as the main aim of this lesson is to practice and become comfortable with meetings language.

Group of one-to-one students

If you have brought together a number of one-to-one students and their teachers to participate in this activity, each teacher can record their comments on their own student's use of meetings language for private review. You will need to make multiple recordings or multiple copies of the recording after the exercise.

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BUSINESS & ESP WORKSHEET 5

Participating in meetings: Performance review

Use this worksheet to record examples of language use and suggestions for improvement.

Presenting information/Reporting on progress

Expressing ideas/opinions

Making suggestions/recommendations

Asking questions/Asking for more information

Asking for clarification/Checking language use

Supporting ideas/Agreeing/Acknowledging

Expressing a different point of view

BUSINESS & ESP WORKSHEET 6

Leading meetings: Performance review

Use this worksheet to record examples of language use and suggestions for improvement.

Opening the meeting

_____
_____
_____
_____
_____
_____

Managing the agenda

_____
_____
_____
_____
_____
_____

Facilitating participation in the meeting

_____
_____
_____
_____
_____
_____

Closing the meeting

_____
_____
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_____
_____