

Meetings

Level: Intermediate

Age: Adults

Time: Up to 90 minutes

Lesson aim:

- To explain how to hold efficient meetings at work

Skills: Listening, Speaking

Materials:

- Worksheet
- Live from London: Business “Meetings” video
- Transcript

Key:

1. T
2. T
3. T
4. F
5. T

B

Students watch the next part of the video from 1:57–2:57. They make notes on the speaker’s ideas and share the gathered ideas with the class. Encourage students to discuss in pairs to complete the activity. Then ask students to share their answers with the class.

Key:

1. c
2. d
3. b
4. a

C

This activity begins with learners sharing their own personal views on how meetings should be organised to be truly efficient.

The discussion familiarises learners with the topic to listen out for. Play the remainder of the video from 2:57–4:17. Students listen and tick the ideas mentioned by the speakers.

Then ask students to reflect on how similar their ideas were to the speakers in the video.

Key:

- ✓: 1, 3, 4, 5

Language focus

A

The purpose of this activity is to focus on useful topic-related vocabulary and structures from the video.

Students complete the chart individually and then compare their answers with a partner.

Before you watch

A

The aim of this activity is to enable students to briefly share information and experiences regarding meetings at work, initially with a partner and then with the class.

They ask and answer questions in pairs – no need for specific details at this stage. However, encourage free discussion if students are keen to expand on their answers or want to express disagreement.

Video

A

Students watch the video from 0:00–0:41. This activity checks students’ comprehension of Prad’s reasons for saying that meetings are very important.

With weaker classes, ask students to take notes and search for the words they don’t know in the dictionary before asking them to continue.

For differentiation, ask volunteers to correct the answer that was not true supporting their ideas with the information given in the video.

Ask students to search for any unknown words in the dictionary if necessary.

Key:

Positive: clear agenda, close-knit team, focused, motivating, well-organised, worthwhile

Negative: boring, ineffective, irrelevant, just a social event, lacking focus, unnecessary, unprofessional

B

This activity also consolidates the language needed to talk about meetings. Students match the words with the sentences that refer to each one. They could search for difficult words in the dictionary if necessary.

Then ask students to share their answers with the class. So convoluted and doesn't make sense. Cut.

Key:

1. c
2. d
3. a
4. f
5. b
6. e

Communication focus

A

This activity enables students to discuss what they think makes an effective meeting.

Read through the notes and suggested prompts before students start the task. Ask students to work in pairs and monitor or support students as they speak.

Students could consolidate the topic by making an oral presentation of their views to the class.