

Meetings

Before you watch

A

Discuss your experience of being in meetings with a partner or in a small group. Talk about the following:

- the frequency and length of the meetings
- who usually chairs the meetings
- how well the meetings are organised
- the number of people who usually attend
- your contribution to the discussions
- what is achieved in the meetings
- how you feel about the meetings

Video

A

Watch the first part of the video and write down at least five of the reasons Prad and Tolani give in response to the question *How important is it to have regular meetings with your colleagues?*

1. _____
2. _____
3. _____
4. _____
5. _____

How important is it for you to have regular meetings with your colleagues? Write your own five reasons and compare with Prad's and Tolani's ideas. Are there any similar reasons?

B

Watch the next part of the video and complete the sentences.

Asif doesn't think that meetings are very important because (1) _____ and they are (2) _____. He thinks that meetings in a small company are (3) _____.

Jenny thinks that meetings are very important because (4) _____ what (5) _____ and mention any blockages that (6) _____ the work of other teams in the company.

Discuss with a partner the ideas you agree and disagree with and why.

C

Listen to the speakers' responses to the question *What would you do to improve meetings at your company?* and write what is said under the following topics.

Objectives	Decision-making
Stopping a meeting from becoming a social event	Refreshments

Watch the last part of the video and tell your partner the three most important ideas about the organisation of meetings in different companies. Could you add more ideas from your experience?

Language focus

A

Read the aims of different meetings, a–f, and match them to the types of meetings, 1–6.

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|---------------------------------|---|
| 1. status meetings | a. to create strategies to address an identified issue |
| 2. information-sharing meetings | b. to 'think outside the box', to come up with creative ideas |
| 3. decision-making meetings | c. to strengthen relationships so that people feel that they are essential parts of their team, department or company |
| 4. problem-solving meetings | d. for the speakers to pass on information about things like new products and techniques |
| 5. innovation meetings | e. to make business decisions after evaluating options, stating preferences and sometimes voting |
| 6. team-building meetings | f. to keep team members informed by giving them regular project updates on progress and the next steps in the process |

B

Write the word or phrase that refers to the underlined phrases.

agenda close-knit team collaborate communicate goal motivate

1. Meetings should have a list of things to be discussed. _____
2. Meetings should have an opportunity for people to work together jointly on projects. _____
3. This can be the result when people all help and support each other in meetings. _____
4. All effective meetings need to have a clear objective. _____
5. Meetings should make people want to do something well for the common good. _____
6. People can share or exchange information, news or ideas in meetings. _____

Communication focus

A

Make a presentation about the different types of meetings. Cover the following aspects:

- Talk about your own experience of leading or attending meetings.
- Comment on what you consider the essential elements of an effective meeting and things to avoid.
- Use the vocabulary from Language focus B.
- After your presentation, offer the class the opportunity to ask questions for further information or clarification.