



BUSINESS MEETINGS



Scan to review worksheet

Expemo code:

1677-F6CC-MCDR

1

Types of meeting

Match the meetings on the left with their purposes on the right.

- | | |
|------------------------------|---|
| 1. a job interview | a. communicate with remote workers |
| 2. an annual general meeting | b. discuss an employee's performance |
| 3. a teleconference | c. elect the company board of directors in a publicly-owned corporation |
| 4. an appraisal meeting | d. recruit a new employee |
| 5. a team-building meeting | e. solve problems, make decisions, set policy |
| 6. a management meeting | f. strengthen relationships between coworkers and resolve conflicts |

In which type of meeting would you hear each of the following statements or questions?

1. "Why do you want to work for this company?"
2. "We seem to be breaking up. Is everything all right with your connection?"
3. "What can I do to improve my performance rating?"
4. "I think we really need to start cutting costs."
5. "So, let's review last year's financial results."

What type of meetings do you have in your business?



2 Collocations with 'meeting'

Complete the sentences with the following verbs.

attend call cancel end hold reschedule

1. I think we need to _____ a meeting to discuss the issue.
2. I can't make it on Friday. Can we _____ the meeting?
3. Are you going to _____ tomorrow's meeting? Everybody is coming.
4. HR managers usually _____ job interviews with potential candidates.
5. It was getting late, so the boss decided to _____ the meeting.
6. Everybody in the office was on sick leave, so the manager decided to _____ the meeting.

In pairs, discuss the questions below.

1. How often do you attend meetings?
2. Who is responsible for calling meetings in your company?
3. Why would you reschedule a meeting?
4. Have you ever cancelled a meeting? Why?

3 Meeting problems and solutions

Study the meeting problems and match the underlined words to the definitions below.

1. Things are behind schedule.
 2. A few participants are dominating the meeting.
 3. Meetings are often used to deal with immediate problems.
 4. Key people don't attend.
 5. People don't follow through on action plans, tasks, and decisions after the meeting ends.
 6. The participants are getting side-tracked.
- a. controlling
 - b. discussing issues that are not relevant
 - c. do or complete something that was planned or discussed
 - d. important
 - e. taking longer than planned
 - f. try to solve



Now study the solutions below and match them to the problems.

1. Invite opinions from quiet individuals in private.
2. Go back to the original question or re-state the purpose of the meeting.
3. Make sure to include at least one item for discussion that focuses on something strategically important, but not urgent.
4. If meetings are only used for announcements and information sharing, there may be better ways to share the information (e.g. email). In this way, meetings will seem worth attending.
5. Place topics that require more discussion at the very beginning of the agenda.
6. Provide written action plans – people usually need to see in writing what action is required of them and by when.



Key

1. Types of meeting

Students can work individually and check in pairs.

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

1. a job interview
2. a teleconference
3. an appraisal meeting
4. a management meeting
5. an annual general meeting or management meeting

2. Collocations with 'meeting'

Students can work individually and check in pairs.

1. call 2. reschedule 3. attend 4. hold 5. end 6. cancel

3. Meeting problems and solutions

Students can work individually and check in pairs.

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

Solutions:

- | | | |
|--------------|--------------|--------------|
| 1. Problem 2 | 2. Problem 6 | 3. Problem 3 |
| 4. Problem 4 | 5. Problem 1 | 6. Problem 5 |