MEETINGS

When it comes to the meeting itself, several phases can be distinguished within it:

- Opening (welcoming and introducing)
- Stating the discussion items and principal objectives
- Introducing the agenda items and discussing them one by one
- Asking for input and responding
- Giving the word to another participant
- Summarizing
- Closing the meeting

Some useful expressions that pop up in this context are the following:

Opening (welcoming and introducing)

Good morning/afternoon, everyone. If we are all here, let's get started / start the meeting / start.

Please join me in welcoming ... / We're pleased to welcome ... / I'd like to introduce...

Stating the discussion items and principal objectives

We're here today to ... / Our main aim today is to .../ I've called this meeting in order to...

To begin with... / We need to discuss ... / Let's start by.../ The main thing we need to discuss is...

Introducing the agenda items and discussing them one by one

The first item on the agenda is.../ I'd suggest we start with...

Have you all received a copy of the agenda? / There are X items on the agenda. First ... second ... third ... lastly...

Let's move onto the next item / Now that we've discussed X, let's now .../ The next item on today's agenda is...

Asking for input and responding

That sounds like a good idea. / That sounds good. / The problem with that is . . . / That raises the issue of . . .

What do you think? / How about you? / How do you feel about that? / Any ideas on that?

I disagree. I think . . . / Sorry. I don't agree with you. / You have a good point, but . . .

Giving the word to another participant

I'd like to hand over to X, who is going to lead the next point.
Next, X is going to take us through the following item on the agenda...

Summarizing

To sum up.../ In brief .../ In summary.../ The conclusion is . . . / So, we've decided to . . .

Before we close today's meeting, let me just summarize the main points.

Closing the meeting

The meeting is closed. / I declare the meeting closed. / The meeting is adjourned. (*very formal*)

That's all for today. / That's it then. (*informal*)

If there are no other comments, I'd like to wrap this meeting up. / Let's bring this to a close for today.

A) Choose the correct option to fill the gaps.

1. Bill is away on a business trip, so let's ___ until he comes back.
a) **hold**
b) **commence**
c) **postpone**

2. Are you all here? Yes.Good. Let's ___ . Thank you for joining today's meeting...
a) **wrap up**
b) **commence**
c) **hold**

3. My sales team have ____ a few ideas on how we can improve our sales figures.
a) **brainstormed**
b) **made**
c) **set**

4. I've asked my secretary to take the ___ for tomorrow's meeting.
a) **agenda**
b) **minutes**
c) **report**

5. The meeting ___ will cover our marketing budget and no other topics.
a) **strategy**
b) **agenda**
c) **report**

6. The board members couldn't come to a _____ so they had to hold a vote.
a) **consensus**
b) **allocation**
c) **motion**

7. The board will discuss this year's profits at the _____.
a) **AGM**
b) **AOB**
c) **ABC**

Key: 1c, 2b, 3a, 4b, 5b, 6a, 7a (Annual General meeting)

B) Business Meeting Vocabulary: match the words with their explanations.

1	AOB	a) raised hands to express an opinion in a vote
2	casting vote	b) item on agenda announcing people who are absent
3	matters arising	
4	proxy vote	c) Any Other Business (usually the last item on an agenda)
5	show of hands	
6	minutes	d) the person who leads a meeting
7	unanimous	e) a deciding vote when the votes are otherwise equal
8	item	
9	ballot	f) in complete agreement; united in opinion
10	apologies	
11	chairman	g) a vote cast by one person in place of another

h) a separate point for discussion

i) item on agenda for discussion of what has happened as a result of last meeting

j) a type of vote, usually in writing and secret

k) a written record of everything said at a meeting

Key: 1c, 2e, 3i, 4g, 5a, 6k, 7f, 8h, 9j, 10b, 11d