

Business meetings: language focus and practice (1)

Task 1: You are the chairperson in a meeting. Think about three items of the agenda and write them here:

1. _____
2. _____
3. _____

Now think about how you will start the meeting. Make notes before speaking, if you want.

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Task 2: In groups, take turns to start and introduce a meeting with each person's different agenda. While you listen to your classmates, note down any difference that you notice in each person's presentation.

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Task 3: Listen to these 2 short extracts. They are two starts of meetings. What are the objectives of each meeting?

Link for listening task:

<http://www.bbc.co.uk/worldservice/learningenglish/business/talkingbusiness/unit2meetings/1agenda.shtml>



Snippets of ELT

Task 4: Listen again. What expressions does each chairperson use to **start the**

meeting and **introduce the agenda**?

Task 5: we are going to be talking about the first part of meetings. In pairs or groups, brainstorm what you would say for the following functions in a meeting:

1. Welcoming
2. Introductions
3. Starting the meeting
4. Stating the aim of the meeting
5. Giving apologies for anyone who is absent
6. Going through the agenda
7. Introducing the first agenda item