

8

Types of meetings



Get ready!

1 Before you read the passage, talk about these questions.

- 1 How has technology changed the way businesses have meetings?
- 2 What can make a meeting successful or unsuccessful?

Reading

2 Listen and read the extract from the manager's planner. Then, choose the correct answer. What will the manager talk to the sales team about?

- 1 Who will the manager NOT meet on Thursday?
 - A Roy Johnstone
 - B Celine Stengle
 - C the sales team
 - D the board of directors
- 2 What can be inferred about the company?
 - A It had good sales the previous year.
 - B It recently hired new workers.
 - C It is closing its old site.
 - D It makes safety equipment.
- 3 When will the manager discuss financial issues?

| | |
|------------------|--------------------|
| A in the morning | C in the afternoon |
| B at lunchtime | D in the evening |

THURSDAY 18TH MAY

Morning:

- Departmental Meeting, 10 am, room 194
- **Update** staff on new company structure
- **Address** staff problems from changes to company structure.

Afternoon:

- ~~Lunch Meeting with Roy Johnstone to discuss health and safety. 12.30, Director's Restaurant. POSTPONED. Now 22nd May, 1pm.~~
 - **Chat** with Celine Stengle about information for new employees. Level 3 Meeting Room
 - **Set up** an **induction** meeting for all new employees in mid June. Ask Celine for their contact details.
 - Sales Team Meeting at 3:00
- Agenda: Discuss reasons for last year's poor sales
Brainstorm new marketing ideas

Evening:

- Dinner with the **board** of directors to discuss financial issues relating to the new site. 7:30 pm, Legacy Restaurant

Notes:

- Remember to **cancel** the meeting with Tomako Yutshihiro, (May 31st) because it **clashes** with the company's **AGM**.
- **Arrange** a meeting with Clement Yee to discuss last year's sales.

Vocabulary

3 Read the sentences and choose the correct meaning of the underlined words.

- 1 The company is having its AGM on Thursday.
 - A Associated Growers Meet
 - B Annual General Meeting
 - C Administration Governance Meeting
- 2 New staff members must attend an induction meeting.
 - A a meeting to discuss employee problems
 - B a meeting to introduce staff to the company
 - C a meeting to brainstorm new ideas
- 3 An hour is long enough to have a chat.

| | |
|--------------|------------------|
| A brief talk | B formal meeting |
| C argument | |
- 4 The problem was addressed by the manager.

| | |
|----------------|-------------|
| A discussed | B forgotten |
| C written down | |

4 Place a check (✓) next to the response that answers the question.

- 1 Can you arrange a meeting with the team?
A Yes, I'll set it up.
B Yes, I'll cancel it.
- 2 The appointment clashes with her board meeting.
A OK, well we can postpone it.
B Great! See you at the meeting!
- 3 Will you tell the staff about the changes?
A Yes, I'll brainstorm some ideas.
B Yes, I'll update them.

Listening

5 Listen to a phone call between two co-workers. Then mark the following statements as true (T) or false (F).

- 1 The woman cannot attend the morning meeting.
- 2 The man will explain the new policies alone.
- 3 The woman will explain her summaries to the staff.

6 Listen again and complete the conversation.

Employee 2: Hi Derek, it's Liz. Is there any way we can **1** _____ the meeting this morning?

Employee 1: I don't think so. We need to **2** _____ the staff on the new company policies.

Employee 2: I only want to postpone it until this afternoon. **3** _____ three o'clock?

Employee 1: No, I have another meeting then. Why do you want to change it anyway?

Employee 2: It **4** _____ my meeting with the board of directors. I'm sorry, I only just realized it.

Employee 1: Well, I guess I can **5** _____ .

Employee 2: Is that okay? I can **6** _____ all of my summaries.

Speaking

7 With a partner, act out the roles below, based on the dialogue from Task 6. Then switch roles.

USE LANGUAGE SUCH AS:

Is there any way we can ...

Why do you want to change it?

I'll stop by your office in a bit.

Student A: You need to change the time of a meeting. Talk to Student B about:

- setting a new time
- reason for change
- meeting material

Make up some personal details and a time to postpone the meeting until.

Student B: Talk to Student A about changing the time of a meeting and who will run it.

Writing

8 You are a manager. Use the conversation from Task 7 to write a memo to your team to postpone a meeting. Talk about:

- When and where the meeting was originally
- When and where the new meeting will be
- What you want to discuss in the meeting
