

## 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, Directors' 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

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