

You need to lead a meeting in English, but...

...you're not sure of the phases and what to say during them. Here are hints!

(*Hint n. 1: the language needs to be somewhere between semi-formal and formal.*)

(*Hint n. 2: Do Star's MEETINGS_Meeting matters-participating task, too!*)



1. Aren't you forgetting something? What needs to be done *before* the meeting starts? (*Choose*)



2. OK, it's time for the meeting to start. How could you open it? (*Choose*)

3. Welcome and introduce the participants; excuse those absent. (*Choose*)

4. State the principal objectives of the meeting. (*Tick; multiple choices possible*)

☐ We're here, today, to... | ☐ Let's change it. | ☐ By the end, we need to have...

☐ Is there something to add? | ☐ Our aim is to... | ☐ Should we skip item #3?





5. Introduce the agenda. (*Tick; multiple choices possible*)

- ____ Does everyone have a copy? | ____ I know I didn't send you the agenda, so here it is.
 ____ There are three items on the agenda. First,... Second,... Third,... | ____ First up is...

6. Distribute the responsibilities. (*Tick; multiple choices possible*)

- ____ (Name), would you take the minutes? | ____ (Name), would you bring us some pens?
 ____ (Name) has agreed to report on n. 1. | ____ (Name), will you lead the first two points? I'll do n. 3.



7. Set out the meeting's rules. (*Tick; multiple choices possible*)

- ____ A report about each point will be followed by a brief question & answer session.
 ____ The meeting is due to finish at...
 ____ Pat will time everyone's impromptu contributions, & cut you off at 1 ½ minutes.
 ____ Each report will last no more than ten minutes.



8. Have the previous meeting's minutes read and approved. (*Tick; multiple choices possible*)

- ____ The last meeting was held on (date). | ____ You haven't had a chance to read them, so let's do it, now.

____ Are there any corrections needed? | ____ Let's vote to accept the minutes...Aye? Nay? Thank you.



9. Moving forward. (*Tick; multiple choices possible*)

- ____ Shall we get down to business? | ____ Thank you, (name), does anyone have questions?
____ Finish, please, (name). | ____ The (number) item is (Name), it's all yours.
____ That about covers it. Questions? | ____ We haven't time for questions; s/he took too long.
____ Let's move on to the next item. | ____ I'll hand over to (name), who'll lead the next part.

10. Summarizing and finishing up. (*Tick; multiple choices possible*)

- ____ Let me summarize the main points. | ____ We've covered the main items.
____ In brief, ... | ____ To sum up,... | ____ Lastly, is there anything urgent?
____ Our next meeting will be about XYZ, and it will be held on (date). | ____ There is no time to sum up.



11. Closing the meeting. (*Tick; multiple choices possible*)

- ____ Thank you, (name), for such an expert presentation of a complex problem.
____ Thank you all for attending. | ____ The meeting is closed. | ____ Oh, one more thing.

N.B., Most of the items have been adapted by S. Meyer from Kenneth Beare's http://esl.about.com/cs/englishworkplace/a/be_appr.htm (consulted 27 Feb. 2012). As of 2017, this site no longer exists; it was absorbed into DotDash, the umbrella company of which ThoughtCo is a part (<https://www.wired.com/2017/05/rip-com-look-tumultuous-life-web-legend/>). Similar material by Beare might be found in his extensive pages on ThoughtCo.: <https://www.thoughtco.com/top-business-english-reference-1210346> (consulted 27 Dec. 2021).

N.B., All images used are Microsoft Clipart from the Word program used to create this text.