

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
