

## 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*)

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

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

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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](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.