

Listening and speaking

Closing a meeting

Name _____

No. _____ Section _____



A 26 Listen to the end of the meeting in 1A. Choose the correct answer.

- | | |
|---|---|
| <p>1 Who is responsible for team-building activities?</p> <p><input type="checkbox"/> A Jed</p> <p><input type="checkbox"/> B Nuri</p> <p><input type="checkbox"/> C Akmal</p> | <p>4 Rob asked Nuri to put the action points . . .</p> <p><input type="checkbox"/> A in the agenda.</p> <p><input type="checkbox"/> B in the minutes.</p> <p><input type="checkbox"/> C in an email.</p> |
| <p>2 Who is going to research the venue?</p> <p><input type="checkbox"/> A Dinda and Akmal</p> <p><input type="checkbox"/> B Dinda and Jed</p> <p><input type="checkbox"/> C Dinda and Nuri</p> | <p>5 Everyone will receive the minutes . . .</p> <p><input type="checkbox"/> A at the end of the week.</p> <p><input type="checkbox"/> B today.</p> <p><input type="checkbox"/> C tomorrow morning.</p> |
| <p>3 Who is going to organize the interpreters?</p> <p><input type="checkbox"/> A Dinda</p> <p><input type="checkbox"/> B Nuri</p> <p><input type="checkbox"/> C nobody</p> | <p>6 What should everyone bring to the next meeting?</p> <p><input type="checkbox"/> A research results</p> <p><input type="checkbox"/> B action points</p> <p><input type="checkbox"/> C some good ideas</p> |

B 26 Listen to the conversation again. Check (✓) the phrases you hear.

- | | |
|--|--|
| <input type="checkbox"/> I think we've covered everything. | <input type="checkbox"/> Let me sum up. |
| <input type="checkbox"/> Are there any other questions? | <input type="checkbox"/> The last item on the agenda is AOB. |
| <input type="checkbox"/> I have one more question. | <input type="checkbox"/> I'll go over the main points again. |
| <input type="checkbox"/> We're running out of time. | <input type="checkbox"/> The meeting is closed. |
| <input type="checkbox"/> I'd like to summarize. | <input type="checkbox"/> Thank you for coming. |

C Talking about ... a class excursion

You are going to have a meeting to plan a class excursion.

Step 1: Work with a partner. Think of all the points you need to discuss (date, location, type of excursion, transportation arrangements, how the work of preparation will be shared, . . .).

Step 2: Now work in small groups. Compare your lists and draft an agenda for the meeting.

Step 3: Hold the meeting. Choose a chairperson and an agenda. Use the phrases from 1C and 3B. Everyone should take notes about the decisions the group makes.



- ☐ interpreter ☐ action point
☐ team building ☐ excursion

I can take part in a meeting.

Dinda: Thanks, Jed, but can we get back to the main point? We need a hotel that can also offer us state-of-the-art technical facilities. And it mustn't be too far from an international airport, as most people will arrive by air. A shuttle service from the airport would be useful. So, if I can just summarize: we need a hotel that's near an airport and has suitable rooms, technical and leisure facilities, and—

Rob: May I just come in there, Dinda? Have you started your research?

Dinda: Yes. I've already found five hotels that meet our requirements and asked them to quote us a price. Then I'm going to choose the three best and send a questionnaire to the participants to find out which one they prefer.

Rob: Good. Now, who's going to organize the workshop registrations?

Akmal: I'll take care of that, Rob. I'll probably just update last year's registration form. I've already told the sales department to put together a mailing list. I think the deadline for registration should be six weeks before the conference.

Nuri: Are you saying that we need registrations six weeks in advance, Akmal? Isn't that rather long?

Dinda: Akmal's right. I think we'll need six weeks. We'll need to confirm the final bookings, participants will have to book their flights—

Rob: OK. Now, I asked Nuri if she wanted to prepare the program and organize the speakers again this year. Is that still OK with you, Nuri?

Nuri: Yes, I've already contacted the most popular ones from last year. I asked them whether they could come again this year. I'm waiting for their replies. And, of course, we're going to invite some new speakers too.

Rob: OK. And I advise you to check their technical requirements and coordinate with Dinda about . . .

Track 26

Rob: . . . so we all agree that Jed will be responsible for organizing the leisure program including some team-building activities. OK, I think we've covered everything. Are there any other questions?

Dinda: I have one more question. Are we going to hire interpreters?

Rob: No, they're too expensive. The working language will be English. Participants can organize their own interpreters or translators if they want to. Well, I'm afraid we're running out of time. Before we finish, I'd like to summarize the action points that we've agreed on so that Nuri can put them in the minutes. Dinda, you're going to get offers from five hotels and prepare a questionnaire. Akmal, you're going to take care of the registrations. Jed is going to organize the leisure program and help Dinda with her research. Nuri is going to organize the speakers and write up today's minutes with the action points. Can you let us have them by the end of the week, Nuri?

Nuri: No problem, I'll do them today and let you have them tomorrow morning.

Rob: Good. The last item on the agenda is AOB – any other business. Is there anything anyone would like to talk about? No? Well, if there is nothing else to discuss, the meeting is closed. Please follow up your action points and bring your results to the next meeting. I suggest meeting in two weeks, same time, same place – I'll confirm by email in the next few days. Thanks everyone. You've come up with some great ideas.

Track 27

Co-workers, I'd like to give you a short presentation of the venue for the next sales conference. We've chosen the Bamboo Conference Hotel in Hanoi. It's a five-star hotel and has 250 rooms. There are twelve large and small meeting rooms, all air-