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?

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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.

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_____ 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.

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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.

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