

Unit 5: Self-study.

5.1 Lead In



Discussion:

- What is Working Together?
-
- What are the benefits of working together?
-
- What are the ways to work better together?
-

5.2 Reading

Meeting Types

Knowing the types of meetings a manager can host will help set your team up for success. Effective meeting management can help increase engagement and collaboration across the team. Instead of being a draining recurring activity, an effective meeting can be a unique opportunity to gather ideas, provide input, entice professional growth, and move organizational objectives forward. Before choosing the right type of meeting for your team be sure to consider these meeting elements:

1. Purpose: What is the goal of the meeting?
2. Participants: Who should attend and who will lead the meeting?
3. Agenda: What topics need to be discussed and in what order?
4. Outcome: What do you hope to accomplish by the end of the meeting?
5. Frequency: How often should the meeting take place?

Once you have considered these elements, it is time to choose the best type of meeting for your team's needs.

1. Onboarding meetings

Onboarding meetings are the first meeting between employees and their managers once they join the organization. This type of kick-off meeting signifies the start of their training and is necessary to have as the employee onboarding period lays the groundwork for the success of a new team member, as it's their first deep dive into the company's processes and systems. These meetings should help managers get to know their employees and build relationships. Asking ice breaker questions, such as, what are your hobbies, what is your favorite dish, or other interpersonal questions, like, how do you prefer to receive feedback, or what motivates you, are best practices for these meetings.

2. One-on-one meetings

A one-on-one meeting is between two people, generally a manager and their direct report. They are one of the most effective ways for managers to build relationships and trust with their direct reports.

3. Check-in meetings

Check-in meetings—also referred to as status update meetings—are discussions where teams collaborate and share progress on a specific topic or project. The objective is to ensure alignment in the team and project while raising blockers inhibiting progress.

Unit 5: Self-study.

4. Brainstorming meetings

A brainstorming meeting is when a team meets to generate ideas on a specific topic. Brainstorming sessions can happen synchronously or asynchronously. In a sync context, you'll need to ensure remote team communication and collaboration tools are available to your meeting participants.

5. All-hands meetings

All-hands meeting implies that all levels of the organization will join the meeting, including individual contributors, team leads, department heads, and c-suite executives. The goal is to sync the entire company with relevant updates, such as department-specific updates or changes in company policies.

6. Decision-making meetings

A decision-making meeting is when a team meets to formalize a decision and iterate the next steps. These meetings will generally be used for significant decision-making that requires a commitment and potentially a new direction.

7. Problem-solving meetings

Problem-solving meetings will generally be held between someone facing a challenge and a manager or leader. Depending on the nature of the problem, this meeting can include a representative of different departments, such as a representative from HR or the legal team. The goal of a problem-solving meeting is to either find a solution to an obstacle or explore next-step possibilities.

8. Quarterly planning meetings

Quarterly planning is the strategic implementation of a year plan broken into four quarters. Every quarter, a revised goal is set for the following three months. These updated goals can be communicated in a quarterly planning meeting where there is a discussion of strategic plans and a celebration of the past 90-day achievements.

9. Board meetings

A board meeting is a formal meeting with the entire board of directors of a given organization. These formal meetings are held at various intervals, such as quarterly or yearly, to discuss reoccurring and significant issues, such as policy issues, legal business or KPI reporting, or miscellaneous issues.

Decide if these sentences are true or false.

1 - Brainstorming sessions can happen synchronously or asynchronously.	True	False
2 - Agenda: What is the goal of the meeting?	True	False
3 - All-hands meetings will generally be used for significant decision-making.	True	False
4 - A one-on-one meeting is between seven people.	True	False

5.3 Vocabulary

Meetings

Unit 5: Self-study.

word	part of speech	meaning
Absent	adj	Not present.
Accomplish	verb	Succeed in doing.
Agenda	noun	List of objectives to cover in a meeting.
Boardroom	noun	A large meeting room often has one long table and many chairs.
Brainstorm	verb	Thinking to gather ideas.
Collaborate	verb	Work together as a pair/group.
Comment	verb or noun	Express one's opinions or thoughts.
Conference	noun	Formal meeting.
Deadline	noun	Due date for completion.
Vote	verb or noun	to express (the expression of) an opinion in a group by voice or hand etc.
Commence	verb	Begin.
Wrap up	verb	Finish.

Drag and drop the words with its definitions:

word		meaning
Absent		1- work together as a pair/group.
Accomplish		2- a large meeting room, often has one long table and many chairs.
Agenda		3- formal meeting.
Boardroom		4- not present.
Brainstorm		5- succeed in doing.
Collaborate		6- express one's opinions or thoughts.
Comment		7- list of objectives to cover in a meeting.
Conference		8- thinking to gather ideas.

Keyboarding Vocabulary

Unit 5: Self-study.



- Typewriter keys
- Function keys
- Enter keys
- System keys
- Numeric keypad
- Other
- Application key
- Cursor control keys

B	A
The key on the keyboard that is used to delete characters.	backspace
The key on the keyboard that is used to key a series of capital letters.	caps lock
The act of tapping the ENTER key twice to move the insertion point down two lines.	double-space (DS)
The key on the keyboard that is used to return the insertion point to the left margin and move it down one line.	enter
In keyboarding, the keys where you place your fingers to begin keying - a s d f for the left hand and j k l; for the right hand.	home keys
The key on the keyboard that is used to place a space between words.	space bar
In keyboarding, a group of any five characters (letters, numbers, symbols, or spaces).	standard word
The key on the keyboard that is used to move the insertion point to a specific location on the line.	tab
A key on the keyboard that can be programmed to cause an operating system command interpreter or application program to perform certain actions.	function key
The key on the keyboard used to change the function of other pressed keys.	alt key
The key on the keyboard used to initiate an escape sequence.	esc key
The key on the keyboard that when pressed with another key will perform a special operation.	control key
The key on the keyboard used to type capital letters and other alternate "upper" characters.	shift key
The key on the keyboard used to switch the pad between number entry and arrow keys.	num lock
The key on the keyboard that erases text.	delete key

Unit 5: Self-study.

The small, palm-sized, seventeen key section of a computer keyboard, usually on the very far right.

numeric keypad

Read then choose the correct words for the following:

- 1- The key on the keyboard that erases text.
- 2- The key on the keyboard used to initiate an escape sequence.
- 3- The key on the keyboard that is used to place a space between words.
- 4- The key on the keyboard that is used to key a series of capital letters.
- 5- The key on the keyboard used to change the function of other pressed keys.

5.4 Grammar Spot.

How to make polite requests

- A request is when we ask someone for something. Since we are asking someone for help, it is important to be polite.
- We must avoid being too direct. Here are examples of being too direct:
"I want help."
"Pass me the salt."
"Can you carry my bag?"

These questions are all correct in English but they are too direct. These are not polite requests. They are in fact quite rude. People will be offended because they will think that you are giving them orders

- **Asking to do things – asking for permission**

There are many different ways of making polite requests in English. If you don't want to sound rude when speaking English, then you need to know how to make a request in a polite way. Requests in English are usually made in the form of questions:

Asking	Saying Yes	Saying No
Can I...?	Yes, sure	Well, I'm afraid...+ reason
Could I...? Could I possibly...? Is it all right if I...? Do you think I could...?	Yes, of course. Yes, that's fine. Certainly.	Well, the problem is...
Do you mind if I...?	No, not at all. No, of course not.	Sorry, but...

- **Asking others to do things – making requests**

Asking	Saying Yes	Saying No
Can you...?	Yes, sure.	Well, I'm afraid + reason
Could you...? Is it all right if you...? Do you think you could...? Will you...? Would you...?	Yes, of course. Certainly.	Well, the problem is Sorry, but...

Unit 5: Self-study.

Do you mind -ing...?	No, not at all.	
Would you mind -ing...?	Of course not.	

- Use 'Would you mind if I...? Could I possibly...? Could you possibly...? Do you think you could...?' to sound more polite.
- Remember that 'Do you mind...?' and 'Would you mind...?' mean 'Is it a problem for you?' so the polite answer when we 'say yes' is 'No'.

Choose the correct alternative for the following:

- 1- I borrow a pen, please?
- 2- 'I've forgotten my wallet.' - Don't worry. I lend you some money if you like.
- 3- you like to come to the cinema tonight?
- 4- Do you mind the window please?
- 5- Would you mind me with these boxes?
- 6- I left early tomorrow morning? I have a doctor's appointment.

5.5 Listening:

A meeting

Listen then choose the correct sentence from the following.

- 1- The meeting time:
- 2- Moving the meeting:
- 3 - The new meeting time:
- 4 - Peter's presentation:

5.6 Speaking

Making suggestions

Hana: Hi Jana, would you like to do something with me this weekend?

Jane: Sure. What shall we do?

Hana: I don't know. Do you have any ideas?

Jane: Why don't we see a film?

Hana: That's sounds good to me. Which film shall we see?

Jane: Let's see "Action Man 4."

Hana: I'd rather not. I don't like violent films. How about going to "Mad Doctor Brown?" I hear it's quite a funny film.

Jane: OK. Let's go see that. When is it on?

Hana: It's on at 8 p.m. at the Rex. Shall we have a bite to eat before the film?

Jane: Sure, that sounds great. What about going to that new Italian restaurant Michetti's?

Hana: Great idea! Let's meet there at 6.

Jane: OK. I'll see you at Michetti's at 6. Bye.

Hana: Bye.

Jane: See you later!

Practice

Identify if these phrases are positive or negative:

1. Agreed, good idea.

2. No, I don't think so.

3. It's going to be difficult.

4. Yeah, sure.

5. Good plan.

6. No, I don't think that's a good idea.

7. OK, no problem.

8. I'm not really sure.

Practice

Decide which sentences are suggestions and which are not:

1- Shall we go to London next weekend?

☐ suggestion ☐ Not suggestion

2- Why don't you ask Peter to go with you?

☐ suggestion ☐ Not suggestion

3- How about starting your day with black coffee?

☐ suggestion ☐ Not suggestion

4- Let's focus on our exam.

☐ suggestion ☐ Not suggestion

5- You must be lazy to sleep all day.

☐ suggestion ☒ Not suggestion

6- He gets up at 3 o'clock in the morning.

☐ suggestion ☒ Not suggestion

7- It's important to have fun from time to time.

☐ suggestion ☐ Not suggestion

8- Do you want me to go with you?

☐ suggestion ☐ Not suggestion

5.9 Recap

Quiz (1)

- Write the questions by putting the words in the correct order.

1- Sally / play / volleyball / Can / us / with?

.....

2. phone / I / please / your / Can / use?

.....

3. close / you / that door / Can / please?

.....

4. go / we all / Can / to / the game?

.....

5. join / Can / your / drama club / I?

.....

Quiz (2)

- Fill the gap with the right answer:

1. A: borrow your pencil?

B: No problem. Here you go.

2. A: help me with my homework?

B: No, ... He's busy!

3. A: give me a ride home?

B: Sure. meet after 10:00.

4. A: lend us his car tomorrow?

B: Yes, ...

5. A: carry all these books. They're too heavy. help me?

B: I sure

Listening (meetings)

Unit 5: Self-study.

- **Match the definitions (a–f) with the phrases (1–6):**

Phrases	Definitions
1. to cancel a meeting	a. to change the time or date of a meeting
2. to confirm a meeting	b. to have a meeting at a later time or date
3. to bring a meeting forward	c. to have a meeting at an earlier time or date
4. to postpone a meeting	d. to say that a meeting will happen
5. to move a meeting	e. to say that you will go to a meeting
6. to accept an invitation to a meeting	f. to decide that a meeting will not take place

Vocabulary (meetings)

- **Drag and drop the right word to complete the sentences:**

Agenda	Accomplish	Conference	Absent
Collaborate	Vote	Brainstorm	Comment

- 1- to express (the expression of) an opinion in a group by voice or hand etc.
- 2- list of objectives to cover in a meeting.
- 3- not present.
- 4- formal meeting.
- 5- work together as a pair/group.
- 6- succeed in doing.
- 7- express one's opinions or thoughts.
- 8- thinking to gather ideas.