

13 Meetings

EMPLOYEE MANUAL

SECTION 3.2

Matthew Redcart Association

Meetings

This department holds a meeting every Friday. The meeting is **called to order** at 3:00 pm in meeting room 302. The meeting will **adjourn** at 4:00 pm. Everybody in the department needs to **attend**.

The **purpose** of the weekly meetings is to communicate information. Departmental managers can **inform** staff about any new decisions, and staff can inform the managers about any problems in the department.

Please go to the meeting room five minutes before the meetings **commence**. Do not be late.

We want you to **contribute** to the meetings, so feel free to speak up. But please be **courteous** to other people. Please do not **interrupt** other speakers. When you want to contribute, please raise your hand and wait until the **chairperson** invites you to speak.

To **propose a motion** at a meeting, please inform the chairperson **in advance**. You need to propose the motion at least three days before the meeting.



Get ready!

1 Before you read the passage, talk about these questions.

- 1 Why do people have meetings?
- 2 What do people do at meetings?

Reading

2 Read this excerpt from an employee handbook. Then, mark the following statements as true (T) or false (F).

- 1 All the department's employees must be present at meetings.
- 2 Only the chairperson may propose a motion.
- 3 Meetings are over by 3:00 pm.

Vocabulary

3 Read the sentence pairs. Choose where the words best fit in the blanks.

1 **commence / attend**

- A What time does the meeting _____?
- B Do you plan to _____ the meeting?

2 **interrupt / contribute**

- A Do you want to _____ to our discussion?
- B Please do not _____ the speaker.

3 **in advance / courteous**

- A Karen is always _____ to other people.
- B It is wise to buy train tickets _____.

4 Match the words (1-4) with the definitions (A-D).

- 1 ___ inform 3 ___ propose a motion
 2 ___ purpose 4 ___ chairperson

- A to suggest a topic for discussion at a meeting
 B the leader of a meeting
 C the reason why something happens
 D to give someone information

5 Listen and read the employee manual again. Explain the procedure for department meetings.

Listening

6 Listen to a conversation between an office worker and a meeting chairperson. Mark the following statements as true (T) or false (F).

- 1 ___ Karen is in charge of Friday's meeting.
 2 ___ Tony can't attend the meeting this week.
 3 ___ Tony's motion will definitely be discussed.

7 Listen again and complete the conversation.

Worker: Excuse me, Karen? Are you the chairperson for the meeting on Friday?

Chairperson: I am Tony. What can I do for you?

Worker: I'd like to 1 _____.

Chairperson: I'm sorry, it's 2 _____. You need to inform me three days 3 _____.

Worker: Really? But it's only Wednesday.

Chairperson: I'm sorry, you still missed the deadline. But, we can discuss your motion at next week's meeting.

Worker: That's no good. I won't 4 _____ next week.

Chairperson: Well, what's your motion about anyway?

Worker: The vacation policy. New employees have as much time off as people who have been here for years.

Chairperson: Okay, I can see why that might be upsetting.

Worker: So you'll 5 _____ at the meeting?

Chairperson: I'll try, but I 6 _____.

Speaking

8 With a partner, act out the roles below based on Task 7. Then, switch roles.

USE LANGUAGE SUCH AS:

- I want to propose a motion.*
I'm sorry, you need to inform me ...
What's your motion about?

Student A: You want to propose a motion at a meeting. Talk to Student B about your idea.

Student B: You are the chairperson for a meeting. Explain the rules for proposing a motion and discuss Student A's motion.

Writing

9 Use the conversation from Task 8 to fill out the notes.

Notes for Friday's Meeting

Time: _____

Location: _____

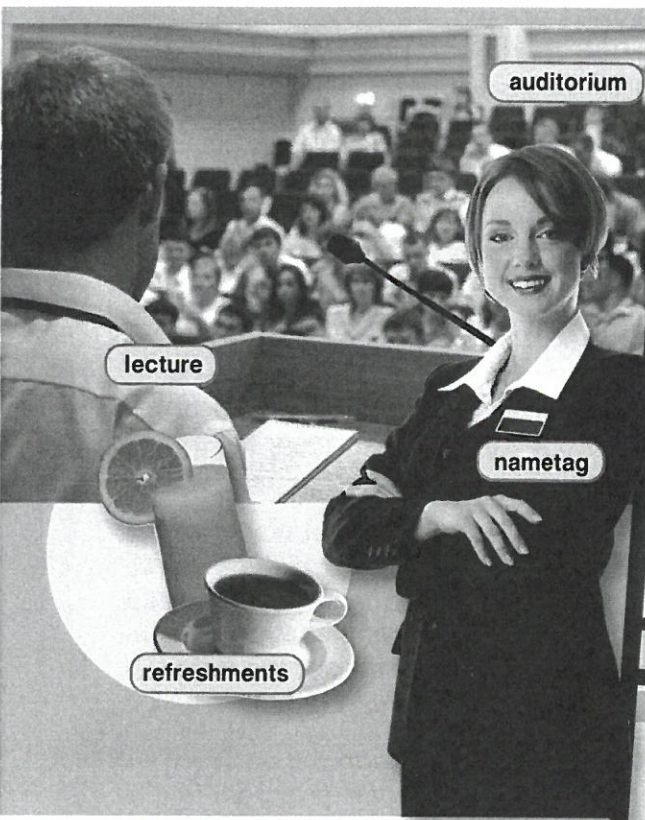
Business to be discussed: _____

Motions: _____

14 Conferences

Get ready!

- 1 Before you read the passage, talk about these questions.
- 1 What are some things that happen at a conference?
 - 2 Why do people go to conferences?



auditorium

lecture

nametag

refreshments

I.B.A.M. Conference

International Business and Marketing

DAY 1 PROGRAM OF EVENTS

Meet and Greet 9:00 - 9:30
Please collect your **nametag** from the **lobby** and sign the attendance book. You will have the opportunity to meet the other **delegates**. You can also sign up for **sessions**. The lists are on the notice board. Tea and coffee are available.

Welcome 9:30
Meet in the main **auditorium** for a **welcoming address** by Roger Daniels.

Lecture 10:00 - 11:00
Ten Important Things to Remember in Business
Lecture Room 2.1 Speaker: Ronald Thompson
Inside the Mind of a Manager
Lecture Room 2.2 Speaker: Liz Jensen

11:00-11:30	Break.	Refreshments in the lobby.
11:30-1:00	Seminars	
	Room 2.3	<i>Increasing Motivation</i>
	Room 2.5	<i>Best Practice</i>
	Room 2.6	<i>Green Business</i>
1:00-2:00	Lunch in the Blue Room	
2:00-4:00	Workshops	
	Room 2.3	<i>Business Planning</i>
	Room 2.5	<i>Creative Marketing</i>
	Room 2.6	<i>Health and Safety</i>

End of Day One

Reading

- 2 Read this excerpt from a conference agenda. Then, fill in the blanks with the correct words from the word bank.

WORD BANK

lunch conference
sign up choice

The program shows the events for the first day of a business 1 _____. First, delegates meet and 2 _____ for sessions. After a welcoming address, there is a lecture. Then there is a 3 _____ of seminars. After 4 _____, delegates can attend one of three workshops.

Vocabulary

- 3 Check (✓) the sentence that uses the underlined parts correctly.
- 1 A Your nametag identifies who you are.

B The welcoming address was at the end of the conference.
 - 2 A The lecture will take place in the session.

B The auditorium was filled with people.
 - 3 A I attended a workshop on computer programming.

B Lobbies allow delegates to have a break between events.
 - 4 A Bring business cards to the meet and greet.

B There will be delegates served after the workshop.

4 Choose the word that is closest in meaning to the underlined part.

- 1 This is a planned activity about increasing motivation.
A session B nametag C welcoming address
- 2 You can have tea and coffee during the break.
A delegates B seminars C refreshments
- 3 There are business visitors from several countries here.
A workshops B delegates C seminars
- 4 Please wait in the room outside the main area if you arrive late.
A auditorium B nametag C lobby

5 Listen and read the agenda again. What should delegates do when they arrive at the conference?

Listening

6 Listen to a conversation between a delegate and an official at a conference. Check (✓) the events that will happen in the morning.

- | | |
|-------------------------|-----------------|
| 1 ___ welcoming address | 3 ___ workshops |
| 2 ___ lecture | 4 ___ seminars |

7 Listen again and complete the conversation.

Official: Good morning sir. Can you tell me your name please?
Delegate: I'm Paul Evans. I'm from Handbridge and Son.
Official: Ah yes, here's your nametag. Can you 1 _____ please?
Delegate: Of course. There you are. What time does everything start?
Official: Mr. Daniel's giving a 2 _____ at ten o'clock in the auditorium. After that there's a lecture. Here's a program of events for you.
Delegate: Thanks.
Official: You'll also need to 3 _____ for the sessions.
Delegate: 4 _____?
Official: Yes. The morning workshops are assigned already, but there's a choice of seminars in the afternoon. The lists are 5 _____.
Delegate: Oh, I 6 _____. I'll sign up now.
Official: And there are refreshments available 7 _____.
Delegate: Thanks for your help.

Speaking

8 With a partner, act out the roles below based on Task 7. Then, switch roles.

USE LANGUAGE SUCH AS:

Here's your nametag / program of events.

You also need to sign up for the sessions.

The lists / refreshments are over there.

Student A: You are an official at a conference. Welcome Student B and discuss:

- nametags and programs
- where to sign up
- refreshments

Student B: You are a delegate at a conference. Find out what time the events start.

Writing

9 Use the conversation from Task 8 and your own ideas to fill out a program for one day of a conference.

Program of Events

9:00 am _____
 9:30 am _____

 Place _____
 10:30 am _____

 Place _____
 11:30 am _____

 Place _____
 1:00 pm _____

 Place _____