

Activity Type

Reading and Vocabulary Exercises: ordering, gap-fill, categorising, error correction, writing sentences from prompts

Speaking Activity: role-play, freer practice (group work)

Focus

Language for beginning a meeting

Aim

To practice language a chairperson would use for beginning a meeting.

Preparation

Make one copy of the two-page worksheet for each student.

Level

Intermediate (B1)

Time

40 minutes

Introduction

In this business meetings language worksheet, students practice language a chairperson would use for beginning a meeting.

Procedure

Give each student a copy of the two-page worksheet.

First, students put the tasks a chairperson has to do at the beginning of a meeting in a logical order.

Exercise A - Answer key

1. Call the meeting to order
2. Welcome and thank everybody for coming
3. Introduce any guests and/or new members
4. Explain the objectives of the meeting
5. Review the agenda
6. Ask someone to introduce the first item

Next, students complete phrases for starting a meeting with the words shown. Students then categorise the phrases with the tasks.

Exercise B - Answer key (For tasks see Exercise A answers)

- | | | |
|---------------|------------------|----------------|
| 1. order | 7. introduce | 13. agenda |
| 2. start | 8. visitor | 14. cover |
| 3. begin | 9. join | 15. discussing |
| 4. welcome | 10. purpose/goal | 16. item |
| 5. appreciate | 11. purpose/goal | 17. first |
| 6. attending | 12. objective | 18. starting |

After that, students rewrite the opening comments of a meeting to make them more polite and appropriate.

Exercise C - Possible answer

We'll start the meeting now. Welcome everyone, thank you for coming. I'd like to introduce John, our newest member. We also have a visitor with us today, Sarah from ABC company. Please join me in welcoming Sarah to the meeting. The purpose of this meeting is to discuss the budget and the new project proposal. Our agenda for today includes discussing the budget, reviewing the new project proposals, and discussing the team's performance. I would like to ask Sarah to introduce the first item on the agenda.

Next, divide the students into groups of five or six. Working alone, students write the opening comments for a meeting using prompts. Students use the names of the people in their group for guests or new members and work-related agenda items.

Lastly, students take it in turns to be a chairperson and use their comments to practice chairing the beginning of a meeting.

A. Put the following tasks a chairperson has to do at the beginning of a meeting in a logical order.

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|--|---------|
| a. Explain the objectives of the meeting | 1. |
| b. Review the agenda | 2. |
| c. Ask someone to introduce the first item | 3. |
| d. Welcome and thank everybody for coming | 4. |
| e. Call the meeting to order | 5. |
| f. Introduce any guests and/or new members | 6. |

B. Complete the phrases for starting a meeting with the words below. Then, categorise the phrases with the tasks from Exercise A.

attending welcome purpose objective visitor appreciate start join goal
 starting discussing cover agenda order first begin introduce item

Tasks	Phrases
	I call this meeting to (1) We'll (2) the meeting now. Is everybody here? Good, let's (3) the meeting.
	(4) everyone, thank you for coming. I (5) everyone taking the time to join us today. I'd like to thank everyone for (6) today's meeting.
	I'd like to (7) (name), our newest member. We have a (8) with us today, (name) from (company). Please (9) me in welcoming (name) to the meeting.
	The (10) of this meeting is to (state objectives). The (11) of this meeting is to (state objectives). Our main (12) for this meeting is to (state objective).
	Our (13) for today includes (list items). We have a lot to (14) today, including (list items). Just a reminder, we'll be (15) (list items) during this meeting.
	I'd like to ask (name) to introduce the first (16) on the agenda. Can (name) please introduce the (17) item? (name) will be (18) us off by introducing the first item.

C. Rewrite the following opening comments of a meeting to make them more polite and appropriate.

Everybody be quiet! I'm starting the meeting. Welcome guys and gals, thanks for turning up. I'd like to say hi to John. He's new. We also have a visitor, Sarah from ABC company. Everyone wave to Sarah. Anyway, we are here to talk about the budget and approve the new project proposal. The plan is to chat about the budget, go over the new project proposal, and debate the team's performance. Sarah, speak now about the first item.



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D. Write the opening comments for a meeting using the prompts. Use the names of the people in your group for guests or new members and choose work-related agenda items.

1. Start the meeting

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2. Welcome and thank everyone for coming

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3. Introduce any guests and/or new members

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4. Explain the objectives of the meeting

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5. Review the agenda

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6. Ask someone to introduce the first item

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E. Now, in your group, take it in turns to be a chairperson and use your comments to practice chairing the beginning of a meeting.