

Coursebook: The Business 2.0		Level: B2 Upper-Interm
Unit: 7	Module: 7.5	Pages: 96-97
Topic: Writing Minutes		
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### LESSON AIMS – HOW YOU WILL BENEFIT FROM THIS LESSON.

ONCE YOU HAVE COMPLETED ALL TASKS CONTAINED IN THIS LESSON YOU SHOULD:

- Know what meeting minutes are.
- Be able to understand how they are written
- Use at least five reporting verbs correctly in a sentence
- Be able to write meeting minutes

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#### What are meeting minutes?

The minutes of a meeting are a meeting report that is sent after the meeting, and include a report of what was said and decided during the meeting. The minutes contain the date of the meeting as well as the initials and names of the people who attended.

#### Why write the minutes of a meeting?

They represent the actions of the Board and company leadership, and are considered legal documents - if an action isn't in the minutes, it didn't happen.

They provide structure, give the name of the organization, the date and time of the meeting, who called it to order, who attended, and what was discussed.

They help to drive a plan of action.

### COURSEBOOK PRACTICE:

**Activity A:** Do Exercises 2, 3, 4, 5 and 6 on pages 96 – 97 of your coursebook.

Before you start, remember that at work some meetings are formal (e.g.: board, committee and special task meetings) but the majority of the day-to-day meetings are informal (e.g.: staff catch-ups, brainstorming sessions or progress updates). Although it is not mandatory to have an agenda and take minutes at an informal meeting, usually it is a good idea, as it keeps the participants focused and gives them more clarity about what needs to be done. (If you are interested, you will find more at <https://www.andmeetings.com/blog/post/whats-the-difference-between-formal-and-informal-meetings>).

When doing the exercises, make note of any words you are not familiar with. Pay special attention to the following words, which many learners find new:

**venue, quotation, item, expenses claims, appraisal, practicality, chair (referring to a person), attendees**

Check them at <https://pl.bab.la/slownik/> or [www.thefreedictionary.com](http://www.thefreedictionary.com)

In Exercise 2 notice how the attendees' names are written.

Notice the forms of the verbs – what two groups can you see?

#### **SUPPLEMENTARY ACTIVITIES:**

**Activity B:** Go to this address: [https://www.youtube.com/watch?v=X8BkGpi\\_skQ](https://www.youtube.com/watch?v=X8BkGpi_skQ)

You will listen to and watch a video showing an easy and clear way how minutes can be taken. As you do so, answer the questions and complete the chart.

Why did the speaker create the template?

1. What is the meaning of “meeting objective”?
2. Complete the chart – what are the functions of the sections:

Meeting minutes	Function
Action Items	
Attendees	
Agenda	
Action plan	
Meeting notes	
Parking lot	

**Activity C: Vocabulary work: based on the video, match the underlined elements with their meaning:**

1. the names of attendees as they <u>show up</u> -	a) write,
2. where the attendees are <u>based</u> -	b) located,
3. we together do a <u>prioritization</u> -	d) look through,
4. I <u>do a review of</u> the items -	e) a lot
5. it saves me a <u>bunch</u> of time -	f) goals, aims,
6. to <u>get side-tracked</u> in the discussion -	g) continue
7. a meeting minutes <u>template</u> -	h) get away from something important
8. meeting <u>objectives</u> give some context -	i) a preset format
9. to <u>carry on</u> the meeting -	j) come
10. to <u>fill up</u> the date -	k) decide what is most important

**Activity D: Introduction:**

When you take minutes of a meeting, it is useful to report the ideas, rather than every sentence. To do this, you need to use a variety of speech verbs. Notice, how they are used in a sentence:

agreed = "Everyone agreed on the proposal." (also: agree to do something, agree with sb)

asked = "The Chairman asked to see a copy of the report."

brought up = "The issue of pay was brought up."

complained = "TM complained about the delays."

confirmed = "AD confirmed the change of the delivery schedule."

decided = "It was decided to delay action until the next meeting."

discussed = "Three issues were discussed."

emphasised = "TA emphasised the necessity of a new product range."

explained = "SB explained the reason for the delay."

mentioned = "RJ mentioned the possibility of extra funds."

objected = "TB objected to flexible working hours."

promised = "MB promised to find out more."

rejected = "TS rejected the proposal of the new company logo."

reported = "The Sales Manager reported on the results of the trade fair."

recommended = "Five strategies were recommended."

stressed = "RR stressed his commitment to the project."

suggested = "CA suggested raising the budget."

wondered = "DM wondered if there would be extra funding"

**COURSEBOOK PRACTICE:**

**Activity D.** Do Exercises 7 and 8 on page 97 (you will have to use the mp3 files you have received from your teacher together with this set). Write short sentences **using appropriate reporting verbs from the list on page 3 of this set**. Also, notice who is responsible for taking action regarding successive items. Write your answers here:

**Meeting agenda – Finance Department efficiency drive – MINUTES**

**Item 2:** .....

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.....

.....

**Item 3:** .....

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**Item 4:** .....

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**This is a writing exercise so remember to send your homework to your teacher.**

**SELF-CHECK:**

**NAME / GROUP:** .....

*Having covered the entire module, can I*

1. say what meeting minutes are?
2. give 3 reasons why they are written?
3. mention 5 elements usually included in the minutes?
4. use 5 new reporting verbs in a sentence?

**ROUND-UP /CHECKLIST:** Mark accordingly:

	YES	NO	MAYBE
<i>I have learnt why we write minutes</i>			
<i>I will be able to read meeting minutes with good understanding of what took place</i>			
<i>I guess I will be able to write minutes if given a template</i>			
<i>I will go through this material again to make sure I have not omitted something really important.</i>			