



Office Meeting

Conversation > Intermediate 6



Exercise 1 – Vocabulary

announcement	A formal written or spoken statement informing people about something.
[noun]	<i>Ex: Our CEO is going to make an important announcement today.</i>

hearsay	Something heard from another person that may or may not be true.
[noun]	<i>Ex: It's just hearsay, don't believe anything unless it comes from him directly.</i>

strict	Demanding that rules are closely followed.
[adjective]	<i>Ex: My manager is very strict when he reviews my work.</i>



agenda	A list of things to be discussed during a meeting.
[noun]	<i>Ex: Her role is to make sure they follow the meeting agenda.</i>

knowledgeable	Knowing a lot about a particular subject.
[adjective]	<i>Ex: I'm quite knowledgeable about manufacturing.</i>

facilitate	To make a process possible or easier.
[verb]	<i>Ex: Being able to facilitate meetings is an important business skill.</i>



Exercise 2 – Dialogue

Choose one character and read the dialogue aloud with your tutor.

Mike: Hi, Emily! How are you today? How are you feeling after the weekend?

Emily: Hi, Mike! I am fine, and I had a great weekend, so I really feel good. How about you?

Mike: Nothing special happened this weekend. Anyway, don't be late for the meeting today.

Emily: Meeting? Do we have a meeting later? When was it announced?

Mike: Didn't you know? It has been posted on the bulletin board since last week.

Emily: Oh my! What could the meeting be about?

Mike: I heard a very big announcement will be made. I'm not sure though.



Emily: I now understand why we were asked to wear business attire today; it's because of the meeting.

Mike: The CEO will be here later to facilitate the meeting, so I think it could be about a serious matter.

Emily: Damn. Do you have any ideas about the agenda for the meeting?

Mike: I heard it's about the company's change of administration. It's not certain though. It's just hearsay.

Emily: I am really curious now. And if that is true, who could be our new boss?

Mike: I just hope that if it's true, we will have Mr. Crawford as our head, not that extremely strict Mr. Grey.

Emily: I hope so too. Mr. Grey is strict, but I do think he is very knowledgeable.



Exercise 3 – Fill in the Blanks

Choose the correct answers from the answer pool below and fill in the blanks.

Answer Pool

announcement

hearsay

knowledgeable

strict

agenda

facilitate

1. Our company has _____ quality control standards.
2. They checked the _____ to see what was next on the schedule.
3. I'm extremely _____ about the music industry.
4. The evidence against them is all _____.
5. The CEO is expected to make a public _____ on the new product.
6. I will have to _____ the meeting during club events.



Exercise 4 – Role Play

Take turns with your tutor and act out the scene described below.

Scene: You are the CEO of a company. Have a meeting with your employee about recent changes in the company's organization. The teacher can be the employee.



Exercise 5 – Discussion

Discuss the following questions with your tutor.

1. Do you have meetings at your workplace? If so, how often?
2. How long do the meetings usually last?
3. Do you think it is necessary to meet regularly at a company? Why or why not?
4. Have you ever facilitated a meeting? What was your experience like?
5. Do meetings excite you or do you think they are a waste of time?