



Setting Up a Meeting

Business > Advanced 7



Exercise 1 – Reading

Read the dialogue aloud with your tutor and check your understanding.

Mr. Smith: I'd like to set up a meeting with the Board of Directors.

Secretary: Okay, sir. When would you like to schedule the meeting?

Mr. Smith: I'd like to propose Monday, April 2nd, at 9 am. Could you please check if that works for everyone? If not, any time until 1 pm on the same day would be fine.

Secretary: Noted, sir. What will be the purpose of the meeting?

Mr. Smith: The focus of the agenda will be on the expansion of our business operations. I'd like to discuss our options and establish the course of action.

Secretary: Very well, sir.

Mr. Smith: I'll prepare an agenda and send it to you shortly, so you can share it with all the attendees.



Secretary: All right. Anything else, sir?

Mr. Smith: That would be all for now. Thank you. And, please, make it a priority to circulate this information.

Secretary: Understood.

Check your understanding:

1. Who is going to attend the meeting?
2. What is the purpose of the meeting?
3. Did Mr. Smith prepare an agenda for the meeting?



Exercise 2 – Learning

Useful Expressions

- I shall call for a meeting.
- I'd like to set up a meeting for next week.
- I need to schedule a meeting with the Marketing Team.
- The focus of the agenda will be on...
- The purpose of this meeting is to...
- I'd like to discuss/prepare/present/examine/finalize...
- I'd like to propose...
- Can you check if... would work for everyone?
- I've prepared an agenda.
- Can you please share the agenda with all the attendees?
- Please make it a priority to circulate this information.



Exercise 3 – Role Play

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

Scene: You would like to schedule a meeting with the Marketing Team of your company in order to discuss your next campaign. Ask your secretary to set up the meeting. The teacher can be the secretary.



Exercise 4 – Discussion

Discuss the following questions with your tutor.

1. What kinds of meetings do you usually attend? Why?
2. How do you usually schedule meetings: via email, phone or in person? Why?
3. Do you think regular meetings are necessary? Why? Why not?