

Meeting with the team

COMMUNICATION

LEVEL
Intermediate

NUMBER
EN_BE_3107X

LANGUAGE
English





Goals

- Can describe my background and my work experience
- Can define and discuss the components of a meeting, such as the agenda and minutes







Preview and warm-up

- In this lesson, you will learn some words and phrases that are useful for a meeting with your team.



In team meetings you need to communicate well, listen to other people and treat everyone with respect.



Starting the meeting – introductions

- When it's your first time meeting with the team you will need to **introduce yourself** before the meeting starts.
- Give your name and tell the team a little about your **background** and **experience**.



My **background** is in social media marketing and advertising.

I have 5 years' **worth of experience** working in human resources.





Starting the meeting – introductions

- You should also mention your **job title** and **responsibilities**.



I'm the **Head of Content** for our online team.

My **responsibilities** include managing client accounts.



I **have been tasked** with reviewing our recruitment policies.

I **oversee** all of our company's finances.





Starting the meeting – introductions

- It is also important to say **what you would like to discuss** in the meeting.



Today **I will update you on** our sales for the year.

There are a **number of points** I would like to raise today.





Introducing yourself – prepositions

1. This morning, I want to update you _____ our progress since last week.

- a. for b. on c. in d. at

2. My background is _____ software development.

- a. at b. on c. with d. in

3. I have 10 years' worth _____ experience in the industry.

- a. of b. with c. on d. at

4. I have held positions _____ a number of multinational companies.

- a. in b. for c. at d. on



Starting the meeting – the agenda

- Meetings are great but remember: no one has all the time in the world!
- It's important to try to keep meetings **short** but at the same time they should be **well-organised**.

- The best way to organise a meeting is to have an **agenda** and to stick to it!
- The **agenda** shows the topics of the meeting and the order in which they will be discussed.





Getting started with the agenda

- Be sure to know if the agenda was sent **before** the meeting.
- Sometimes you will **announce** the agenda at the **beginning** of the meeting.



Have you all had a **chance** to read the agenda?

I will **distribute** the agenda now.





Getting started with the agenda

- Here are some other **useful phrases**.



Let's start with the first **item** on the agenda.

Can we **turn our attention** to the next point on the agenda?



Moving on to the next item...

Let's **look ahead** to what else is on the agenda.





Getting started with the agenda

Fill the gaps in the sentences to complete the phrases from the previous slide.

1. Has everyone had the _____ to read the agenda?
2. Can we _____ our attention to the first _____ on the agenda?
3. Let's move _____ to the next item.
4. Does everyone have a _____ of today's agenda?
5. Ok, shall we _____ a _____ at what's next?
6. Let's _____ at the _____ with item number one.

a. look

b. on

c. top

d. start

e. chance

f. turn

g. point

h. take

i. copy



Different kinds of meetings

- Depending on your field of work, you might attend lots of different kinds of meetings.
- Some meetings are just for managers and some are for the whole team.



Do you already know the difference between a **presentation** and a **conference**?

conference



A **conference** is a large meeting of people who discuss one subject or a related group of subjects.

presentation



When you give a **presentation**, you present your ideas to a group of people.

schedule

agenda



The meeting should have a **schedule**. This can also be called an **agenda**.
This is the running order of the meeting and will detail the topics of discussion.



Fill in the gaps

Fill in the gaps in the text using the new vocabulary from the previous slides.

1. A lot of people get nervous before they give a _____.
2. It was a huge _____. There were people attending from all over the world.
3. It's a good idea to make sure the meeting has a detailed _____. This ensures that the meeting will be organised.





Meetings at work

**How often do you go to meetings? Do you have to travel for meetings?
Discuss your experiences!**





Imagine you are...

Imagine you are meeting with a new team tomorrow morning. You want to introduce yourself to the team and then you are going to give a short presentation!

- Since this is the first meeting with the team, you are going to give a short presentation about yourself and your role in the company.
- Your teacher may want to ask you some questions!





Keeping track of the meeting - minutes

- The **minutes** are a **written record** of **what happened** at the meeting.

- Normally, at the beginning of the meeting, someone is chosen to keep **minutes**.
- This person is responsible for **writing down** what is **discussed** at the meeting, and also who says what.





Tips for keeping successful minutes

- Here are some tips to help you keep more successful **minutes**.
- **Remember:** it is not your job to write everything down: only the most **essential information**.

- **Always** include the name of who was speaking
- Consider making a **template** and use it for every meeting
- Finish the meeting with at least **3 action points**:
 - Hamza to contact... regarding...
 - Josie to review...
 - Ali to ask... about...



Assigning tasks

During or after a meeting, you might need to **assign a task** to someone.

It is important that you do this **clearly** so they understand what they **need to do**.

We can use the phrase **is to** with their name and a task to do so.



Jane **is to** lead the team going forward.



Assigning tasks



Morgan **is to** order new stationery for the office

Sandra **is to** call the catering company.



Jarryd **is to** speak with our new clients.

Thomas **is to** organise the next meeting.





In a meeting

**Think of the last meeting you went to. What was discussed?
What tasks were assigned?
Use the tips below to help you.**



Who was there?

What was the meeting about?

Who said what?

Who was to do what?



Helping your new colleague

Your new colleague will go to their first meeting in the company tomorrow. They are a bit nervous.

What tips can you give them?

What should they do at the meeting?





Game

My name is Anne. I
come from France.

How good is your memory?

Introduce imaginary people at the meeting using each letter of the alphabet for the next name. Before you introduce the next person you must remember the names of all the people who came before!

Example: This is Anne from France, this is Bill from Ireland, this is Clare from Italy, this is Daniel from The Netherlands...



Reflect on the goals

Go back to the second slide of the lesson and check if you have achieved all the goals of the lesson.

yes

no





Reflect on this lesson

Think about everything you have seen in this lesson.
What were the most difficult activities or words? The easiest?



If you have time, go over
the most difficult slides again



Answer key

Activity p. 8
1.b, 2. d, 3. a, 4.c

Activity p. 12
1. e; 2. f, g; 3. b; 4. l; 5. h, a; 6. d, c





Homework writing activity

Think of the last meeting you had at work. Can you write minutes for the meeting in English?

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Agenda

Send out an agenda to your team, detailing what you would like to discuss in the next week. Remember, you must include the meeting time and place, people who must attend and the topics to be discussed.

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Meeting agenda



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