

Let's have a meeting about that!

COMMUNICATION

LEVEL
Lower-intermediate

NUMBER
EN_BE_2116X

LANGUAGE
English

lingoda

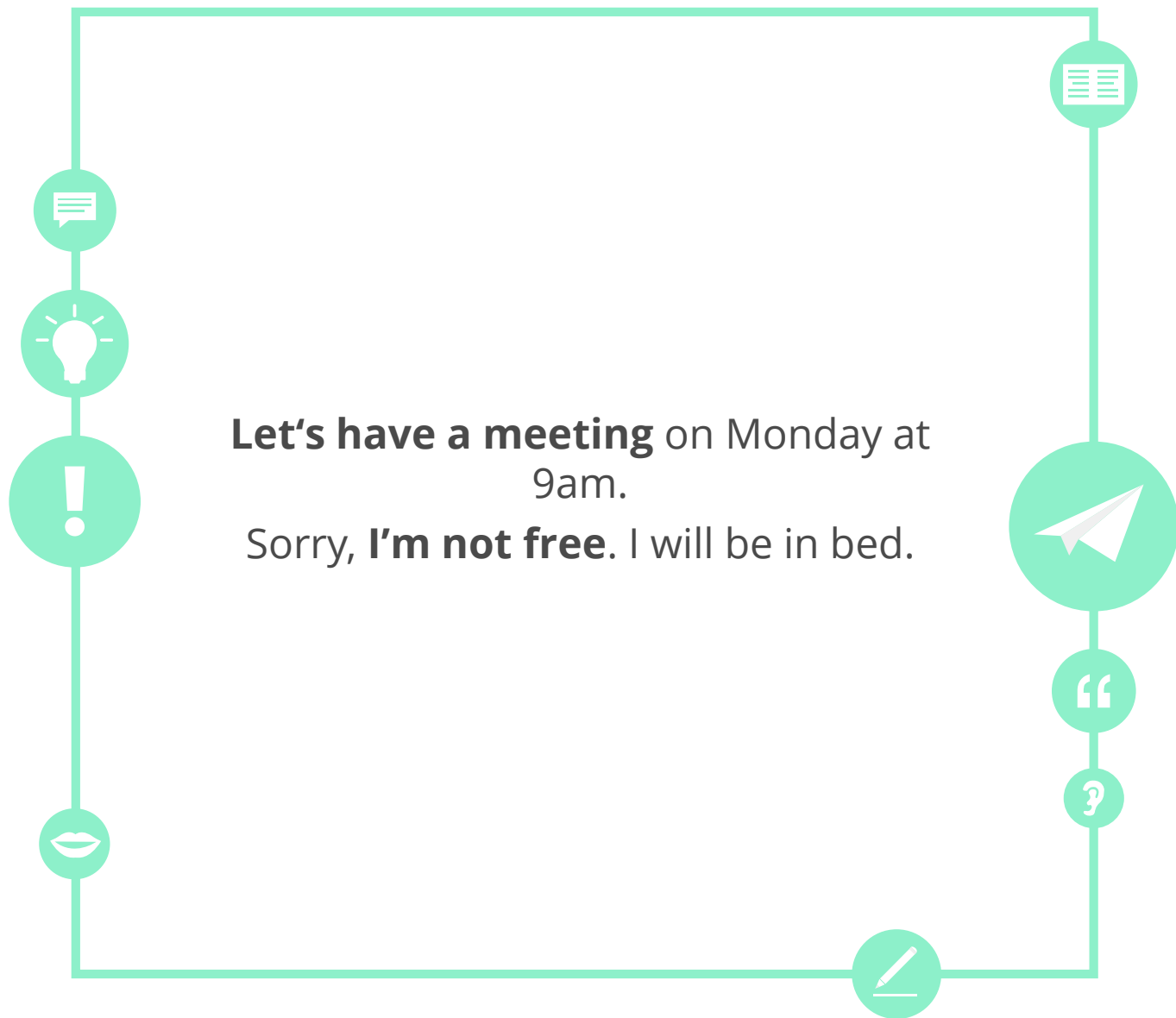




Goals

- Can organise a meeting using short phrases and expressions.
- Can produce simple structures to begin and end a meeting.







Preview and warm-up

In this lesson you are going to learn some **useful phrases** for **organising meetings**, and phrases you can use **during a meeting**.



What do you think?

Organising a meeting

Before you can have a meeting, you need to organise it.
This means suggesting a meeting and a time, asking if people are free, and confirming the meeting.



Let's have a meeting.

Let's...

Let's is a very common phrase in English.
The structure is **Let's** + **verb**.
It means we should do something.



Let's meet at 3pm.



Let's ask our boss what he thinks.

Saying when to meet

It is important to talk about the **date**, **day**, and **time** of a meeting correctly.
Pay attention to **prepositions** when you talk about this.



The meeting is **on** the 30th of June **at** 5pm.



The meeting starts **at** 9am **on** Monday.

Asking

Confirming

You can ask simple questions to make sure your colleagues are available for a meeting.

Look at the questions and answers below.



Are you free on Monday? Yes, **I am free**.



How about Tuesday at 12pm? No, **I'm not free**, sorry.



Categorise

Put the phrases under the correct heading.

The 1st of January

Tuesday

9am

5.30pm

Friday morning

The 18th of March

Monday evening

12pm

on

at



Dialogue

Fill in the dialogue with a word or phrase. Then practise the dialogue with your partner.



Let's _____ a meeting about the presentation.

OK. Are you free _____ Monday _____ 3pm.



No, sorry, I'm not _____. How _____ Tuesday at 12pm?

Yes, I _____. See you then.





Writing a dialogue

**Work with a partner to write a dialogue about organising a meeting.
Then, perform your dialogue for the class.**

Let's...

I'm free



A blank sheet of lined paper with a spiral binding on the left side, intended for writing a dialogue.



Speaking

We use *Let's* in informal situations too.
Imagine you want to invite your colleagues for a coffee or for dinner.
Practise some informal situations with your partner here.



Let's go...



Let's get a coffee.

Starting a meeting

Use **simple phrases** to let everyone know that you are **starting the meeting**.



Let's get started.



Right, let's start.

Saying why you are having the meeting

Use these **phrases** at the **beginning of a meeting**.
It is important that people have a **clear idea** of **why the meeting is happening** and what you will **talk about**.



The purpose of this meeting is to talk about sales figures.



The reason for this meeting is to discuss the next steps.



Phrases to finish a meeting



Let's finish here.

We can finish here.



That's enough for today.

Thank you for coming.





Fill in the blanks

Fill in the blanks to complete the phrases.

1. Let's _____ started.

2. That's _____ for today.

3. Let's _____ here.

4. The _____ of this meeting is...

5. Right, _____ start.

6. Thank you for _____.

7. The _____ for this meeting is...

8. We _____ finish here.



Speaking

**Who usually starts
and finishes
meetings at your
work?**



**Have you ever
organised a
meeting?**





Speaking

**What do you think is the reason or purpose for these meetings?
Do you have meetings like this at work?**



Asking questions

You will probably want to **ask questions** during a **meeting**.

Here are some simple ones that you can learn.

Remember, it is good to use **people's names** to make sure everyone is included.



What's your opinion, Tomas?



More questions to ask



Is this a good idea?

Does everyone agree?



What do you think, Jack?

Do you agree, Norman?





Fill in the gaps

Fill in the gaps with the correct word below to complete the questions.

opinion

idea

agree

think

everyone

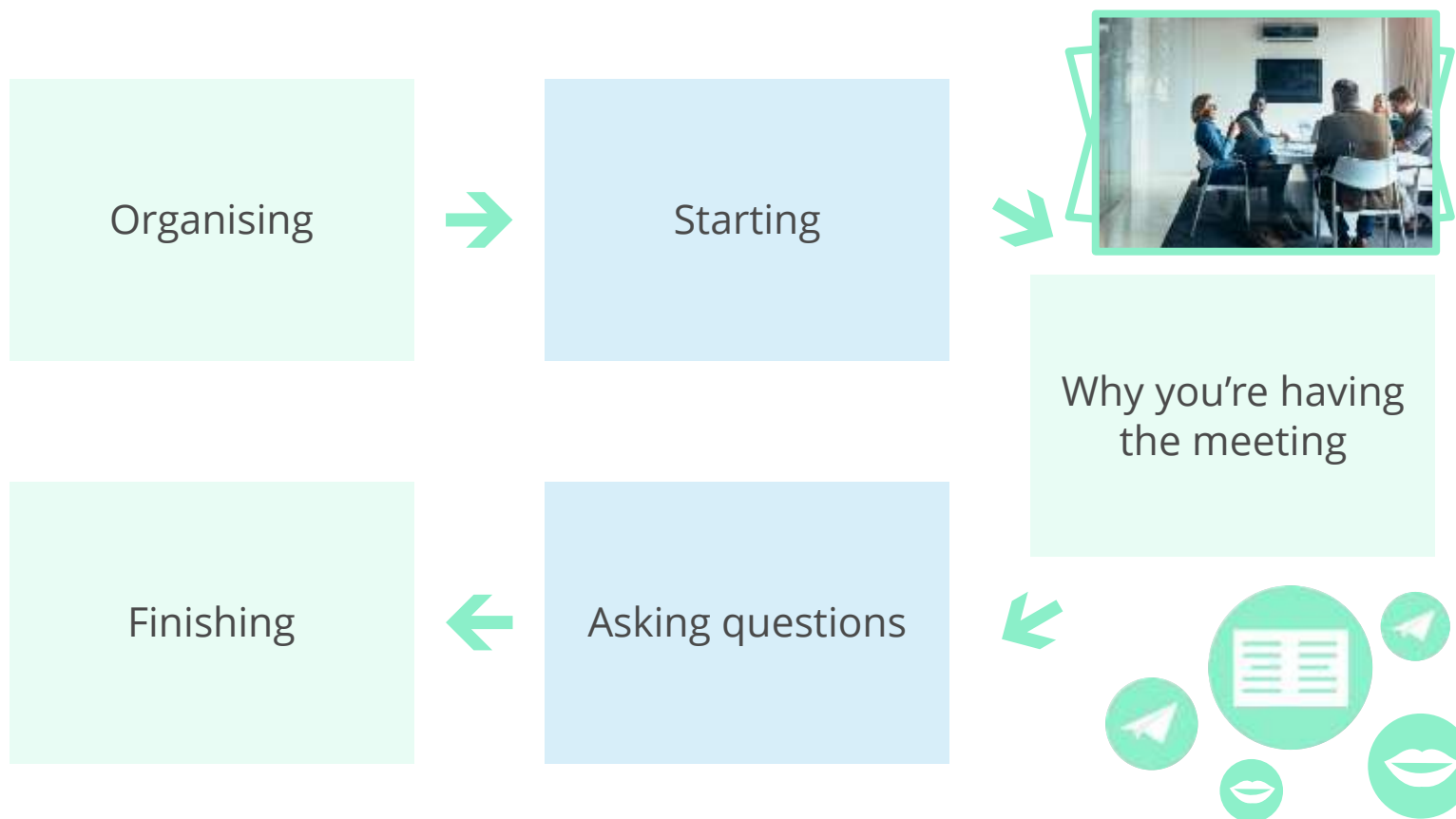
1. Do you all _____?
2. What's your _____, Mia?
3. Does _____ agree?
4. Is this a good _____?
5. What do you _____?





Sequence for arranging meetings

Below is the sequence for arranging meetings. With your classmates, remember as many phrases for each stage as you can.






Having a meeting

You are going to have a meeting with your colleague. First you need to organise the meeting. Then decide what the meeting is about. Choose phrases to introduce the meeting, to ask questions, and to finish the meeting. Plan this alone.

Y Y Y Y Y

- Let's have a meeting...
- Right, let's start.
- The purpose of this meeting...
- Do you agree?
- Thanks for coming.





Roleplay

When you are ready, use the notes you wrote on the previous page to have a conversation with your colleague and then to go through a short meeting. Change roles when you are finished.

How about on Tuesday?



No, I'm not free.

Student A: You want to organise a meeting

Student B: Your colleague is asking you to have a meeting



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

Exercise p. 9

On: the 1st of January, Tuesday, Friday morning, the 18th of March, Monday evening
At: 9am, 5.30pm, 12pm

Exercise p. 10

have, on, at, free, about, am free

Exercise p. 16

1. get, 2. enough, 3. finish, 4. purpose, 5. let's, 6. coming, 7. reason, 8. can

Exercise p. 21

1. agree, 2. opinion, 3. everyone, 4. idea, 5. think





Multiple choice

1. Let's _____ a meeting about that!

a. do

b. go

c. make

d. have

2. How about _____ Tuesday _____ 5pm?

a. in/at

b. on/at

c. at/on

d. on/in

3. Let's _____ started.

a. go

b. be

c. for

d. get

4. The purpose _____ this meeting is...

a. of

b. for

c. on

d. about



Homework writing activity

**Think back to your roleplay on p. 24.
Write the script of what you and your colleague said here.**

○	Me: Let's have a meeting about that! How about Tuesday?
○	John: No, I'm not free...
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Homework answer key

Exercise p. 29
1. d, 2. c, 3. d, 4. a



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