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| **Taalopdracht: Going to a meeting** | | |
| http://925.nl/images/2009-03/business-meeting.jpg | |  |
| **Samenwerken of alleen?**  Alleen (vervolg in tweetallen) |
| **Wanneer mag je met deze taalopdracht beginnen?**  Zie eigen POP/ PAP (Studiewijzer EN) | | |
| **Niveau(s) volgens ERK (Europees Referentiekader)**  Luisteren B1; gesprekken voeren A2 | | |
| **Vaardigheid:**  Luisteren en gesprekken voeren | | |
| **Subvaardigheid beschrijving:**  **Luisteren B1**: Begrijpt feitelijke informatie over veel voorkomende onderwerpen uit dagelijks leven en werk. Kan een korte uiteenzetting volgen over een vertrouwd onderwerp*.*  **Gesprekken A2**: Kan eenvoudige informatie uitwisselen over routinematige zaken in het werk. Kan eenvoudige telefoongesprekken voeren met behulp van elementaire conventies. Kan zaken regelen in de meeste eenvoudige en voorspelbare situaties. | | |
| **Hoe lang ben je er mee bezig?**  1 uur | **Waar doe je deze taalopdracht?**  Talencentrum, studieruimte, thuis | |
| **Wat is de taalopdracht?** | | |
| Meetings can feel useless and boring, but they can also be of importance to the organisation. The chairperson makes meetings work, but everyone attending a meeting has to cooperate and has to know what they are doing in order for a meeting to be successful.   * Go to the websites mentioned below and **watch both videos**. * Write down the important words that you don’t know and look up what they mean in English. Write down at least 10 words and their **definition** in your personal word list on page 2. Learn the word with its definition. * Listen to the fragments again and **answer the following questions**:   *Video: Going to a meeting*   1. Name four things that the man does wrong during the meeting. 2. What excuses does the man give for his behaviour?   *Video: Going to a meeting: meeting menaces*   1. What’s a ‘waffler’? 2. What do they mean by ‘people’s territory is the source of their status’? 3. Name three things that you shouldn’t do at a meeting.  * With the answers to the questions **prepare a conversation** about the topic. Talk about the things you should and shouldn’t do during a meeting. If you have ever attended one, talk about your experiences from that meeting. * **Practice the conversation** with a classmate. Practice the conversation with another classmate. * Ask the (student) teacher to check your work. | | |
| **Informatiebronnen en leermiddelen** | | |
| * <http://www.youtube.com/watch?v=exiLL_ArCoc&feature=relmfu> * <http://www.youtube.com/watch?v=hidvr1gTSes&feature=relmfu> * Dictionary <http://dictionary.cambridge.org/> * Word list page 2 | | |

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|  | Word in context | English definition |
| 1 | Principally | Very important or urgent |
| 2 | Action points | A specific proposal for action to be taken, typically one arising from a discussion or meeting |
| 3 | Revise budget | A budget that has been re-seen by the board |
| 4 | Management | Team that leads another team |
| 5 | Fangled | Attracted to novelty |
| 6 | Trolley | Object with wheels |
| 7 | Chair(man) | A person chosen to preside over a meeting |
| 8 | Catering | A person/organisation that handles food and drinks |
| 9 | Produces | Make or manufacture from components or raw materials |
| 10 | Menaces | Someone that threatens to cause evil, harm, injury, etc. |
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| 12 |  |  |
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## Name four things that the man does wrong during the meeting

1. The man was late
2. The man wasn’t prepared for the meeting
3. The man was talking to other colleagues about other things
4. The man was way behead planning than the other people

## What excuses does the man gives for his behaviour

1. He thinks that the chair is against him, and that he has no idea why.
2. Jeremy blames it on Matthew that he lost his temper

## What’s a “waffler”

Someone who constantly changes subject or talks about other things that aren’t necessary. Wafflers are also known to talk the most during a meeting.

## What do they mean by ‘people’s territory is the source of their status’

You can see in the video the woman, who I think is the head of security, is defending her status when Jeremy tells that the security isn’t doing their job.

I think that it means that people who are offended by someone about their status, defends their position to a certain point.

## Name three things you shouldn’t do at a meeting

1. Interrupt someone who is talking
2. Make a fight to the person who is interrupting.
3. Make a joke during something serious.