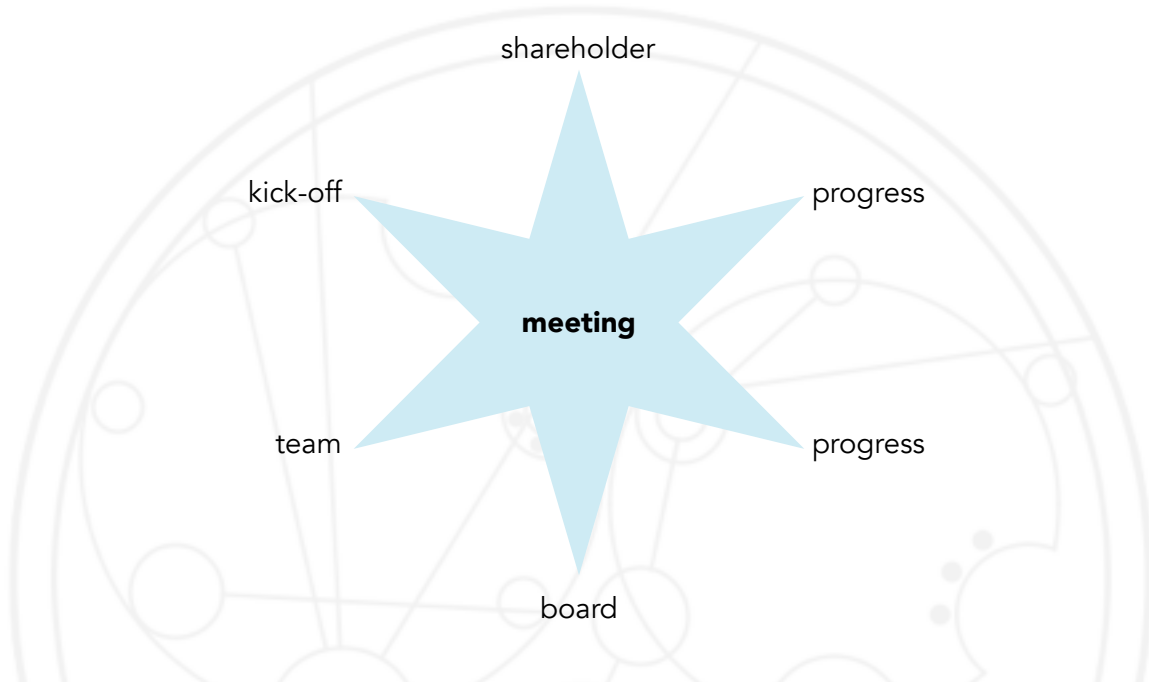


Hi there and welcome to our course, English for Meetings!

Before we begin with the hard work, let's get our minds focussed on the topic. Let's focus on different types of meetings.

Please match the different types of meetings with their definitions. Can you add any more to the list?



	This type of meeting is always held at the commencement of a project.
	In this meeting, a project's accomplishments are discussed.
	Company investors attend this meeting.
	In this meeting, new ideas are generated and discussed.
	The company's most senior managers attend this meeting.
	When working in the same department, you regularly have this kind of meeting.

And now, to make sure we're fully focused on our topic, please consider the following questions. You can also write your answers on the Discussion Board. The more we share and interact, the more we can learn from and with one another!

1. How often do you have meetings in English? Do you attend any of the meetings mentioned above?
2. Are your meetings internal (with colleagues from your company) or external (with counterparts, customers, suppliers etc)?
3. What are your personal goals for this course?