

I'm afraid that's outside the scope of this meeting

1. Discuss the questions.

- How often do you take part in meetings at work? How useful and relevant are they? What do you discuss?
- How would you describe a productive meeting?
- What are some of the obstacles to productive meetings?

2. Watch a [video](https://youtu.be/K7agjXFFQJU) [https://youtu.be/K7agjXFFQJU] about a business meeting and see if any of the obstacles you mentioned in ex. 1 made it unproductive.

3. Look at the extracts from the video and complete each gap with a verb in the box in the correct form.

be catch emphasize implement put take throw

- a) I just wanted to a few minutes and talk about the marketing strategy this year. If you've got one, just it out there.
- b) Sorry I'm a couple of minutes late. I got in traffic.
- c) I think we should Pinterest.
- d) OK, I just want to that there are no bad ideas here. We're just brainstorming.¹
- e) Who knows how to this on the screen up there? Because I want you to see all the details. Do we have the cables? Does this cable work?
- f) I think you onto something with this idea. I really like it. Carol, did you get that down?

4. Watch the [video](#) again and check what the reactions to the comments in ex. 3 were.

¹ In the video you can hear 'there's no bad ideas'. However, the word *ideas* is plural, so the correct form is 'there are no bad ideas'.

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5. Discuss the questions.

- What was the objective of the meeting in the video? To what extent was it achieved?
- What could have been done to make the meeting from the video more productive?
- Which of the obstacles presented in the video are the most annoying to you during work meetings?

6. Read the information in the box and answer the questions.

A meeting **facilitator** is a person whose job it is to make a meeting run smoothly and efficiently. A meeting facilitator can be the person who runs the meeting, one of the meeting participants, or an outsider whose job is only to **facilitate** dialogue and the decision-making process. Meeting **facilitation** requires confidence and people skills.

- Is anybody assigned the meeting facilitator role in your business meetings? How do they help? If there isn't, do you think such a function could be useful?
- What other skills does a person need to be a good meeting facilitator?
- How did people in the video try to facilitate the meeting? Were their reactions relevant and/or successful?
- Is meeting facilitation something you are or would be good at? Why/Why not?

7. Match the words below to create steps in facilitating meetings.

- | | |
|-----------------------|----------------------|
| a) invite | 1) an agenda |
| b) set | 2) progress |
| c) focus on | 3) relevant people |
| d) encourage everyone | 4) the objectives |
| e) monitor | 5) the key takeaways |
| f) share | 6) to speak |

8. Look at the steps in ex. 7 again and discuss the questions.

- How does each of the steps make a meeting productive? What difficulties might happen if they are not taken?

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- Would you use all the steps, or add any, for the following meetings:
 - a weekly status update meeting with the aim of catching up on work progress and discussing any relevant issues
 - a meeting aiming to understand and solve a problem, e.g. decreases in sales
 - a presentation about new software your company is going to implement

9. Complete the gaps with one word each.

- a) I'd like to get your feedback
- b) I'm afraid that's the scope of this meeting.
- c) I think we are getting topic.
- d) I would like to point that...
- e) I think you're something with this idea.
- f) Are we the same page about...?
- g) Let me run what we've agreed on.
- h) Let's move to the next item.
- i) What ideas have you come with?



10. Decide which of the sentences in ex. 9 could be used to do the following.

- a) encourage meeting participants to speak
- b) focus on the meeting objectives
- c) monitor the meeting progress
- d) share the key meeting takeaways
- e) emphasize the importance of something

11. You are a meeting facilitator. Decide what you would say in these situations.

Use the words in brackets instead of the underlined items.

- a) You want to talk for a bit about the next item on the agenda. (minutes)
.....
- b) You want to encourage your colleagues to share the ideas they have. (throw)
.....

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- c) A colleague is getting off topic. (scope)
.....
- d) You want to present the meeting agenda. (run)
.....
- e) You want to emphasize that the participants still haven't made a decision.
(point)
.....
- f) You want to make sure that a colleague has the same idea as you about the
task they need to do. (page)
.....
- g) You want to start talking about the next item on the agenda. (move)
.....

12. You work in an order management team at a company selling juices. You are having a weekly status update meeting. Your teacher will give you a role play card. Use the phrases provided while discussing some of the topics listed. If there is a problem, try to come up with some solutions. Before you start the role play, think about how you can create a context for the phrases.