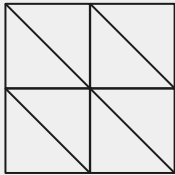

Business English

-Module 1-
Core Workplace Skills

Lesson 7 – Business meetings



Lesson Aims:

In today's lesson, you will learn how to...

**1. Participate actively
in business meetings**

**2. Interrupt politely
and appropriately**

**3. Bring the discussion
back to the main point**

**4. Agree, disagree, and
help move a meeting
forward**

**5. Complete a
dialogue about an
important meeting**

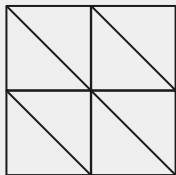
**6. Have a crucial
meeting at work and
reach a decision**



01



Meetings in real life



Meetings in real life

Discuss the questions with a partner.

1. How often do you have meetings?
2. Why do meetings sometimes go off-topic?
3. Is interrupting rude or is it necessary in meetings?
4. Who usually controls the meeting?
5. What happens if no one refocuses the discussion?
6. Is it harder to interrupt in English than in your first language?

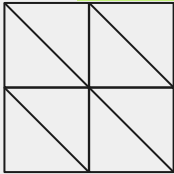




02



Meeting at BrightLine Solutions



Meeting at BrightLine Solutions

Listen to the dialogue and answer the questions.



What is the main goal of the meeting?

They want to decide priorities and meet a client deadline.

1. Which client is mentioned?
2. Who interrupts the discussion first?
3. Why does Adam refocus the meeting?
4. What final decision does the team make?

1. The Carter Group
2. Leo
3. To refocus on the client report deadline
4. To focus on the client reports first and finish at least one report that day

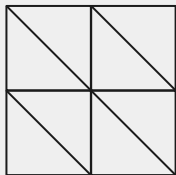
Adam



03



Meetings phrases



Meeting phrases



Scan the code. Then categorize the phrases.

Opening & Structuring	Giving Opinions & Suggestions	Agreeing
Disagreeing Politely	Interrupting	Getting Back to the Point

1. see your point, but...
2. Let's move on to...
3. Could I jump in for a second?
4. That makes sense.
5. The purpose of today's meeting is...
6. I don't completely agree.
7. OK, let's focus on...
8. Maybe we could...

9. Before we move on...
10. I agree.
11. Sorry to interrupt, but...
12. In my opinion...
13. Let's get back to the main point.
14. I think we should...
15. That sounds good.
16. Can I just add something here?
17. Let's get started.

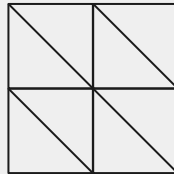
18. To get back to the issue...
19. I suggest...
20. I'm not sure about that.
21. OK, let's focus on this for now.
22. I'm happy with that.

Meeting phrases

Opening & Structuring	Giving Opinions & Suggestions	Agreeing	Disagreeing Politely	Interrupting	Getting Back to the Point
Let's get started.	I think we should...	I agree.	I'm not sure about that.	Sorry to interrupt, but...	Let's get back to the main point.
The purpose of today's meeting is...	In my opinion...	That sounds good.	I see your point, but...	Can I just add something here?	Before we move on...
Let's move on to...	Maybe we could...	That makes sense.	I don't completely agree.	Could I jump in for a second?	To get back to the issue...
OK, let's focus on...	I suggest...	I'm happy with that.			OK, let's focus on this for now.

04

Practice



Practice



Fill in the gaps using the appropriate phrases.

Supervisor: OK everyone, (1) Let's _____. (2) The _____ is reviewing last week's delivery delays.

Operations Officer: (3) _____ look at the driver schedules first.

Team Lead: (4) I'm _____ that because the main issue might be vehicle availability.

Operations Officer: (5) I _____ point, but if we don't fix the schedules, the delays will continue.

Supervisor: Fair enough. (6) Let's _____ to the main point for now.

Team Lead: (7) Can I _____? We could rent two vehicles this week.

Supervisor: Good suggestion. (8) Before we _____ decide if that's possible today.

Operations Officer: (9) Maybe _____ talk to Finance before making a decision.

Supervisor: OK. Does everyone agree?

Team Lead: (10) _____ sense.

Operations Officer: Yes, (11) I'm _____ that.

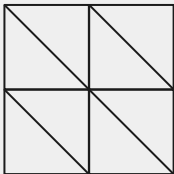
Supervisor: Great. (12) Let's _____ to the next issue on the agenda.

1. Let's get started.
2. The purpose of today's meeting is...
3. I think we should...
4. I'm not sure about that.
5. I see your point, but...
6. Let's get back to...
7. Can I just add something here?
8. Before we move on, let's...
9. Maybe we could...
10. That makes sense.
11. I'm happy with that.
12. Let's move on to...

04



Speaking practice



Speaking practice

1

Your team has **too many meetings** this week.
You must decide:

- which meetings are really necessary
- which ones can be cancelled or shortened

2

One team member is **off sick** today.
You must decide:

- how to cover their tasks
- which work can be delayed

A: Start the meeting and say the purpose.

B: Give your opinion or suggestion.

C: Interrupt politely and add a different idea.

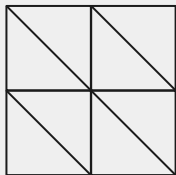
A: Bring the discussion back to the main point.

B: Disagree politely and give a reason.

C: Make another suggestion.

A: Ask if everyone agrees and summarize the decision.

05



A crucial meeting

A crucial meeting



A crucial meeting

- There is **too much work** and **not enough staff**.

Deadlines are getting harder to meet.

Decide if the company should **hire new people** and:

- which department needs staff
 - full-time or part-time
 - hire now or later
-
- **Or you could create your own meeting situations.**
 - Make sure to open and structure the meeting, give opinions/suggestions, agree or disagree, interrupt, and get back to the point.
 - What's your final decision?



Speaking & Writing assessments



1. You will have a speaking and writing assessment next lesson.
2. Review what we learned so far.
3. The assessment is mainly for speaking and writing skills. You will have a conversation with a partner (or do a short presentation) and then write a short paragraph/email/letter/etc.
4. The criteria are: listening, speaking, pronunciation, business skills, and writing skills.



Feedback



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Lesson Aims:

What did you
do well?

What needs more
practice?

In today's lesson, you will learn how to...

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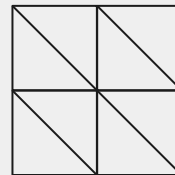
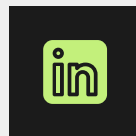
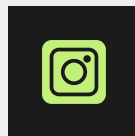
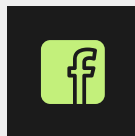
THANKS!

Do you have any questions?

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