Learning Objectives

Intermediate

In this session, you will:

• Learn about the purpose and components of an email to follow up on a meeting
• Practice using parallel structure.
Let’s Get Started
Intermediate

The coach and the learner role play co-workers Daisy and Nelson as they talk about writing a follow-up email after a meeting. Say whether the statements about their conversation (on the next slide) are 'True' or 'False.'

Daisy: Hey, Nelson. How was your meeting with Olga?
Nelson: It was fine. We covered a lot of ground, so I hope I can remember everything.
Daisy: Did you take notes?
Nelson: Only a few, I’m afraid.
Daisy: Well, what I would do is, sit down right now and write her a follow-up email. While it’s all fresh in your mind.
Nelson: You mean, to sum up what we talked about?
Daisy: Right. Especially anything that you agreed to do, or that you believe she agreed to do.
Nelson: Good point. We don’t want any confusion about that! Oh, and I’m supposed to share some of this info with you, Martin, and Naya, so I’ll just cc you all.
Daisy: Well, you could do that . . . or you could wait and use your email to follow up just with Olga. After you hear back from her, and she confirms everything, then take that next step, and share the info with the rest of us.
Nelson: You’re right, I should wait. Thank you.
Let’s Discuss

Intermediate

Based on Daisy and Nelson's conversation, say whether the following statements are 'True' or 'False.'

1. Both Daisy and Nelson had a meeting with Olga.
2. Nelson is worried that he won't remember what he and Olga talked about during the meeting.
3. Daisy advises Nelson to write Olga a follow-up email right away.
4. The point of the email is to sum up the meeting and record what they agreed to.
5. Daisy likes Nelson’s plan to copy her and several others on his follow-up email to Olga.
Following Up on a Meeting

Intermediate

In *formal* meetings, there is likely to be someone taking minutes. The minutes of a meeting are an official record of that meeting. In a less formal or informal meetings, when no one is taking minutes, how will everyone remember what was decided and who is going to do what? That’s the purpose of a follow-up email.

After a meeting, send an email to:

- Summarize the discussion and decisions
- Remind people about responsibilities
- Avoid misunderstandings
- Create a written record
Using Parallel Structure

Intermediate

When writing a follow-up email after a meeting, you may need to share a lot of information. Sometimes it helps the reader to see the information in a numbered list, or a bulleted list. When you can, use parallel structure in lists—that means using the same sentence structure for each listed item.

*Before our next meeting, I will*

- *ask* an attorney about laws that may apply
- *do research* online into standard policies in our industry
- *draft* a report on my research
- *share* the report with the rest of the committee

The first word or phrase of each item should have the same grammatical form. Notice the verbs in the list above: *ask, do, draft,* and *share.*

If the list has a lead-in (in the example: *Before our next meeting, I will*), then make sure it fits grammatically with each item in the list.
Let’s Practice
Intermediate

Complete each point in the bulleted lists from follow-up emails. Use parallel structure to match the first entry in each list.

1. We chose the in-house candidate because she
   • **knows** our system and so will need little training
   • ________ (have) an excellent record with us
   • ________ (be) able to start immediately

2. Nancy will be responsible for
   • **reserving** the meeting room
   • ________ (send) out emails about the meeting
   • ________ (order) coffee, tea, and cookies

3. The new design for our office space should make employees
   • **better able** to concentrate
   • ________ (productive)
   • ________ (happy) at work
Apply It!
Intermediate

Read each bulleted list. Fix any problems you find with parallel structure.

1. We agreed that:
   • Charlie’s team will report to Louise.
   • Louise will cover Charlie’s scheduled client presentations.
   • Mike works with Louise to review Charlie’s presentation slides.

2. In an email to follow up on a meeting, you should:
   • Summarize what was discussed at the meeting.
   • To be clear about what was agreed on at the meeting, including next steps.
   • Asking for confirmation of one point.