Participating in Meetings
Intermediate

Session 1: Getting off to a Good Start
Learning Objectives
Intermediate

In this session, you will:

• Practice introducing yourself and others at meetings.
• Discuss the differences between face-to-face and virtual meetings.
• Practice using common expressions heard at the beginning of meetings.
Let's Get Started
Intermediate

You work for a large, international firm, and you are attending a formal meeting to discuss company goals. Introduce yourself to your colleagues, giving details on your position and responsibilities.

Vocabulary

<table>
<thead>
<tr>
<th><strong>Introducing Yourself</strong></th>
<th><strong>Giving Personal Details</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Hello, my name is...</td>
<td>I’m from...</td>
</tr>
<tr>
<td>It’s nice to meet you. I’m...</td>
<td>I work as...</td>
</tr>
<tr>
<td>It’s a pleasure to be here. My name is...</td>
<td>I’m responsible for...</td>
</tr>
</tbody>
</table>
Let's Get Started
Intermediate

You are attending a staff meeting and would like to introduce an important guest from another branch. Follow the cues and introduce your guest to other staff members.

Vocabulary

<table>
<thead>
<tr>
<th>Introducing Others</th>
<th>Providing Relevant Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>I'd like to introduce...</td>
<td>Mr. / Ms. ... is from...</td>
</tr>
<tr>
<td>Let me introduce...</td>
<td>Mr. / Ms. ... works as...</td>
</tr>
<tr>
<td>Let's give... a warm welcome.</td>
<td>Mr. / Ms. ... is responsible for...</td>
</tr>
</tbody>
</table>
Let's Discuss

Intermediate

Should the following expressions be used during a face-to-face meeting, a virtual meeting, or both? Why?

• “This is Peter in London. It’s nice to meet everyone.”
• “Excuse me, could I make a comment?”
• “Hello from Barcelona where the sun is shining!”
• “Tom, I’d like to introduce you to Angela. She’s our marketing director.”
• “Can everyone hear me?”
• “Hi everyone. Take a seat anywhere you’d like.”
The dialogue below takes place during the start of a meeting, focusing on marketing campaigns in Japan and Korea. Fill in the blanks using the words or phrases below, and then practice saying the dialogue.

**Alan:** _________. I know there was quite a bit of ________ this morning, so I'm ________ to see everyone. I hope you've all got a cup of coffee or tea. Let's _________. We're here today to discuss our marketing efforts in Japan and Korea. Let's begin by quickly _________ from our last meeting. Susan, could you please read the minutes?

**Susan:** Thank you, Alan. Alan began the meeting by introducing Ms. Cheng, our lead marketing consultant in China. Ms. Cheng gave an overview of last year’s successful marketing campaign. The meeting ended with a review of our marketing plans for Korea and Japan.

**Alan:** Thank you, Susan. _________.

**Word phrases to practice:**
- Let's move on
- get started
- going over the minutes
- really pleased
- traffic
- Good morning, everyone
Apply It!

Intermediate

Introduce yourself more informally to your coach. Talk about your job, family and what you like to do in your free time.