Participating in Meetings
Intermediate

Session 7: Keeping Track of the Meeting
Learning Objectives

Intermediate

In this session, you will:

• Discuss the different parts of an agenda.
• Discuss how to take notes.
• Decide what kind of notes are important and which ones are unimportant.
• Take notes in a meeting, and report back on what you heard.
Let’s Get Started
Intermediate

Put these different parts of a meeting agenda in the correct order. There may be more than one possible order.

1. Approval of the previous meeting minutes
2. Welcome and introductions
3. New business
4. Staff reports
5. Call to order
6. President’s report
7. Review of agenda
8. Housekeeping
Let's Discuss

Taking good notes is important. Discuss these questions about note taking with your coach.

1. What types of things are important when taking notes?
2. How can writing short sentences help you when taking notes?
3. What other techniques can you use to help save time when taking notes?
Imagine that you listened to a podcast about a new camera called Happy PixShare and took some notes. Which notes are important and which notes are unimportant for understanding the new product?

1. Maybe launch next year in U.S., Europe
2. Interviewee had time for cup of coffee
3. Can share photos online with hundreds of people
4. Name – Happy PixShare
5. Interviewee found recording studio without problems
6. Launch next quarter in Asia
7. Camera uses real film
**Let’s Practice**

**Intermediate**

**Learner 1:** You are a marketing director, and you have a new cooking product for the kitchen. Make a short presentation using the cues provided.

- Which market will you launch in?  
  *We will launch the product in Japan.*

- Who will you market your product to?  
  *We will market the product to housewives.*

- Where will you advertise your product?  
  *We will advertise the product in women's magazines.*

- When will you launch the product?  
  *We will launch the product in three weeks.*

**Learner 2:** Listen to the presentation and make notes. At the end, give a summary of the presentation, using your notes to help.
Apply It!

Intermediate

Learner 1: The coach and the learner take turns talking in detail about projects they are currently working on, and what they will do to ensure that the deadline is met.

Learner 2: Take notes and, once the coach has finished speaking, use the notes to tell your coach detailed information about his/her project.