Effective Meetings

Advanced

Learning Goals

In this class, you will learn language to do the following:

• Describe different kinds of meetings.
• Talk about what makes meetings effective.
• Discuss difficulties and effective strategies in meetings.
• Describe culturally appropriate behavior in meetings.
Effective Meetings

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• How often do you attend meetings in English?
• What kinds of meetings do you attend?
• Who is in these meetings, and how many people are usually involved?

Vocabulary

<table>
<thead>
<tr>
<th>one-on-one</th>
<th>brainstorming session</th>
</tr>
</thead>
<tbody>
<tr>
<td>teleconference</td>
<td>training</td>
</tr>
<tr>
<td>staff meeting</td>
<td>business update</td>
</tr>
<tr>
<td>Web conference</td>
<td>working lunch</td>
</tr>
</tbody>
</table>
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• What makes a meeting successful?
• What should the meeting facilitator do?
• What should participants do?

Vocabulary

<table>
<thead>
<tr>
<th>objective</th>
<th>interrupt</th>
<th>brainstorm</th>
</tr>
</thead>
<tbody>
<tr>
<td>agenda</td>
<td>have the floor</td>
<td>stay on track</td>
</tr>
<tr>
<td>action steps</td>
<td>facilitate</td>
<td>get off track</td>
</tr>
<tr>
<td>ground rules</td>
<td>dominate</td>
<td></td>
</tr>
</tbody>
</table>
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- What is difficult about participating in meetings in English?
- What are some strategies for:
  - getting into a discussion?
  - understanding what people are saying?
  - expressing yourself clearly?
- What can others do to help you participate?
- What can you do to help others participate?

**Vocabulary**

<table>
<thead>
<tr>
<th>nonverbal cues</th>
<th>scribe/note taker</th>
<th>rebuttal</th>
<th>clarifying</th>
<th>articulate</th>
</tr>
</thead>
<tbody>
<tr>
<td>jargon</td>
<td>gatekeeping</td>
<td>conceding</td>
<td>confirming</td>
<td>enumerating</td>
</tr>
</tbody>
</table>
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In business meetings in your country, is it appropriate to:

• interrupt the speaker?
• use humor?
• show emotion?
• start a meeting with small talk?
• go overtime?
• express disagreement directly?
Links for Further Study

Advanced

Business Situations: Clarifying and Confirming
https://edge.globalenglish.com/BusinessSituations/MeetingsAndConversations/ClarifyingAndConfirming/100106
GlobalEnglish One >> Study >> Business Situations >> Meetings and Conversations >> Clarifying and Confirming

Email Templates: Meetings
https://edge.globalenglish.com/EmailTemplates
GlobalEnglish One >> Work >> Email Templates >> Select a Category >> Meetings

Culture Notes: Find Out About Meeting with People in Different Countries
https://edge.globalenglish.com/culturenotes/topic/9/0#/0
GlobalEnglish One >> Work >> Culture Notes >> Select by Topic >> Meeting with People